

TIBURON WATERPOLO CLUB



CLUB CHARTER –
GENERAL RULES & REGULATIONS

Adopted by the Executive Board & Board of DirectorsSeptember 12, 2018

Submitted to the General Assembly onOctober 17, 2018

THE STATUTE

1. Mission.

The Tiburon Waterpolo Club is a non-profit organization whose mission is to offer the boroughs in and around Montreal the opportunity to practice and compete in waterpolo in the ideal conditions for each individual athlete, of all ages. The Tiburon Waterpolo Club will teach the fundamentals of the game and promote good sportsmanship and respect for all participants, emphasizing:

- Fun
- Fundamental individual and team-based skills
- Sportsmanship
- Teamwork
- Leadership
- Age and skill appropriate competition

It is also the mission to develop the full potential of its members in terms of their fitness and their athletic and mental abilities, all while promoting waterpolo in the region of Montreal and its surroundings.

2. Headquarters.

The club's head office is in Montreal, at 1827 rue Baile, Montreal, H3H 1P5; the president's address

Tiburon Waterpolo operates out of several municipalities in and around Montreal. Each municipality shall have a delegate representing the Tiburon members of this territory.

The municipalities are:

- Verdun
- Lasalle
- Beaconsfield

3. Club Responsibilities

For the purpose of carrying out the objectives of the club, Tiburon Waterpolo Club shall:

- a. Enter into agreements, partnerships, and contracts
- b. Acquire, purchase, lease, and maintain property for the use of the club and when no longer necessary, sell or dispose of the property or any part thereof
- c. Employ and pay staff and/or contractors
- d. Pay all costs and expenses of the club
- e. Recruit membership

- f. Active participation in Waterpolo Quebec and Waterpolo Canada activities
- g. Collection of fees associated with its members
- h. Conduct activities as outlined by the individual municipalities
- i. Maintain these general rules and regulations; to be proposed and voted at the Annual General Meeting

Registre des Entreprises

- a. The Tiburon Waterpolo Club is registered as a non-profit organization with the Registre des Entreprises du Quebec. Our *numero d'entreprise du Quebec (NEQ)* is 1166890682.
- b. A declaration must be completed annually to indicate the changes of board members. The declaration can be done online at the Registre des Entreprises website via *cliqSecure express*
- c. Tiburon Waterpolo Club must pay its annual licensing fees.

Tiburon Waterpolo Club must respect certain legal obligations stated in both the *Loi sur les compagnies* and the *Civil Code of Quebec*. These obligations are as follows:

- a. Create a Board of Directors; annual election of Board of Directors and appointment of Municipality Delegates; at the Annual General Assembly
- b. Have general rules and regulations for the club and internal governing rules
- c. Hold an active bank account
- d. Complete an annual declaration of members with Registraire des Entreprises
- e. Complete federal and provincial declarations of revenue
- f. Obtain GST and PST numbers and submit proper declarations annually
- g. Establish and maintain an accounting ledger
- h. Retain the services of a chartered accountant as necessary
- i. Annually produce the club's financial statements

4. Logo.

The logo, seal or official stamp of the Association may only be used with the consent of the Board. The logo, seal or stamp of the club is the one reproduced here:



(current as of 2017-2018 Waterpolo season)

5. Website and social media

Website and social media, as per the Communication Policy

- a. Only board members may speak on behalf of the Tiburon Waterpolo Club
- b. All communications about Tiburon Waterpolo Club by an active member must adhere to the Code of Conduct policy
- c. Any communication deemed inappropriate will be removed from the internet or social media by the Board of Directors
- d. Consent for taking and using pictures of active members will be obtained and documented at the time of registration

Pictures can be removed if requested by the active member or the guardian if the member is under the age of 18 years

6. Membership.

Active members.

Active members are players whose primary affiliation is to Tiburon Waterpolo Club, or a guardian if under the age of 18 years, who has adequately and completely paid for participation in one of Tiburon Waterpolo Club's programs for the current season.

Each active member is entitled to one vote at the Annual General Assembly, or as needed. Guardians are entitled to the number of votes equivalent to the number of minors who are active members.

Volunteers

Playing waterpolo is not a requirement to be a part of Tiburon Waterpolo, therefore volunteers who donate their time to support active members will hold a non-voting membership within the club. Volunteers are not required to pay any fees and will be primary affiliated with Tiburon which gives them certain benefits and privileges.

Honorary memberships

These memberships are assigned by the Tiburon Waterpolo Board. They are non-voting members and must comply with the Conflict of Interest Policy.

Sanctions and Terminations

All membership in the club is terminated:

- a. When a member dies
- b. The member fails to maintain its responsibilities outlined in the by-laws
- c. The member resigns by delivering a written resignation to the President
- d. The membership term expires; only valid for one Waterpolo season
- e. The club is dissolved

Discipline will be invoked when a member:

- a. Violates any provision of the articles, by-laws, or written policies of the club
- b. Carry out conduct that may be detrimental to the club, as per Code of Conduct Policy.

Responsibilities of the members. All members will:

- a. Participate actively in training, club meetings and club events
- b. Learn about the calendar of activities (practices, games, tournaments, events)
- c. Quickly confirm participation in activities and pay the associated fees
- d. Contribute to a positive, competitive, safe and respectful learning climate
- e. Adhere to all the club's policies

BOARD OF DIRECTORS

7. Definition of the Board of Directors.

The Board of Directors has the broadest powers, to ensure in all circumstances, the day-to-day management of the club. They make sure that the Tiburon Waterpolo Club continues its mission by establishing goals and strategies. They supervise the staff and ensure the financial stability of the club.

The Board of Directors shall authorize the establishment of policies and procedures, and shall have full and final decision-making authority of the club.

It is important to note that each board member has duties under the C.c.Q. Article 322 which stipulates that the board member “must act with prudence and diligence. He must also act with honesty and loyalty in the interest of the club.”

8. Number of directors.

The affairs of the Tiburon Water Polo Club are managed by a Board of Directors composed of an Executive Board plus Board Members.

Board of Directors

- 1) Executive Board
 - a. President (vote in the event of a tie)
 - b. Vice-President (voting member)
 - c. Secretary (voting member)
 - d. General Manager (voting member)
 - e. Finances (voting member)
 - f. Registrar (voting member)
 - g. Head Coach (non-voting member)

- 2) Board Members
 - a. Beaconsfield Delegate
 - b. Lasalle Delegate
 - c. Verdun Delegate
 - d. Webmaster
 - e. Equipment Manager
 - f. Fundraiser
 - g. Team Manager – lessons & 8U
 - h. Team Manager – 10U & 12U
 - i. Team Manager – 14U girls
 - j. Team Manager – 14U boys
 - k. Team Manager – 16U girls
 - l. Team Manager – 16U boys
 - m. Team Manager – 17U girls
 - n. Team Manager – 17U boys
 - o. Team Manager 19U women
 - p. Team Manager – 19U men
 - q. Team Manager – MLWP women
 - r. Team Manager – MLWP men
 - s. Team Manager – Seniors

9. Roles and Responsibilities of the members of the board

President

- Chief administrator of the Tiburon Waterpolo Club
- Negotiates contracts and coordinates club needs with the cities and /or facilities
- Plans, organizes, and chairs the board meetings
- Has the right to vote only in the event of a tie
- Ensures execution of the decisions taken by the Board of Directors
- Schedules and presents the annual report at the Annual General Meetings
- Represents the club with Waterpolo Canada and Waterpolo Quebec
- Creates staffing contracts in collaboration with the Head Coach
- Supports the Head Coach with staffing issues, when necessary

- Provides final approval for payment of coaching development courses
- Applies for grants
- Manages the referee certification program
- Signs documents requiring signature
- Manages issues as they arise or delegates to the appropriate person
- Cosignatory of cheques

Vice President

- Second chief administrator of the Tiburon Waterpolo Club
- Acts as interim President in case of absence, disability or resignation
- Signs documents requiring signature
- Has the right to vote
- Manages the day-to-day operations of the club
- Coordinates and manages game schedule with Waterpolo Canada for NCL, and Waterpolo Quebec for LCQ, LCQS and LDP
- Manages the week-to-week adjustments in the schedule with the Head Coach
- Tracks coaches certification and approves payment with the President
- Fulfills all the duties that may be assigned by the Board of Directors
- Cosignatory of cheques

Secretary

- Notifies the Board of Directors of upcoming meetings
- Reserves rooms for the club meetings and functions
- Sends notice of any meetings to the active club members
- Records, keeps and distributes the minutes of all meetings
- Keeps records and files for the club
- Drafts motions, records rejection and disagreement, and drafts amendments
- Ensures the availability of official document to all members
- Prepares all government forms, such as registration of not-for-profit, tax documents, etc...
- May act as cosignatory of cheques

General Manager

- Supports all municipal delegates and teams managers, bringing their concerns to the Executive Board as needed
- Liaise with team managers for needs for hosting games and events
- Coordinate travel plans if multiple teams are attending an away event in junction with the respective team mangers
- Organizes the club events, e.g. kick-off BBQ, Holiday party, year-end Gala, etc
- May act as cosignatory of cheques

Finances

- Deposits monies into club accounts
- Ensures the proper and responsible management of funds
- Maintains all financial ledgers
- Pays bills on behalf of the club
- Acts as a cosignatory of cheques
- Coordinates paychecks for all employees, including necessary deductions
- Prepares and presents the annual financial statement & annual budget at the Assembly General Meeting
- Signs documents requiring signature

Registrar

- Organizes registration dates at the beginning of the season
- Receive player information through the club website; registers player with club
- Contacts players / parents after they express interest in playing waterpolo, providing info on fees and practice dates & times
- Supplies and collects the necessary documents / information from players
- Manages the Goalline database of players and platform
- Enter player information into Goalline
- Manages and updates affiliation of players in Goalline for appropriate category and activation status
- Enters players into teams and tournaments on the Waterpolo Canada website
- Coordinate the two week trials of players
- Relays player info to the appropriate board members & Head Coach
- Provide the necessary statistics on players within the club; by age group, by city of residence, etc.

Municipality Delegate

- Liaise with administration of each chapter / city to understand the needs from the city, the parents and players, and for the club
- Participates in community based events, or delegate authority to the board
- Is informed of any Municipal By-laws applicable to Tiburon Waterpolo and ensures that as a Club we abide by said by-laws.
- Coordinates the ordering of equipment and supplies for the facility, in collaboration with the Equipment Manager
- Inform administration/recreation director when hosting games or club events in their facility

Team / Group Managers

- Be available for all new players / parents for questions and support
- Liaise with the registrar regarding player info and needed follow-up
- Contact and follow-up with players / parents regarding game schedule, changes to practice schedule, events
- Organizes the documentation; provides copies to coaches & municipalities, as required
- Enter information into social media and other organizational platforms
- Organizes, manages table workers and referees for games hosted by Tiburon
- Organizes volunteers to set up the pool and surrounding area for each game
- Organizes and manages the Hospitality Room as needed for tournaments or game weekends
- Manage one set of waterpolo caps
- Support to coaches and Head Coach

Webmaster

- Update the club's website on an ongoing basis with relevant information in collaboration with the Head Coach and various board members
- Gathers and analyzes any statistical information on website traffic

Equipment Manager

- Orders and distributes the club uniform on an annual basis; for players, coaches
- Organizes the sizing and ordering of equipment at registration
- Organizes and distributes equipment as it arrives
- Creates and updates a club merchandise order form which allows players, coaches, and others to order additional supplies 2-3 times per year
- Works with distributors/companies to find quality products at an economical rate
- Maintains a ledger of all the club waterpolo equipment and its location
- Orders new equipment on an ongoing basis to replace broken or worn supplies

Marketing / Fundraiser

- Responsible for organization of waterpolo promotion activities; includes reservation of location, equipment, transport, or anything else deemed necessary
- Actively researches water polo promotion opportunities with schools, camps, swimming pools and community organizations, etc...
- Works to make waterpolo known to the population and communities
- Is responsible for managing the Tiburon Waterpolo Facebook page, Twitter account and other social media deemed relevant
- Works in collaboration with the coaching staff for the recruitment program

10. Elections of directors.

- Tiburon Club members are asked to submit their name indicating interest in participating on the Board of Directors; no later than one week prior to the Annual General Meeting.
- At the AGM, these members may be asked to explain their reason for wanting to volunteer, if more than one person has indicated interest in the same position.
- The positions are voted on by a show of hands, unless the assembly decides otherwise. The active member with the most votes wins the seat. In the event that only one member stands for a position, they are acclaimed.
- Elections are held in the spring so the Board of Directors can take advantage of the summer to prepare the fall season. Depending on the situation, the outgoing board member is expected to provide a handover to the incoming board member.
- Active board members can fill more than one position in the event that positions are left unfilled.

11. Eligibility of directors.

Only active members, or the legal guardian if the member is under 18 years of age, are eligible to be members of the Board.

12. Duration of duties of directors.

- Efforts are made for the mandate of each board position to be 2 years. Half of the board positions will be vacated per year. This allows for some continuity while opening up opportunities for new volunteers.
- The President, Secretary, and Director of Operations will be filled on odd-numbered years while the Vice President and Treasurer will be filled on even-numbered years.
- All other board positions are renewable annually.

13. Withdrawing an executor.

A board position is terminated when:

- a. The board member dies
- b. The board member fails to maintain its responsibilities outlined in the by-laws
- c. The board member resigns by delivering a written resignation to the president. In the event of the resignation of the President, the written resignation will be delivered to the Vice President.
- d. The board members' term expires
- e. The club is dissolved

- f. A vote to remove the board member. The impeachment is validated by a vote of 50% + 1 of the total number of votes (including abstentions). This vote is during a Special General Assembly convened for this purpose.
- g. The board member is absent from more than 3 consecutive meetings

In the event that a board member withdraws or is terminated, the Board of Directors will appoint a replacement until the next election period at the next Annual General Meeting.

14. Remuneration.

The Board of Directors are not remunerated for their services.

BOARD OF DIRECTORS MEETINGS

15. Meeting of the Board of Directors

The Board of Directors will meet as often as necessary.

Any active club member or guardian of an active member under the age of 18 years may attend the board meetings. However, these guests are not entitled to participate in the meeting unless a provision relating to this effect is adopted by the board.

16. Notice and place

The Board of Directors meetings are convened by the board, on the instructions of the President, or at the written request of at least two board members.

They are held at the club's head office or at any other place designated by the Board of Directors.

17. Notice of meeting

The date and location of the meetings must be announced to all active Tiburon members by any means deemed appropriate by the president or secretary.

The notice period is at least one full business day. A board meeting may be held immediately after the Annual General Meeting without notice of such meeting.

18. Quorum

The quorum necessary for holding the board meeting is 50% of the Executive board members in attendance.

If a quorum is not obtained, the meeting can be postponed to a later date. A remission meeting can be held even if a quorum is not attained, but no decisions are to be made.

19. Remote participation

The board members may, if all agree, participate in a board meeting using means allowing all participants to communicate with each other, including by telephone or Internet. They are then deemed to have attended the meeting

20. Vote.

All board members are entitled to one vote each. Proxy voting is not allowed. The President has no casting vote. In the case of a tie, the President has a casting vote.

Voting shall be by show of hands, unless two of the board members present call for the secret ballot. In this case, the President shall appoint two scrutineers, with the functions of distributing and collecting the ballot papers, compiling the result of the vote and communicating it to the President.

Unless otherwise stipulated, all matters submitted to the Board of Directors shall be decided by a simple majority of votes (50% + 1) validly given.

21. Signed resolution.

A written resolution, signed by all board members, is valid and has the same effect as if it had been passed at a board meeting duly convened and held. This resolution must be inserted in the meeting minutes of the next board meeting, as a regular report.

22. Minutes.

The Secretary is responsible for completing and submitting minutes of the all the board meetings. These minutes will be distributed to all board members prior to board meetings for review as they will be voted on and adopted at board meetings.

Any active club member or guardian of an active member under the age of 18 years may consult the minutes and resolutions of the Board of Directors upon written request.

23. General Assemblies & Special Assemblies.

General Assembly Meetings

- Are held on an annual basis
- All active members in good standing are able to attend and vote
- Staff is welcome to attend and participate but have not right to vote
- Other members of the public are welcome to attend and participate but have no right to vote
- Minutes of the General Assembly will be taken and made available to active members upon request

The purpose of the General Assembly is:

- Presentation and reception of reports from the Board of Directors, Finances, and the Tiburon Head Coach
- Nomination and election of new board members according to the charter's established protocol
- Presentation and adopting of priorities, the direction, and the action plan for Tiburon Waterpolo for the upcoming season.
- Ask and answer questions from active members
- Ratify and adopt any amendments to the charter
- Approve the fees for the upcoming season
- Approve the actual budget for the current season and the proposed budget for the upcoming season

Calling of the General Assembly:

- The meeting is called by the board secretary by email to all active members at the request of the Board of Directors. Notice may also be sent via the club's website or social media networks.
- Notice of the any general assembly must be sent out at least 15 calendar days before the meeting dates and must mention the items on the agenda which can be modified.
- Must be called within 90 days of the end of the fiscal year

Voting at the General Assembly:

- Any item submitted that requires a vote will be decided by the majority of active members present at the meeting. Abstentions will not be counted in the final tally.
- Every active member who is present or represented by legal guardian (in the event of a minor athlete) is entitled to one vote
- A legal guardian is allotted one vote per active member in good standing
- In the case of a tie, the motion is defeated

Special General Assembly Meetings

- Can be called at any time by the President, the Board of Directors, or upon written request from a group of active members who hold at least 10% of the votes of the club.
- The Board of Directors must ensure that the Special General Assembly is held within 7 calendar days of reception of the request, unless the request asks for a longer delay. In the event that the board does not call this Special General Assembly in the prescribed time, the members who presented the request will be able to call the assembly on their own.
- The request for a Special General Assembly must be submitted to the President of Tiburon Waterpolo by email
- Notice of the Special General Assembly must mention the items on the agenda which cannot be modified
- The agenda of this meeting will only deal with the issue that forced the meeting

SUB-COMMITTEES

24. Sub-Committees.

- These committees are not decision-making but respond to the orientations adopted by the Board. They must have their decisions approved by the Board.
- They are formed on an as-needed basis for particular projects or situations

FINANCIAL PROVISIONS

25. Financial responsibilities.

The Board of Directors is responsible for filing tax returns (federal & provincial) annually, keeping accounting ledger, producing annual financial statements, and proposing a budget for the year to follow.

26. Fiscal year.

The club's fiscal year runs from September 1 to August 31 of the following year.

27. Banking

All checks must be signed by two board members.

The President must be informed, in writing, of all electronic payments and e-transfers.

28. Contracts and corporate documents.

Contracts and other documents requiring the signature of the association must first be approved by the board of directors and, on such approval, are signed by the President and another member of the Executive Board.

The President's signature must appear on any document filed with organizations, governments, companies, and associations on behalf of Tiburon Waterpolo Club.

29. Authorized expenditure.

A board member may not spend more than fifty dollars without obtaining prior authorization from the Board of Directors. And they will have to produce supporting documents relating to these expenses for reimbursement.

30. Profits.

If there are profits in the management of the club at the end of the fiscal year, these must be spent in the next fiscal year.

31. Pricing.

Fees are determined annually by the Board of Directors

APPENDIX A

PROVINCIAL AND NATIONAL FEDERATIONS

Quebec Waterpolo Federation

The purpose of the Quebec Waterpolo Federation is to:

- a. Bring together in a representative association, anyone who engages in the activity of water polo
- b. Educate the population of Quebec about this recreational activity and encourage its development in all its forms (promotion, publications, training programs), for the province of Quebec

The Tiburón Waterpolo Club is a “collective member” of the Quebec Waterpolo Federation and our duly affiliated members are considered “active members” of the Quebec Waterpolo Federation

The Tiburón Waterpolo Club sends representation to the Waterpolo Quebec AGM annually. The number of eligible voting delegates depends on the number of affiliations of each club. The meeting approves the by-laws, elects the directors and officers of the corporation, adopts the financial report and the budget estimates, decides on the policies and general orientations of Waterpolo Quebec and discusses all matters within the framework of the goals of the Federation.

Waterpolo Canada (WPC)

Waterpolo Canada's objective is to:

- a. Establish the laws and regulations applicable to water polo competitions for WPC members at all levels of play in Canada,
- b. Promote the practice of water polo from one end of the country to the other,
- c. Select and form teams of national representatives,
- d. Support the establishment of adequate water polo facilities,
- e. Raise standards at all stages of water polo
- f. Organize the annual water polo national championships of water polo clubs.

Waterpolo Canada is affiliated with FINA. Waterpolo Quebec is a member of Waterpolo Canada.

The membership of the Waterpolo Tiburón Club members is via waterpolo.ca and Goalline. Membership includes dues to Waterpolo Canada and dues to Waterpolo

Quebec. The membership fees of the members and the Club are collected by Waterpolo Quebec.

Club affiliation and membership affiliation includes membership through Waterpolo Canada to third party liability insurance. Thus, all members (players, administrators, volunteers, coaches) have some coverage in the event of an accident as part of the activities related to the club. The insurance covers, among other things, certain medical and dental expenses for an accident incurred during a water polo activity covered by the insurance. A form available on the Waterpolo Quebec and Waterpolo Canada website must be completed to make a claim.

APPENDIX B

CODE OF CONDUCT POLICY WITH DISCIPLINARY PROCEDURE

Affiliation with the Tiburon Waterpolo Club brings many privileges and benefits. At the same time, Board members, coaches, athletes, officials, and volunteers are expected to meet certain obligations including complying with Tiburon Waterpolo Club policies and this Code of Conduct. Irresponsible behaviour can result in severe damage to the integrity of the Tiburon Waterpolo Club. Board members, coaches, athletes, officials, and volunteers must be aware that they are expected to model behaviour appropriate for their individual role and a representative of the Tiburon Waterpolo Club. Tiburon Waterpolo Club has developed this Code of Conduct with Disciplinary Procedure document in order to protect and guide individuals associated with the Tiburon Waterpolo Club. All complaints will be handled fairly, quickly, and without bias.

Application of the Code of Conduct

The Code of Conduct applies to Board members, coaches, athletes, officials, and volunteers' conduct during Tiburon Waterpolo business, activities, and events including, but not limited to, competitions, tournaments, games, matches, practices, tryouts, training camps, and travel.

The Code of Conduct also applies to Board members, coaches, athletes, officials, and volunteers' conduct outside of Tiburon Waterpolo business, activities, and events when such conduct adversely affects relationships within the Tiburon Waterpolo Club (and its work and sporting environment) or when it is detrimental, or perceived to be detrimental, to the image and reputation of the Tiburon Waterpolo Club. Such applicability will be determined by the Tiburon Waterpolo Club at its sole discretion.

Responsibilities:

All board members, coaches, athletes, officials, and volunteers are responsible for maintaining and enhancing the dignity and self-esteem of board members, coaches, athletes, officials, and volunteers and other individuals by:

- a) Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, socioeconomic status, gender identity, gender expression, sex and sexual orientation;
- b) Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, or board members;

- c) Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
- d) Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
- e) Consistently treating individuals fairly and reasonably;
- f) Ensuring adherence to the rules of waterpolo and the spirit of those rules.

Harassment

Harassment is defined as comment or conduct directed towards an individual or group – both face-to-face and electronically – which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:

- a) Written or verbal abuse, threats, or outbursts;
- b) The display of visual material which is offensive or which one ought to know is offensive in the circumstances;
- c) Unwelcome remarks, jokes, comments, innuendo, or taunts;
- d) Leering or other suggestive or obscene gestures;
- e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
- f) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- g) Any form of bullying;
- h) Any form of hazing where hazing is defined as *:Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability";*
- i) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
- j) Unwelcome sexual flirtations, advances, requests, or invitations;
- k) Physical or sexual assault;

l) Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment;

m) Retaliation or threats of retaliation against an individual who reports harassment to the Tiburon Waterpolo Club.

Workplace Harassment

Workplace harassment is defined as vexatious comment or conduct - that is known or ought reasonably to be known to be unwelcome - against a worker in a workplace, either face-to-face or electronically. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to

- a) Bullying;
- b) Repeated offensive or intimidating phone calls or emails;
- c) Inappropriate sexual touching, advances, suggestions or requests;
- d) Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
- e) Psychological abuse including abuse of power;
- f) Personal harassment;
- g) Discrimination;
- h) Intimidating words or conduct (offensive jokes or innuendos);
- i) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning;

Workplace Violence

Workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:

- a) Verbal threats to attack a worker;

- b) Sending to or leaving threatening notes or emails for a worker;
- c) Making threatening physical gestures to a worker;
- d) Wielding a weapon in a workplace;
- e) Hitting, pinching or unwanted touching of a worker which is not accidental;
- f) Throwing an object at a worker;
- g) Blocking normal movement or physical interference of a worker, with or without the use of equipment;
- h) Sexual violence against a worker;
- i) Any attempt to engage in the type of conduct outlined above.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature, either face to face or electronically. Types of behaviour that constitute sexual harassment include, but are not limited to:

- a) Sexist jokes;
- b) Display of sexually offensive material;
- c) Sexually degrading words used to describe a person;
- d) Inquiries or comments about a person's sex life;
- e) Unwelcome sexual flirtations, advances, or propositions;
- f) Persistent unwanted contact.

Doping and Drug Use

Board members, coaches, athletes, officials, and volunteers must abstain from the non-medical use of drugs or the use of performance enhancing drugs or methods. More specifically, the Tiburon Waterpolo Club adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program will be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Disciplinary Procedures. Tiburon Waterpolo Club will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program imposed by any other sport organization

Board members, coaches, athletes, officials, and volunteers must refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)

Inappropriate Behaviour

Board members, coaches, athletes, officials, and volunteers must avoid behaviour considered to be inappropriate. Particularly, they must:

- a) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;
- b) Not be in possession or use any illegal substance and/or performance enhancing drugs;
- c) Additionally, inappropriate behaviour shall include:
 - a. Gross misbehaviour;
 - b. Reporting to an activity in an impaired condition.
- d) Respect the property of others and not wilfully cause damage;
- e) Adhere to all federal, provincial, municipal and host country laws;
- f) If under the age of majority in the location of the Tiburon Waterpolo Club sanctioned activity (i.e. competition, training camp), there will be no possession or use of alcohol;
- g) If over the age of majority in the location of the Tiburon Waterpolo Club sanctioned activity (i.e. competition, training camp), there will be no supplying of alcohol to minors.

Directors, Committee Members, Volunteers, and Staff

In addition to sections above, Tiburon Waterpolo Club's Directors, Committee Members, Volunteers, and Staff have additional responsibilities to:

- a) Act with honesty & integrity; conduct themselves in a manner consistent with the nature and responsibilities of Tiburon Waterpolo Club business and to maintain the members' confidence;
- b) Ensure that Tiburon Waterpolo Club's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities;

- c) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Tiburon Waterpolo Club;
- d) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism;
- e) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others;
- f) Keep informed about Tiburon Waterpolo Club activities, the provincial and national waterpolo community, and general trends in the sectors in which they operate;
- g) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Tiburon Waterpolo Club is incorporated;
- h) Respect the confidentiality appropriate to issues of a sensitive nature;
- i) Ensure that all board members, coaches, athletes, officials, and volunteers are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
- j) Respect the decisions of the majority and resign if unable to do so;
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings;
- l) When appropriate, have a thorough knowledge and understanding of all Tiburon Waterpolo Club governance documents;
- m) Conform to the bylaws and policies approved by Tiburon Waterpolo Club.

Coaches

In addition to sections above, Tiburon Waterpolo Club's coaches have many additional responsibilities. The coach athlete relationship is a privileged one and plays a critical role in the person, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes;
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes;
- c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments;

- d) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs;
- e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete;
- f) Act in the best interest of the athlete's development as a whole person;
- g) Respect other coaches;
- h) Meet the highest standards of credentials, integrity and suitability;
- i) Self-report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance;
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance enhancing substances and, in the case of minors, alcohol and/or tobacco;
- k) Respect athletes participating with other clubs and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes;
- l) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete;
- m) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality, informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights;
- n) Dress professionally, neatly, and inoffensively;
- o) Use inoffensive language, taking into account the audience being addressed.

Athletes

In addition to sections above, Tiburon Waterpolo Club's athletes have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete;
- b) Participate & appear on time, well nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, events;

- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason;
- d) Adhere to Tiburon Waterpolo Club's rules and requirements regarding clothing and equipment;
- e) Never ridicule a participant for a poor performance or practice;
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators;
- g) Dress in a manner representative of Tiburon Waterpolo Club; focusing on neatness, cleanliness, and discretion;
- h) Act in accordance with Tiburon Waterpolo Club's policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

Officials

In addition to sections above, the Tiburon Waterpolo Club's officials have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes;
- b) Work within the boundaries of their position's description while supporting the work of other officials;
- c) Act as an ambassador of Tiburon Waterpolo Club by agreeing to enforce and abide by national and provincial rules and regulations;
- d) Take ownership of actions and decisions made while officiating;
- e) Respect the rights, dignity, and worth of all individuals;
- f) Not publicly criticize other officials or any club or association;
- g) Assist with the development of less-experienced officials and minor officials;
- h) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of Tiburon Waterpolo Club, athletes, coaches, other officials, and parents;
- i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others;
- j) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Board members, coaches, athletes, officials and volunteers;

- k) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time;
- l) When writing reports, set out the true facts and not attempt to justify any decisions;
- m) Dress in proper attire for officiating.

Disciplinary Procedure

The Disciplinary Procedure applies to board members, coaches, athletes, officials, and volunteers' conduct during Tiburon Waterpolo Club business, activities, and events including but not limited to competitions, tournaments, games, matches, practices, tryouts, training camps, and travel associated with Tiburon Waterpolo Club. Board members, coaches, athletes, officials, and volunteers may also be subject to the disciplinary rules and processes of other associations, clubs, or organizations. Tiburon Waterpolo Club will respect decisions made by those bodies.

Reporting a Complaint

Any member of the public, including but not limited to parents, athletes, club or organization representatives, coaches, or representatives of Tiburon Waterpolo Club is encouraged to report violations of the Code of Conduct to the Tiburon Waterpolo Club. These reports are considered 'complaints'.

Complaints must be in writing and signed, and must be reported to Tiburon Waterpolo Club within fourteen (14) days of the alleged violation of the Code of Conduct.

A complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the Tiburon Waterpolo Club. This decision may not be appealed.

Identity of Complainant

Anonymous complaints are accepted at the sole discretion of Tiburon Waterpolo Club

At Tiburon Waterpolo Club's discretion, Tiburon Waterpolo Club may act as the complainant and initiate the complaint process under the terms of this Disciplinary Procedure. In such cases, the Tiburon Waterpolo Club will identify an individual to represent them.

Mediation

Before any complaint proceeds to the formal stage, the dispute will first be reviewed by the Tiburon Waterpolo Club's President (or designate) with the objective of resolving the dispute informally and/or with the assistance of a mediator. Disputes that are resolved by mediation may not be appealed or subsequently re submitted as a complaint under this Disciplinary Procedure.

Complaint Administration

Should mediation not resolve the dispute, the Tiburon Waterpolo Club's President (or designate) will appoint a Case Manager to oversee management and administration of a complaint. The Case Manager is not required to be associated with Tiburon Waterpolo Club. The Case Manager has an overall responsibility to ensure the procedural fairness is respected at all times, and to implement this Procedure in a timely manner. More specifically, the Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this procedure. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this procedure, the complaint will be dismissed immediately;
- b) Determine if the complaint is a minor or major infraction;
- c) Identify the parties to the complaint, which may include the complainant;
- d) Appoint the panel, if necessary, in accordance with this procedure;
- e) Coordinate all administrative aspects of the complaint;
- f) Provide administrative assistance and logistical support to the panel as required;
- g) Provide any service or support that may be necessary to ensure a fair and timely proceeding;

The Case Manager will inform the parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with accordingly.

Jurisdiction

This procedure does not prevent an appropriate person with authority (such as a coach or team manager) from taking immediate, informal or corrective action in response to behaviour that constitutes an infraction.

This procedure does not take precedence over any dispute resolution procedure contained within a contract, employee agreement, or other formal written agreement.

Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this document.

Minor Infractions

Minor infractions are **single incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others, Tiburon Waterpolo Club, or the sport of Water Polo. Examples of minor infractions can include, but are not limited to, a single incident of:

- a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour;
- b) Disrespectful conduct such as outbursts of anger or argument;
- c) Conduct contrary to the values of Tiburon Waterpolo Club;
- d) Being late for, or absent from, Tiburon Waterpolo Club events and activities at which attendance is expected or required;
- e) Non-compliance with Tiburon Waterpolo Club's policies, procedures, rules, or regulations;
- f) Minor violations of Tiburon Waterpolo Club's Code of Conduct;

All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. If applicable, discipline specific to the particular event or competition shall be applied. The person in authority can be, but is not restricted to being coaches, officials, organizers, or Tiburon Waterpolo Club decision makers. Minor infractions that result in discipline will be recorded and records will be maintained by Tiburon Waterpolo Club.

Provided that the person being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal and will be determined at the discretion of the person responsible for discipline of such infractions.

Penalties for minor infractions, which may be applied singularly or in combination, include:

- a) Verbal or written reprimand from Tiburon Waterpolo Club to one of the parties;
- b) Verbal or written apology from one party to the other party;
- c) Service or other voluntary contribution to Tiburon Waterpolo Club;
- d) Removal of certain privileges of membership for a designated period of time;

- e) Suspension from the current competition, activity, or event;
- f) Fines;
- g) Any other sanction considered appropriate for the offense;
- h) Discipline specific to the event or competition, if applicable.

Major Infractions

Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to Tiburon Waterpolo Club, or to the sport of Water Polo. Examples of major infractions include, but are not limited to:

- a) Repeated minor infractions;
- b) Any incident of hazing;
- c) Incidents of physical abuse;
- d) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct;
- e) Pranks, jokes, or other activities that endanger the safety of others;
- f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition;
- g) Conduct that intentionally damages Tiburon Waterpolo Club's image, credibility, or reputation;
- h) Disregard for Tiburon Waterpolo Club's bylaws, policies, rules, and regulations;
- i) Major or repeated violations of Tiburon Waterpolo Club's Code of Conduct;
- j) Intentionally damaging Tiburon Waterpolo Club property or improperly handling Tiburon Waterpolo Club monies;
- k) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics;
- l) Any possession or use of banned performance enhancing drugs or method;

Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. If applicable, discipline specific to the particular event or competition shall be applied. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Procedure.

Major infractions will be handled using the Hearing Procedure section described in this Disciplinary Procedure, except where a dispute resolution procedure contained within a contract, employee agreement, or other formal written agreement takes precedence.

Suspension Pending a Hearing

Tiburon Waterpolo Club may determine that an alleged incident is of such seriousness as to warrant immediate suspension of a Board member, coach, athlete, official, or volunteer ending in a hearing and a decision of a Panel.

Hearing Procedure

The Case Manager will notify the Parties that the complaint is legitimate and the incident will go to a hearing. The Case Manager, in consultation with the Panel, will then decide the procedure, format and timelines under which the complaint will be heard. These procedural decisions are at the sole discretion of the Case Manager and may not be appealed.

The Case Manager will appoint a Discipline Panel, which will consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint.

If the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.

If a Party chooses not to participate in the hearing, the hearing may still proceed.

As determined by the Case Manager, the hearing may involve an oral in person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager deems appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the hearing;
- b) Copies of any written documents which the Parties wish to have the Panel consider will be provided to all Parties in advance of the hearing;
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense and, if the Party is a minor, the Party may be accompanied by a parent/guardian;
- d) The Panel may request that any other individual, including the complainant, participate and give evidence at the hearing;

e) If the Panel is made up of three persons, the decision will be by a majority vote.

If a decision may affect another person to the extent that the other person would have recourse to a complaint in their own right, that person will become a Party to the complaint in question and will be bound by the decision. The Case Manager will make arrangements for the other person(s) to join the proceedings.

In fulfilling its duties, the Panel may obtain independent advice.

Decision

After hearing the matter, the Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and Tiburon Waterpolo Club Board of Directors. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period.

Sanctions

The Panel may apply the following disciplinary sanctions, singularly or in combination:

- a) Verbal or written reprimand;
- b) Verbal or written apology;
- c) Further education, training, or counselling;
- d) Service or other voluntary contribution to Tiburon Waterpolo Club;
- e) Removal of certain privileges for a designated period of time;
- f) Suspension from certain competition, activities, or event;
- g) Expulsion from Waterpolo Quebec (WPQ) and / or Waterpolo Canada (WPC);
- h) Fines;
- i) Payment of the cost of repairs for property damage;
- j) Any other sanction considered appropriate for the offense;

Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs, and could lead to club expulsion.

Infractions that result in discipline will be recorded and records will be maintained by Tiburon Waterpolo Club.

Criminal Convictions

Board members, coaches, athletes, officials, and volunteers' conviction for any of the following Criminal Code offenses will be deemed an infraction under this policy and will result in automatic expulsion from the Tiburon Waterpolo Club

- a) Any child pornography offences;
- b) Any sexual offences;
- c) Any offence of physical or psychological violence;
- d) Any offence of assault;
- e) Any offence involving trafficking of illegal drugs or WADA prohibited drugs;

Confidentiality

The complaints and discipline process is confidential and involves only the parties, the Case Manager, the panel, and any independent advisors to the panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

If the circumstances of the complaint are such that adhering to the timelines outlined will not allow a timely resolution to the complaint, the panel may revise these timelines.

Records and Distribution of Decisions

Infractions that result in discipline will be recorded and maintained by Tiburon Waterpolo Club

National and provincial sport associations, as well as any clubs or other organizations, with which the board member, coach, athlete, official or volunteer is affiliated, may be advised of any decisions rendered under this procedure

Decisions are matters of public interest and will be publicly available with the names of the parties redacted. Names of those disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.

Appeals Procedure

The decision of the panel may be appealed in writing.

PARENT CODE OF CONDUCT - AGREEMENT

The objective of this Code of Conduct is to ensure that all participants in Tiburon Waterpolo, including parents / guardians assume their respective responsibilities to create a positive and rewarding environment.

Tiburon Waterpolo adheres to the guiding principles of the following organizations:

Waterpolo Canada (www.waterpolo.ca);

Waterpolo Quebec (www.wpq.quebec);

Coaching Association of Canada (www.coach.ca);

World Anti-Doping Agency (www.wada-ama.org);

True Sport Principle (<http://truesportpur.ca/true-sport-principles>);

Quebec Education, Sport & Leisure – Parents' Code of Etiquette

(http://www.mels.gouv.qc.ca/fileadmin/site_web/documents/publications/CodeEthiqueParent_MELS.pdf)

With this in mind, I will:

1. Support my child's decision to play waterpolo
2. Do my best to make sure that my child is on time at each practice and game
3. Do my best to inform the coach ahead of time if my child is unable to attend a practice at the scheduled time; if parent of an older child, I will ensure that they have advised their coach
4. Encourage my child to do their best, have fun, and demonstrate good sportsmanship
5. Help my child to understand the rules of game play, and to understand that game play is not only about winning or losing.
6. Demonstrate a positive attitude at all practices and tournaments that will help to lead to the growth and success of the team and / or club as well as the individual players.
7. Support the expertise of the coaches.
8. Discuss any concerns or worries about my athlete with the coach, in an appropriate manner.

Also, I agree to abide by the following:

1. Tiburon Waterpolo Club will not tolerate the use of violence, abusive or profane language or inappropriate behavior at any time

2. Tiburon Waterpolo Club parents will display sportsmanship, dignity and be a positive role model at all times. Parents will not yell in a derogatory fashion at any player, official, coach, or other parent.
3. Parents are not allowed on deck during games or tournaments. Parents are limited to the spectator galleries, unless otherwise specified.
4. If a parent wishes to communicate with a coach, arrangements will be made outside of practice and game times, away from the pool deck. Waiting 24 hours (or the next day) will increase the probability that you will be able to communicate more clearly.
5. Coaches will coach. Parents are spectators and are not to coach, yell instructions to the team or any player from the stands / spectator galleries. Cheering of all players is encouraged.
6. Parents will respect and abide with all coaching staff and officials' decisions
7. If parents have questions or concerns regarding a parent or coach, they will pursue them through the Facility Manager, Head Coach, or any Board Member to be dealt with in the appropriate manner.
8. Tiburon Waterpolo Club expressly forbids the consumption of alcohol by participating parents / chaperones / volunteers during the hours of waterpolo games, while at the tournament venue.
9. Tiburon Waterpolo Club expressly forbids the use of illicit substances, as per the Canadian Anti-Doping Program and World Anti-Doping Code. As such, Tiburon Waterpolo Club expressly forbids noncompliance to these codes.
10. Tiburon Waterpolo Club expressly forbids the willful damage, defacement or destruction by any person of personal property or of any facility property thereof.
11. Parents may not recruit or solicit Tiburon Waterpolo Club families in order to further their own interests using any Tiburon Waterpolo contact or email distribution lists.

I also agree that failure to comply with the aforementioned rules and guidelines, I (and my guests) will be subject to disciplinary action, as per the Tiburon Waterpolo Code of Conduct Policy that may include, but is not limited to the following:

- Verbal or written warning
- Removal from the facility (during practice, games, or tournaments)
- Parental suspension (duration ranging from 2 weeks up to lifetime ban)
- Player suspension (duration ranging from 2 weeks up to lifetime ban)

PLAYER CODE OF CONDUCT - AGREEMENT

The objective of this Code of Conduct is to ensure that all players of Tiburón Waterpolo assume their respective responsibilities to create a positive and rewarding environment.

Tiburón Waterpolo adheres to the guiding principles of the following organizations:

Waterpolo Canada (www.waterpolo.ca);

Waterpolo Quebec (www.wpq.quebec);

Coaching Association of Canada (www.coach.ca);

World Anti-Doping Agency (www.wada-ama.org);

True Sport Principle (<http://truesportpur.ca/true-sport-principles>);

Quebec Education, Sport & Leisure – Parents' Code of Etiquette

(http://www.mels.gouv.qc.ca/fileadmin/site_web/documents/publications/CodeEthiqueParent_MELS.pdf)

The following is a general outline of the type of behavior, which all players, are expected to follow at all times. The club recognizes that it is difficult to document all possible situations and therefore empowers the coaches to discipline for any instances that are disruptive to the productivity of the overall team at practice or games.

As a player of Tiburón Waterpolo, I promise that:

1. I will attend practices on a consistent basis.
2. I will be on deck at least 15 minutes prior to each practice, where goals and expectations for that practice may be explained by the coach.
3. If I am unable to make it to a practice or game, I will inform my coach ahead of time.
4. I will listen to the coaches and I will not disrupt team practices or meetings.
5. I shall demonstrate the spirit of sportsmanship and sports leadership both in and out of the water.
6. I will demonstrate respect to all individuals, whether they are players, coaches, officials, spectators, parents, etc.
7. I will respect the property of others and all facilities that we have use of both here at home and away on tournaments.
8. I will refrain from the use of tobacco, drugs or any type of performance enhancing drugs, or alcohol (while under the legal drinking age in Quebec or out-of-town).
9. I understand that any form of bullying and harassment will not be tolerated, including intimidating behaviour, gossip, and exclusion (whether direct or indirect).

10. I will make friends on the team, have fun, and compete for my own enjoyment and for the good of my team and fellow teammates.

11. I will respect the equipment and personal belongings of others, and will not use other people's equipment without their permission

Other actions potentially are subject to suspension or expulsion at the direction of the coaches includes:

1. The use of drugs, alcohol or tobacco products affecting any club activity
2. Conviction for any unlawful act
3. Theft of club, facility, or player property
4. Extreme demonstration of disrespect to property or individuals related to club activities

I also agree that failure to comply with the aforementioned rules and guidelines, I will be subject to disciplinary action, as per the Tiburon Waterpolo Code of Conduct Policy that may include, but is not limited to the following:

- Subject me to immediate contact of my parents and disciplinary action as deemed appropriate by the coach on deck
- Immediate suspension (up to 2 weeks) from practice, games, tournaments and any social functions
- Expulsion from the team without refund or recourse

APPENDIX C

CONFLICT OF INTEREST POLICY

Members of the Board of Directors, committee members, coaches, officials, representatives, and decision makers of Tiburon Waterpolo Club must ensure that their interests, or those of people close to them, do not conflict with the impartial performance of their duties.

Any potential, real or perceived, conflict between an individual's interests and those of Tiburon Waterpolo Club must be resolved in favour of Tiburon Waterpolo Club.

That being said, members of the Board of Directors, committee members, coaches, officials, representatives and decision makers of Tiburon Waterpolo Club shall not:

- a) Engage in any business or transaction or have a financial or other personal interest, which is incompatible with the discharge of their duties and obligations with Tiburon Waterpolo Club
- b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part, or who might seek, in any way, preferential treatment
- c) Accord, in the performance of their duties and obligations, preferential treatment to relatives or friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise
- d) Benefit or misuse information acquired during the course of their official duties with Tiburon Waterpolo Club, which is generally not available to the public; engage in any non-authorized work, activity or business undertaking with that privilege information.
- e) Take advantage or appear to have an advantage derived from their associations with Tiburon Waterpolo Club
- f) Sit as an active member on another Board of Directors for any other Waterpolo club
- g) The club president and vice president are not permitted to join the Board of Directors for Waterpolo Quebec and Waterpolo Canada, as per their Conflict of Interest Policies
- h) Coaches for Tiburon Waterpolo Club are not to coach for other Waterpolo clubs outside of Quebec Team (WPQ) and/or National Team (WPC).

In a professional capacity that will or might appear to influence or affect the carrying out of duties as a Board member, committee member, coach, official, representative and decision maker of Tiburon Waterpolo Club:

- a) Use Tiburon Waterpolo Club property, equipment, supplies or services for activities not associated with the discharge of official duties with Tiburon Waterpolo Club without having received permission from Tiburon Waterpolo Club
- b) Place themselves in a position where they could influence decisions or contracts from which they could derive any direct or indirect benefit or interest
- c) Accept any gift that could reasonably be construed as being given in anticipation or recognition of special consideration by the Board of Directors, committee members, coaches, officials, representatives and decision makers of Tiburon Waterpolo Club

Procedure for Disclosure

Individuals who are elected, appointed or hired to fulfill duties within Tiburon Waterpolo Club will disclose their potential conflict of interest to the Board of Directors as soon as the potential or actual conflict is known. It can be done in writing or verbally at the board meetings and will be recorded in the meeting minutes.

In addition, any other board member, committee member, coach, official, representative or decision maker of Tiburon Waterpolo Club who feels that a board member, committee member, coach, official, representative or decision maker of Tiburon Waterpolo Club is in a conflict of interest may report the matter to the board at any time.

If a board member, committee member, coach, official, representative or decision maker of Tiburon Waterpolo Club is in doubt as to whether or not a conflict of interest situation exists; he/she should disclose this information to the Board of Directors immediately

Procedure Following Disclosure

The following principles shall apply:

- a) The individual in a conflict of interest may not participate in discussion of this matter as an advocate on his or her own behalf, either formally at the meeting or informally through private contact, communication or discussion, unless such participation is approved by a majority vote of the Board of Directors or committee members
- b) Except when participation in discussion has been properly approved, a board member, committee member, coach, official, representative or decision maker of

Tiburon Waterpolo Club shall not be present at that portion of a meeting during which matters in which they have an interest are considered

- c) The individual in a conflict of interest shall not participate in any vote on the matter

Documentation relating to conflict of interest situation shall be recorded in the minutes of the Board of Directors.

Sanctions for Failing to Adhere to this Policy

Failing to disclose, the Discipline Committee will review the situation, and if required, will convene a hearing with the individual who is alleged to have failed to adhere to this policy and make a recommendation to the board as to its findings and any appropriate sanction. The final decision regarding a breach of this policy rests with the board.

In investigating the matter, convening a hearing, recommending sanctions, and deciding the outcome of any breach of this policy, both the Discipline Committee and the board will respect the principles of procedural fairness.