



Edmonton Dragons Basketball Club (EDBC)

Policies and Procedures

Edmonton Dragons Basketball Club (EDBC), through its Board of Directors, is committed to fostering a sport and work environment in which all individuals are treated with respect and dignity. With the objective of working towards these goals, EDBC has developed and adopted policies and guidelines which apply to the working and sport environment for employees, volunteers and participants at all EDBC sanctioned programs and services.

Edmonton Dragons Basketball Club's policies and guidelines were founded in the belief of EDBC in the right of every person to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

A. Equity Policy

The Equity Policy forbids discrimination on the grounds of sex, race, ethnic origin, class, age, sexual orientation, family status, religion or disability in the EDBC workplace, in any work-related activity, in any of the employment or recruitment practices of Edmonton Dragons Basketball Club or in any EDBC sanctioned basketball programs and services. In addition, Edmonton Dragons Basketball Club will take positive measures to ensure that employment opportunities with Edmonton Dragons Basketball Club are equally available to all employees and prospective employees.

B. Code of Conduct

The purpose of this Code of Conduct is to ensure a safe and positive environment by instituting a Zero Tolerance Policy. Edmonton Dragons Basketball Club is committed to providing a sport environment in which all individuals are treated with respect and dignity. All Individuals will be aware that there is an expectation, at all times, of appropriate behavior consistent with the values of the EDBC. Conduct that violates this Code may be subject to disciplinary action enforced by the EDBC's Discipline and Fair Play committees.

EDBC believes basketball plays a fundamental and integral role in the physical, social and mental well-being of the individual in society and that it provides opportunities of personal growth and development. It believes that sport should provide a positive experience for all involved, promote fairness and equity in the attainment of sport goals, and be played in accordance with the rules of the game.

For these reasons all participants - athletes, coaches, officials, managers and administrators - involved in activities under the jurisdiction of EDBC have a duty to conduct themselves in a



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reasonable and acceptable manner, respecting the goals of EDBC. They must avoid all unsportsmanlike conduct, acts or practices that are detrimental to the reputation of the sport.

- a. Individuals are expected to:
 - i. obey the laws of Alberta and those of any province or country that they may visit in the pursuit of athletic opportunities;
 - ii. obey the rules of competition of basketball;
 - iii. respect the property of others and not willfully cause damage to occur;
 - iv. act in a sportsmanlike manner and not display appearances of violence, through acts of temper or aggression to other athletes, officials or spectators;
 - v. use appropriate language and not display a disrespectful attitude by using profanities or obscene language or gestures to any other athlete, official or to spectators;
 - vi. respect their bodies and refrain from the use of banned substances;

C. Guidelines for Behaviour

EDBC is committed to providing an environment in which all individuals are treated with respect. Further, EDBC supports equal opportunity and prohibits discriminatory practices.

Participants are expected to conduct themselves at all times in a manner consistent with the values of EDBC, which include fairness, integrity, open communication and mutual respect. Conduct that violates these values may be subject to sanctions pursuant to EDBC's Provincial Team Program discipline policy.

In addition to the above, the following specific behaviours will be subject to sanction pursuant to the discipline policy:

- a. not complying with the by-laws, rules, regulations or policies of EDBC, as adopted and amended from time to time;
- b. verbally or physically abusing opponents, officials, spectators or sponsors; EDBC personnel, team-mates, coaching staff, support staff, peers or volunteers
- c. showing disrespect to officials, including the use of foul language and obscene or offensive gestures;
- d. abusing basketball facilities or equipment;
- e. failing to comply with the conditions of entry in a EDBC event including any rules with regard to clothing or advertising;
- f. any other unreasonable conduct which brings EDBC, its' sponsors and / or the sport of basketball into disrepute, including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol by minors.



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D. Accountability

All athletes are accountable to the Board of Directors through the Coaches, Vice President of Tournament and the President.

E. Athlete Code of Conduct

Our mission is to have:

- a. Athletes and coaches play a positive role in the game of basketball.
- b. Athletes and coaches act as a role model for spectators.
- c. Athletes and coaches represent their team and EDBC in an appropriate manner.
- d. During competition, athletes and coaches are expected to:
- e. Compete to the best of their abilities.
- f. Keep sportsmanship as the first priority.
- g. Encourage teammates to abide by the rules in letter and spirit.
- h. Respect and be courteous to the organizers, volunteers, and other assisting in the staging of the event.
- i. Respect an official's decision and encourage teammates to do the same.
- j. Respect facilities in which they play.
- k. Dress appropriately for all EDBC events.

F. Supporting EDBC Policies and Procedures

Athletes and coaches will at all times publicly support the policies and procedures of the coaching staff and EDBC.

G. Participating Athlete Contract

All athletes will be required to sign a letter of agreement stating that they have reviewed, understand, and agree to support all policies and procedures relative to the EDBC Provincial Team Program.

H. Playing Time



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Individual playing time for athletes in EDBC organized teams will be at the sole discretion of the team coaching staff.

I. Athlete Discipline

Athletes agree to be bound by the EDBC discipline policy and will at all times conduct themselves in accordance with the Guidelines for Behavior.

In all cases, athletes will respect and comply with the decisions and requests of the coaching staff and / or the Board of Directors.

J. Respecting Team Equipment

Athletes will respect all facilities (transportation, accommodation, practice, competition) and playing equipment. Athletes will be financially responsible for the full amount of any damage done to facilities or equipment. An athlete doing willful damage is subject to penalties under the discipline policy.

Note: Athletes are expected to refrain from dunking, attempting to dunk, or hanging on basket supports and rims at all times. Such conduct can lead to significant damage. Athletes will be responsible for the full cost of repairs if they are involved in such activities.

K. Harassment Policy and Procedures

Note: For convenience, this policy uses the term “Complainant” to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term “Respondent” refers to the person against whom a complaint is made.

EDBC is committed to providing opportunities for all individuals in the sport of basketball to reach their potential in fitness and excellence. In keeping with the spirit of this statement, EDBC is committed to providing a sport and work environment, which promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in Canada.



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Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

a. **Application**

This policy applies to all members of EDBC, as well as to all individuals engaged in activities with or employed by EDBC, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel). This policy applies to harassment which may occur during the course of EDBC business, activities and events, including but not limited to basketball competitions, training camps, exhibitions, meetings and travel associated with these activities. It also applies to harassment between individuals associated with EDBC but outside of EDBC's business and events when such harassment adversely affects relationships within EDBC's work and sport environment.

Harassment arising within the business, activities and events of member organizations of EDBC shall be dealt with using the policies and mechanisms of such organizations

b. **Definitions**

Harassment can generally be defined as comment or conduct, directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:

- submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
- such conduct has the purpose or effect of interfering with an individual's performance; or
- such conduct creates an intimidating, hostile or offensive environment.
- Types of behaviour which constitute harassment include, but are not limited to:
- written or verbal abuse or threats
- the display of visual material which is offensive or which one ought to know is offensive



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- unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation
- leering or other suggestive or obscene gestures
- condescending, paternalistic or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
- unwanted physical contact including touching, petting, pinching or kissing
- unwelcome sexual flirtations, advances, requests or invitations
- any form of hazing
- physical or sexual assault.

c. **Complaint Procedure**

A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this policy.

If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should request a meeting with an official of EDBC who is not a party to the complaint (for the purposes of this policy, an "official" may be a member of the EDBC Board or any member of the coaching staff including coach or assistant coach).

Once contacted by a complainant the role of the official is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the official considers that he/she is unable to act in this capacity, the complainant shall be referred to another EDBC official.

There are three possible outcomes to this meeting of complainant and official:

1. It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;
2. The complainant may decide to pursue an informal resolution of the complaint, in which case the official will assist the two parties to negotiate an acceptable resolution of the complaint; or
3. The complainant may decide to make a formal written complaint to EDBC in which case the official shall advise the President of EDBC, who may appoint an independent individual to conduct an investigation of the complaint.



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4. Ideally, the Investigator should be a person experienced in harassment matters and investigation techniques, and may be an outside professional. He/she shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the President.
5. Within 14 days of receiving the written report of the Investigator, or within 14 days of receipt of the formal complaint if no investigation is ordered under Section 14(c), the President shall appoint three individuals to serve as a Panel.
6. The Panel will investigate and determine whether abusive behavior occurred, and any wrong-doings by club members.
7. If the Panel determined that abusive behavior did occur, for the 1st offence, the club member who committed such behavior will be imposed a \$100 fine. If the member fails to pay the fine within one week from the Board's written notice, the member will automatically lose his club membership.
8. A club member will automatically lose his membership when he commits the 2nd offence.
9. Any member who loses club membership due to abusive behaviors is subject to Board's approval before future enrollments.

This policy shall not prevent a person in authority taking immediate, informal corrective disciplinary action in response to behaviour that, in their view, constitutes a minor incidence of harassment.

L. Non – Harassment Related Coach or Athlete Complaint Procedures

All non-harassment related complaints related to the Vice President of Tournament who will, at his or her discretion, involve members of the Board of Directors or professional staff to respond in a timely fashion to the complaint.

Any member of the Board of Directors or professional staff acting in a supervisory capacity at any team event, competition, practice, or trip will use their discretion to deal with any non-harassment coach or athlete complaints. They will, at his or her discretion, involve members of the Board of Directors or professional staff.

M. Discipline Policy



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This policy applies to all members of EDBC including, but not limited to athletes, coaches, officials, volunteers, directors, team managers, team captains, medical and paramedical personnel, administrators and employees.

This policy applies to discipline matters which may arise during the course of all EDBC business, activities and events, including but not limited to basketball competitions (including exhibition games), basketball practices, training camps, meetings and travel associated with these activities.

a. **Minor Infractions**

Minor infractions are single incidents of misconduct, which generally do not result in harm to others. Examples are listed below. All disciplinary situations involving minor infractions occurring within the jurisdiction of EDBC will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, a board member, basketball tournament chairperson, official, coach, team manager, team captain or head of delegation).

Procedures for dealing with minor infractions shall be informal and shall be determined at the discretion of the appropriate person having authority over the situation and the individual involved, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

- verbal reprimand,
- written reprimand to be filed in the office of EDBC,
- verbal apology,
- hand-delivered written apology,
- team service or other voluntary contribution to EDBC,
- suspension from the current competition,
- other sanctions as may be considered appropriate for the offense.
- Minor infractions which result in discipline shall be reported to the Executive Director at the discretion of the appropriate person having jurisdiction over the situation. Repeat minor offenses may result in subsequent incidences, which would normally be considered as a minor infraction, being considered as a major infraction.

Examples of Minor Infractions:



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- A single incident of disrespectful, offensive, abusive, bullying, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- Conduct contrary to the ideals of fair play such as angry outbursts or arguing;
- A single incident of being late for or absent from EDBC events and activities at which attendance is expected or required;
- Non-compliance with the rules and regulations under which EDBC events are conducted, whether at the local, provincial, national or international level.

b. Major Infractions

Major infractions are single or repeated incidents of misconduct which result, or have the potential to result, in harm to other person or to EDBC. Examples of major infractions are listed below. Any member, or representative, of EDBC may report the infraction to the any members of the Board of Directors.

If the incident is a major infraction a hearing is required. The alleged offender shall be notified as quickly as possible and in any event no later than 10 days from communication of the incident to the Board of Directors, and shall be provided with a copy of this policy concurrently with being notified of the infraction.

Major infractions occurring within competition may be dealt with immediately, if necessary, by a EDBC representative in a position of authority. The individual being disciplined shall be told the nature of the infraction and shall have the opportunity to provide information concerning the incident.

Examples of Major Infractions:

- Repeated incidents of disrespectful, offensive, abusive, bullying, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- Repeated conduct contrary to the ideals of fair play such as angry outbursts or arguing;
- Repeated incidents of being late for or absent from EDBC events and activities at which attendance is expected or required;
- Activities or behaviour which interfere with the organization of a competition or with any athlete's preparation for a competition;
- Pranks, jokes, hazing, bullying or other activities which endanger the safety of others;



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- Deliberate disregard for the rules and regulations under which EDBC events are conducted, whether at the local, provincial, national or international level;
- Any conduct which results in harm to the image, credibility or reputation of EDBC and / or its' sponsors
- Abusive use of alcohol or any other illicit substance where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- Abuse of basketball facilities or equipment
- Any use of alcohol or any other illicit substance by minors;
- Use of illicit drugs and narcotics;
- Use of banned performance enhancing drugs or methods

The following disciplinary sanctions may be applied, singly or in combination, for Major infractions:

1. Fines, minimum \$100. Actual amount is subject to Board's resolution. If the member fails to pay the fine within one week from the Board's written notice, the member will automatically lose his club membership.
2. Suspend membership
3. Expulsion