

# Comox Valley Pickleball Association

## Code of Conduct

An objective of the Comox Valley Pickleball Association (CVPA) is to promote the growth and development of pickleball for all ages in a safe and respectful environment. This sport will grow and develop best if its players embrace the values associated with good sportsmanship. It is essential that members promoting this objective display good behavior, lead by example, and show respect and self-control.

All members shall:

- 1. Engage in sportsmanlike conduct and encourage others to do so.***
- 2. Not engage in any behaviour that would endanger the health, safety or wellbeing of others.***
- 3. Respect an individual's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.***
- 4. Refrain from using profane, insulting, harassing or otherwise offensive language either on or off the courts and treat others in a courteous and respectful manner.***
- 5. Exhibit fair play at all times when playing with or observing others.***
- 6. Not engage in offering players any advice or engage in coaching other players unless requested to do so.***

Complaint Procedure:

Any individual that wishes to file a complaint regarding the CVPA Code of Conduct must do so in writing to the attention of the Board and include the following:

1. Your name
2. The offending individual's name
3. The date and a description of the infraction

Submit to: [cvpa2015@gmail.com](mailto:cvpa2015@gmail.com)

## **CVPA Code of Conduct Complaint Procedure**

Complaints should first be attempted to be resolved between the complainant and the respondent/accused. Where the complaint cannot be resolved the complaint should be referred to the Board of Directors of the CVPA in writing. Detailed records are to be kept of all incidents.

### **Filing a Complaint**

Members must initiate a complaint in writing to the CVPA Board of Directors at [cvpa2015@gmail.com](mailto:cvpa2015@gmail.com) and include the following information:

1. The identity of the complainant and respondent.
2. A detailed description of the occurrence(s) including the time and date, along with the names of any other persons involved and witnesses.
3. The complainant's signature and date.

### **Handling of Complaints**

Every attempt will be made to resolve the issue within 30 days of receiving the complaint. Upon receipt of a complaint, the Board will determine if the complaint is frivolous or vexatious or outside the jurisdiction of this policy, in which case the complaint will be dismissed immediately and both parties notified.

**Step 1:** The CVPA Board of Directors will acknowledge the email and separately discuss the incident with both parties.

**Step 2:** If the situation cannot be resolved informally, the CVPA Board of Directors will prepare a written course of action based on the following:

- Both parties will be given the opportunity to provide information about the circumstances regarding the infraction.
- As soon as possible both parties involved in the complaint will be advised the complaint is potentially legitimate and will be responded to as a major infraction.

- The individual(s) alleged to have committed the infraction are provided with written details of the alleged infraction.
- Both parties of the complaint are provided with a copy of this policy.
- The Board of Directors will coordinate all administrative aspects of the complaint.
- The Board of Directors will provide any other service or support that may be necessary to ensure a fair and timely proceeding.

**Step 3:** Both parties will be advised in writing as to the ruling by the Board of Directors.

Where it is determined that a violation of the Code of Conduct has occurred, disciplinary action may include suspension or expulsion from the Club.

The offending individual will be provided with a written statement outlining the infractions and the resulting disciplinary action, as follows:

1. First Offense – a written warning from the Board of Directors.
2. Second Offense – suspension of membership privileges.
3. Third Offense – termination of membership rights and privileges.

In the case of second and third offenses, the offending individual will be given at least two weeks' notice of the meeting that the matter is scheduled to be dealt with and given the opportunity to appear. The member shall be allowed to have one other member present if prior notice has been given to the board.

The decision of the Board is final.