

## **Code of Behavior**

The Code of Behavior applies to all athletes, coaches, and volunteers participating in programs and events sanctioned by Special Olympics Ontario.

### **1. Offenses**

The following actions of behaviors by participants in Special Olympics Ontario programs will be considered offenses.

- a. illegal conduct
- b. refusal to respect the standard rules of acceptable behavior in competition, practice, or operation of Special Olympics Ontario
- c. actions which interfere with the enjoyment of Special Olympics Ontario programs by other participants
- d. any action or behavior which may bring discredit to Special Olympics Ontario

### **2. Guidelines for Dealing with an Offense**

When any of the above offenses is alleged against a participant (athlete, coach or volunteer) in a Special Olympics Ontario program, the following steps are provided as guidelines in dealing with such a situation.

- a) Ensure that there is documentation of the incident, which caused the concern. Documentation should include a description of the incident, dates, times, locations, names of witnesses, and supervisors
- b) Discuss the situation with the individual outlining the inappropriateness of the incident and positive alternative actions that could have been taken. Where the safety of those involved or the integrity of the organization is brought into question by the actions of the individual, contact a representative from the Provincial Office to discuss the handling of the situation
- c) Provide the individual with a written warning outlining the concern, detailing what is expected and time lines by which changes are required. A copy of the letter must be filed with a representative from the Provincial Office. Where necessary, develop and implement a program that is designed to shape the individuals inappropriate behavior. This may involve the assignment of a volunteer to monitor the effect this program is having on the athletes.
- d) If he inappropriate behavior continues, it is important to have documentation and the efforts which have been undertaken to positively shape the behavior to an acceptable level
- e) If the inappropriate behavior continues and disciplinary action must be taken, a copy of all documentation must be forwarded to a representative from the Provincial Office

### **3. Appeals**

- a. The decision of a Community Executive or Sport Club may be appealed by the suspended individual in writing to the Managing Partners within thirty days of the meeting at which the decision was made
- b. The Appeals Committee, set up by the Managing Partners, shall review all documentation and make a decision
- c. The decision of the Appeals Committee is final

## **Alcohol Use**

### ***Sports Events***

Alcohol should not be made available to or consumed by athletes or volunteers at sport training sessions or competitions in which Special Olympics Ontario athletes participate. This policy applies during training sessions and competitions and for as long as athletes are under the care and supervision of Special Olympics Ontario volunteers before and after such events.

### ***Other Events***

For Special Olympics Ontario events other than sports events, alcohol shall not be made available to or consumed by anyone attending the event if the principal participants in the event are athletes. In other cases, alcohol shall not be consumed by Special Olympics Ontario volunteers who have athletes under their care and supervision at the event, or by the athletes under such care and supervision, even if alcohol is available to others at the event. This policy applies to Special Olympics Ontario conferences, fund-raising events, receptions, banquets and other activities associated with Ontario Special Olympics sports clubs.

Special Olympics Ontario volunteers are not permitted to apply for a liquor license in the name of Special Olympics Ontario. On occasion, it may be necessary that an affiliate of Special Olympics Ontario requires Special Olympics Ontario's consent in application for a liquor license. On these occasions the Executive Director, at the Provincial office shall authorize such application.

### **Harassment - General Principals**

There will be no tolerance of harassment in Special Olympics Ontario. Special Olympics Ontario is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment, which promotes equal opportunities and prohibits discriminatory practices.

This policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, and members of Special Olympics Ontario. Special Olympics Ontario encourages the prompt reporting of all incidents of harassment, regardless of who the offender may be.

For the purposes of this policy, sport and/or workplace harassment can occur in the following places:

- a. at sporting events, competitions and in training sessions
- b. at the office
- c. at association-related social functions
- d. at the organization's business functions, such as meetings, conferences, training sessions and workshops
- e. during association-related travel
- f. over the telephone
- g. elsewhere if the person is there as a result of association related relationship

### **Complaint Procedures**

1. A person who thinks he/she has been subjected to conduct which constitutes harassment under this policy is encouraged to make it known to the person responsible for the conduct that the behavior is unwelcome, offensive and contrary to this policy

2. If confronting the person is not possible, or if after confronting the person the conduct continues, the Complainant should seek the advice of a representative from the Provincial Office
3. Upon receiving the complaint, the representative from the Provincial Office shall obtain from the Complainant a statement in writing outlining the details of the incident(s) and the names of any witnesses. The statements should be dated and signed by the Complainant