

## **CCBC DISCIPLINARY GUIDELINES CAMPS/TRIPS**

The tone of a camp/trip should be respectful of the rules and guidelines you establish, right from the start, or the risk of something going wrong increases.

### **Disciplinary Issues**

On occasion we have had problems with the conduct of some of the athletes at camps or on trips, and you could find yourselves in a position where you have to deal with this issue. Some suggestions and guidelines have been provided below to: (1) help you avoid such a situation, and (2) to deal with problems if they do occur:

- ❑ At the beginning of the camp decide among yourselves what behavior you will consider not acceptable and an agreed-to process for dealing with infractions. Spell out your expectations to the athletes. If problems do occur, follow through with appropriate disciplinary measures using the procedures outlined below. You **MUST** follow a process, but don't hesitate to take action. You are responsible for the well-being of these athletes, and you are liable if something goes wrong. You shouldn't be putting yourself in a position where you are at risk. Send the athlete home if the situation warrants it. For example, if some of the athletes are wandering around outside their room at 2:00 am, send them home. If you have to get up in the middle of the night to check on them, they shouldn't be there.
- ❑ At the start of the camp you should decide, as a group, how you want to deal with the situations that are most likely to occur. For example, if an athlete is out just after curfew, what will the consequences be? If they are out at 2:00 am, what will the consequences be?
- ❑ Some disciplinary situations need to go through the business of 1<sup>st</sup> warning, second warning, etc. Some don't.
- ❑ If you decide the situation warrants it, and you wish to send an athlete home, you must follow the CCBC policy outlined below:

In order to be fair to all concerned, the following procedure will be followed:

- The coaches (make sure there are at least two) will discuss the reported incident with the athlete.
- The coaches will document the incident in a brief report. This report should be made available to the athlete and, if applicable, to his/her parents.

- If the incident is such that the matter cannot be resolved between the coaches and the athlete, and:
  - ✓ *the incident requires immediate and significant disciplinary action such as prompt dismissal from the team, the coach in charge of the activity will refer the incident to the Athlete Development Committee who will make the decision on behalf of CCBC,*
  - ✓ *the athlete is a Junior, the athlete's parents will be contacted before action is taken.*
- If the situation is serious enough to send an athlete home you should have a well thought through plan for managing the situation, and make it clear to the athlete from the start that you (the coaches) are supporting each other. These steps are as important for dealing with the reaction to the disciplinary action (later) as they are for dealing with the incident itself.
- Policy: *"If a CCBC Team/Squad athlete is at a camp or competition when an incident occurs that is serious enough to require immediate dismissal, the athlete will be sent home. All expenses for the return travel (including return flight) will be the responsibility of the athlete."*

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