



---

## Code of Conduct and Ethics Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a. "Association" – **Hinton Ringette Association**
  - b. "*Individuals*" – All categories of Membership within the Association Bylaws, as well as all individuals engaged in activities with the Association, including but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers.

### Purpose

2. The purpose of this Code of Conduct and Ethics ("Code") is to ensure a safe and positive environment within Association programs, activities and events, by making all Individuals aware that there is an expectation, at all times, of appropriate behavior.
3. The Association is committed to providing an environment in which all individuals are treated with respect. The Association supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of the Association that include fairness, integrity, open communication and mutual respect.
4. Conduct that violates this Code may be subject to sanctions pursuant to the Association's policies related to discipline and complaints.

### Application of this Policy

5. This Policy applies to conduct that may arise during the course of Association business, activities and events, including but, not limited to, its office environment, competitions, practices, training camps, travel, and any meetings.
6. This Policy also applies to the conduct of Individuals that may occur outside of the Association's business, activities, events and meetings when such conduct is detrimental to the image and reputation of the Association, as determined by the Association.

### Responsibilities

7. **All** Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of Individuals and other persons by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin,

- nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
  - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
  - iii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
  - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
  - v. Consistently treating individuals fairly and reasonably; and,
  - vi. Ensuring that the rules of ringette, and the spirit of such rules, are adhered to.
  
- b) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include, but are not limited to:
  - i. Written or verbal abuse, threats or outbursts;
  - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances;
  - iii. Unwelcome remarks, jokes, comments, innuendos or taunts;
  - iv. Leering or other suggestive or obscene gestures;
  - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
  - vii. Any form of hazing;
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching or kissing;
  - ix. Unwelcome sexual flirtations, advances, requests or invitations;
  - x. Physical or sexual assault;
  - xi. 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; or
  - xii. Retaliation or threats of retaliation against an individual who reports harassment.
  
- c) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
  - i. Sexist jokes;
  - ii. Display of sexually offensive material;
  - iii. Sexually degrading words used to describe a person;
  - iv. Inquiries or comments about a person's sex life;
  - v. Unwelcome sexual flirtations, advances or propositions; or
  - vi. Persistent unwanted contact.
  
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Association adopts and adheres to the Canadian Anti-Doping Program. Any infraction of such Program shall be considered an infraction of this Policy and shall be subject to disciplinary action, and possible sanction, pursuant to the Association's Discipline Policy. The Association will

respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by any sport organization;

- e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive ringette, 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);
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;
- g) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Association events;
- h) Respect the property of others and not willfully cause damage;
- i) Promote ringette in the most constructive and positive manner possible;
- j) Adhere to all federal, provincial, municipal and country laws;**
- k) Comply at all times with the Bylaws, policies, procedures, rules and regulations of the Association, Zone Association (if applicable) and Ringette Alberta, as adopted and amended from time to time.

### **Board/Committee Members and Staff**

- 8. In addition to paragraph 7 above, **Board and Committee Members** of the Association will:
  - a) Function primarily as a member of the board and/or committee(s) of the Association, not as a member of any other particular member or constituency;
  - b) Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the Association;
  - c) Behave with decorum appropriate to both circumstance and position;
  - d) Be fair, equitable, considerate and honest in all dealings with others;
  - e) Exercise due diligence in upholding one's fiduciary responsibility to the Association;
  - f) Respect the confidentiality appropriate to issues of a sensitive nature;
  - g) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
  - h) Respect the decisions of the majority and resign if unable to do so;
  - i) Commit the time to attend meetings and to be diligent in ones preparation for and participation in discussions at such meetings;
  - j) Have a thorough knowledge and understanding of all the Association's governance documents.

## Coaches

9. In addition to paragraph 7 above, **Coaches** have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as 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, consciously or unconsciously. Coaches will at all times:
- a) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Association's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment;
  - b) 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;
  - c) 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, alcoholic beverages and/or tobacco;
  - d) Respect all other teams, and athletes from other teams, and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved;
  - e) Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete;
  - f) 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 (right to privacy), 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;
  - g) Dress professionally, neatly and inoffensively; and
  - h) Use inoffensive language, taking into account the audience being addressed.

## Team Staff (Trainers and Managers)

10. In addition to paragraph 7 above, **Team Staff, including Trainers and Managers**, will have additional responsibilities to:
- a) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Association's Screening Policy, so that the ringette community is satisfied it has minimized the risk of an unsafe environment;
  - b) 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;
  - c) 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, alcoholic beverages and/or tobacco;
  - d) Not engage in a sexual relationship with an athlete of under the age of 18 years or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete;

- e) Recognize the power inherent in the position of a Manager and/or Trainer and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation and fair and reasonable treatment;
- f) Dress professionally, neatly and inoffensively; and
- g) Use inoffensive language, taking into account the audience being addressed.

**Athletes**

11. **In addition to paragraph 7 above, Athletes will have additional responsibilities to:**
- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
  - b) Participate and appear on time, well nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities or projects;
  - c) Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification or other reason;
  - d) Adhere to the Association's rules and requirements regarding clothing and equipment;
  - e) Never ridicule a participant for a poor performance or practice; and
  - f) When competing, act in accordance with the Association's, Zone Associations (where applicable) and Ringette Alberta's Policies.


**Officials**

12. In addition to paragraph 7 above, Officials will have additional responsibilities to:
- a) Accept an assignment to officiate only if one intends to honour that commitment. If, for any reason, one is unable to attend, let the person in charge of officials know as soon as possible;
  - b) Be fair and objective;
  - c) Avoid situations for which a conflict of interest may arise;
  - d) Be as impartial, unobtrusive and inconspicuous as possible;
  - e) Submit all required documentation in a timely manner;
  - f) Conduct all events according to the rules of the Association, Zone Association (if applicable) and Ringette Alberta; and
  - g) Make independent judgments.

Approved at the October 1<sup>st</sup>, 2013 Executive Meeting.

  
 \_\_\_\_\_  
 President

  
 \_\_\_\_\_  
 Secretary

  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Date