



KAMLOOPS CLASSIC SWIMMING

Code of Conduct and Ethics Policy

Date of Approval: Sept 2021

Approved by: Chris Cameron President

Next Review:

“Organization” refers to: Kamloops Aquatic Club

Policy Statement

This Code of Conduct and Ethics Policy is the agreement for how all Individuals of the Kamloops Aquatic Club ‘family’ approach their activities within the Kamloops Aquatic Club community.

Policy Purpose

The purpose of this Code is to ensure a safe and positive environment (within the Organization’s programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Organization’s core values. The Organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

Definitions

1. The following terms have these meanings in this Code:

- a) “Individuals” – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization
- b) “Workplace” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the Organization’s office, work-related social functions, work assignments outside the Organization’s offices, work-related travel, and work-related conferences or training sessions
- c) “CSCA” – Canadian Swimming Coaches Association

Application of this Code

2. This Code applies to Individuals’ conduct during the Organization’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Organization’s activities, the Organization’s office environment, and any meetings.



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3. An Individual who violates this Policy may be subject to sanctions pursuant to the Organization's Discipline and Complaints Policy.
4. An employee of the Organization found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Organization's Employee Handbook and the Employment Standards Act, as well as the employee's Employment Agreement, as applicable.
5. This Policy also applies to Individuals' conduct outside of the Organization's business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Society. Such applicability will be determined by the Organization at its sole discretion.
7. A) Individuals have a responsibility to:
 - i. Demonstrate respect to individuals regardless of, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation.
 - ii. Focus comments or criticism appropriately and avoid public criticism of any Individual or the Organization.
 - iii. Consistently demonstrate the spirit of sportsmanship, sport leadership, and ethical conduct.
 - iv. Act, when appropriate, to correct or prevent practices that are unjustly discriminatory.
 - v. Consistently treat individuals fairly and reasonably.
 - vi. Ensure adherence to the rules of the sport and the spirit of those rules.
- a) Individuals have a responsibility to refrain from any behaviour that constitutes harassment, and which can generally be defined as any comment(s) or conduct, directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive. Types of behaviour that constitute harassment include, but are not limited to:
 - i. written or verbal or online abuse, threats, or outbursts
 - ii. the display of visual material which is offensive or which one ought to know is offensive
 - iii. unwelcome remarks, jokes, comments, innuendo, or taunts about a person's physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression gender identity, leering or other suggestive or obscene gestures



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- iv. condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
- v. practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- vi. any form of hazing
- vii. unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
- viii. unwelcome sexual flirtations, advances, requests, or invitations
- ix. physical or sexual assault
- x. 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
- xi. retaliation or threats of retaliation against an individual who reports harassment

b) Refrain from any behaviour that constitutes workplace harassment or workplace violence, generally defined as conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; and where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Workplace matters should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment or workplace violent include, but are not limited to:

Workplace Harassment

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails
- iii. Inappropriate touching, advances, suggestions, or requests
- iv. Displaying or circulating offensive pictures, photographs, or materials
- v. Psychological abuse



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vi. Discrimination

vii. Intimidating words or conduct (offensive jokes or innuendos)

viii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning

Workplace Violence

ix. Verbal threats to attack a worker

x. Sending or leaving threatening notes or emails

xi. Making threatening physical gestures

xii. Wielding a weapon

xiii. Hitting, pinching or unwanted touching which is not accidental

xiv. Blocking normal movement or physical interference, with or without the use of equipment

xv. Sexual violence

xvi. Any attempt to engage in the type of conduct outlined above

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

vi. Persistent unwanted contact

d) Refrain from any behaviour that constitutes bullying, where bullying is defined as intentionally hurting someone to insult, humiliate, coerce, degrade or exclude him or her. Bullying can be broken down into five categories:

i. Physical



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ii. Verbal

iii. Relational (ie. trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and

iv. Reactive (i.e., engaging in bullying as well as provoking bullies to attack by taunting them)

v. Electronic or online

e) Athletes will abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. The Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization

f) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an antidoping 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).

g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.

h) The Organization has a Zero Tolerance Policy regarding illegal drug usage. The use, sale, possession, conveyance, distribution or manufacture of illegal drugs, intoxicants, controlled substances, and/or drug paraphernalia in any amount or in any manner in the workplace or in a sport environment is strictly prohibited and is subject to disciplinary action, up to and including termination or dismissal from the Organization. The Organization has a Zero Tolerance Policy for any consumption of alcohol or cannabis by a minor (as defined by local regulations).

In addition,

(1) An Individual must not enter or remain at any workplace or sport environment while the Individual's ability to work is affected by alcohol, cannabis, a drug or other substance so as to endanger the person or anyone else.

(2) The Organization must not knowingly permit an Individual to remain at any workplace or in a sport environment while the Individual's ability to work is affected by alcohol, cannabis, a drug or other substance so as to endanger the Individual or anyone else.



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(3) An Individual must not remain at a workplace or sport environment if the individual's behaviour is affected by alcohol, cannabis, a drug or other substance so as to create an undue risk to other Parties, except where such a workplace/sport environment has as one of its purposes the treatment or confinement of such persons.

i) In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Organization's events.

j) Respect the property of others and not wilfully cause damage.

k) Adhere to all federal, provincial, municipal and host country laws.

l) Comply, at all times, with the Organization's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time.

Board/Committee Members and Staff

8. In addition to section 7 (above), the Society's Directors, Committee Members, and Staff will have additional responsibilities to:

a) Function primarily as a member of the board and/or committee(s) of the Organization; not as a member of any other particular member or constituency

b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organization's business and the maintenance of Individuals' confidence

c) Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities

d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Organization

e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism

f) Behave with decorum appropriate to both circumstance and position

g) Keep informed about the Organization's activities, the provincial sport community, and general trends in the sectors in which they operate

h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Organization is incorporated



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- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Respect the decisions of the majority and resign if unable to do so
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all Organization governance documents
- m) Conform to the bylaws and policies approved by the Organization
- n) Refrain from the use of inappropriate language and harassment of competitors, coaches, officials, parents/guardians or other spectators either in person or electronically.

Coaches

9. In addition to section 7 of this document, all registered coaches of the Society are bound by the “CSCA Code of Professional Conduct” produced by the CSCA. Any breach of the “CSCA Code of Professional Conduct” shall be considered a breach of this policy. The coach-athlete relationship is a privileged one and plays a critical role in the personal, 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:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
- c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes’ medical and psychological treatments
- d) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- f) Act in the best interest of the athlete’s development as a whole person



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- g) Comply with the Organization's Screening Policy, if applicable
- h) Report to the Organization any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- i) 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, alcohol and/or tobacco
- j) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- k) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- l) 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
- m) Dress professionally, neatly, and inoffensively
- n) Use inoffensive language, taking into account the audience being addressed

Athletes

10. In addition to section 7 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements
- b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the Society's rules and requirements regarding clothing and equipment



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- e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- f) Dress in a manner representative of the Organization; focusing on neatness, cleanliness, and discretion
- g) Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or managers
- h) Refrain from the use of inappropriate language and harassment of competitors, coaches, officials, parents/guardians or other spectators either in person or electronically.

Officials

11. In addition to section 7 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the Organization by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals
- f) Not publicly criticize other officials or any club or the Society
- g) Act openly, impartially, professionally, lawfully, and in good faith
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings
- i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Organization at the earliest possible time
- k) When writing reports, set out the true facts
- l) Dress in proper attire for officiating



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m) Refrain from the use of inappropriate language and harassment of competitors, coaches, officials, parents/guardians, or other spectators either in person or electronically.

Parents/Guardians and Spectators

12. In addition to section 7 (above), Parents/Guardians and Spectators at events will:

a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence

b) Condemn the use of violence in any form

c) Never ridicule a participant for making a mistake during a performance or practice

d) Provide positive comments that motivate and encourage participants continued effort

e) Respect the decisions and judgments of officials and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athlete's coach

f) Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.

g) Respect the decisions and judgments of officials, and encourage athletes to do the same

h) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm

i) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers

j) Refrain from the use of inappropriate language, and harassment of competitors, coaches, officials, parents/guardians or other spectators either in person or electronically.