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| Section | HR/Social |
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Code of Conduct and Ethics

Scope of Policy

The *Code of Conduct Policy* applies to the SKSC Organization and its membership. This Policy is comprehensive and consistent guidelines of appropriate behaviours within the SKSC Organization to ensure the protection, safety of all members. This Policy also applies to any service providers that may have interaction with anyone within the SKSC organization.

SKSC prohibits any discriminatory behaviour conduct in all forms (physical, psychological or social) and is committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness. SKSC supports the use of the Via Sport BC Universal Code of Conduct policy (BC UCC)

Definitions

1. Terms in this Code are defined as follows:

- a) **Abuse** – Includes psychological and or physical Maltreatment, psychological or physical neglect, from one person to another. Abuse can take on many forms, including but not limited to, swimmer to swimmer, coach to swimmer, swimmers to coach, etc.
- b) **Athlete** – An individual who is an athlete participant (usually a swimmer) in the Organization who is subject to the policies of the SKSC and to this Code.
- c) **Bullying** - is the deliberate and offensive behaviour and/or abusive treatment of another individual, in any form, including Physical, Verbal, Social, and Cyber
- d) **Discrimination** – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.
- e) **Harassment** – A repetitive course of vexatious comment or conduct against a participant or group, which is known or ought reasonably to be known to be unwelcome, damaging or hurtful. T
- f) **Minor** – Any Participant who is under the age of 19 years old at the time and in the jurisdiction where the alleged maltreatment has occurred. Adults are responsible for knowing the age of a Minor.
- g) **Participants** – Refers to all individual members and/or registrants of SKSC who are subject to the policies of the SKSC Organization, including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, parents or guardians, spectators, committee members, directors and officers.
- h) **Person in Authority** – Any Participant who holds a position of authority within SKSC, including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.
- i) **Workplace** – Any place where SKSC business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment..
- j) **Workplace Harassment** – Vexatious comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including

measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions.

- k) **Workplace Violence** – The use of a threat or attempt of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker.
- l) **Vulnerable Participants** – Includes minors and vulnerable adults (people who, because of age, disability, or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed).

Application of this Policy

- 2. This policy applies to any Participant's conduct during the business, activities, and events of the SKSC including, but not limited to competitions, training sessions, evaluations, treatment, or consultations (i.e., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
- 3. This policy also applies to Participants' conduct outside of the business, activities, and events of the SKSC Organization, when such conduct adversely affects the SKSC relationships (and the work and sport environment) or is detrimental to the image and reputation of SKSC. Such applicability will be determined by the Organization at its sole discretion.
- 4. This Code applies to Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Participant was active in the sport.
- 5. Any Participant who violates this Code may be subject to sanctions pursuant to the *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy*, a Participant who violates this Code during a competition may be removed from the competition or training area, and the Participant may be subject to further sanctions.

Responsibilities

- 6. All SKSC participants, members, have a responsibility to:
 - a) Refrain from any behaviour that constitutes Discrimination, Abuse, Harassment, Workplace Harassment, or Workplace Violence.
 - b) Maintain and enhance the following:
 - i. Treating each other with the highest standards of respect and integrity
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Participants
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably; and
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
 - c) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - d) Abstain from the non-medical use of medications or drugs / Prohibited Substances / Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force.
 - a. More specifically, SKSC supports, adopts and adheres to the Canadian Anti-Doping Program.
 - b. SKSC respects any sanction imposed on a participant as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules, including but not limited
 - i. Refrain from coaching, training, instructing, administrating, managing, or being involved in the athletic development of any person who has been found to have committed an

- anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.
- ii. Reasonably cooperate with the CCES or another anti-doping organization that is investigating anti-doping rule violations.
 - iii. Not harass, intimidate, or otherwise conduct themselves offensively towards a doping control official or other individual involved in doping control.
- e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - f) Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or events of the Organization.
 - g) In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event.
 - h) In the case of adults, not consume cannabis in the Workplace or in any situation associated with the events of the Organization (subject to any requirements for accommodation), not consume alcohol during training, competitions, or in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations.
 - i) Respect the property of others and not wilfully cause damage.
 - j) Promote sport in the most constructive and positive manner possible.
 - k) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
 - l) Adhere to all applicable federal, provincial/territorial, municipal and host country laws.
 - m) Comply, at all times, with the By-laws, policies, procedures, and rules and regulations of the SKSC Organization, and its governing bodies.
 - n) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving a Participant to the Organization, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method.

Directors, Committee Members, and Staff

7. In addition to section 8 (above), Directors, Committee Members, and staff of the Organization will have additional responsibilities to:
- a) Function primarily as a Director, committee member or staff member of the Organization (as applicable) and ensure to prioritize their loyalty to Organization (and not to any other organization or group) while acting in this role.
 - b) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
 - c) Comply with the *Swim BC Screening and CRC Policy*.
 - d) Conduct themselves openly, professionally, lawfully and in good faith.
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
 - f) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
 - g) Maintain confidentiality of private organizational information.
 - h) When acting as a Director or Committee Member, respect the decisions of the majority (the Board or a Committee, as applicable) and resign if unable to do so.
 - i) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
 - j) Have a thorough knowledge and understanding of all governance documents.

Coaches, Instructors, Trainers, and Athlete Support Personnel

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8. In addition to section 8 (above), coaches, instructors, trainers, and athlete support personnel have many additional responsibilities. 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, either consciously or unconsciously. Coaches, instructors, trainers, and athlete support personnel will:
- Act in the best interest of the Athlete's development as a whole person.
 - Avoid any behaviour that abuses the power imbalance inherent in the coaching position
 - Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes.
 - Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments to ensure quality of program and the health of athletes
 - Avoid compromising the present and future health of Athletes, by cooperating with sport medicine professionals in the diagnosis, treatment, and management of Athletes
 - Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate.
 - Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
 - Support the coaching staff of a training camp, provincial team, or national team, should an Athlete qualify for participation with one of these programs.
 - Respect Athletes competing for other jurisdictions 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.
 - Comply with the *Swim BC Screening and CRC Policy*.
 - Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport.
 - Dress professionally and use appropriate language.
 - Understand that as a coach, Trainer, Support Staff, you are under several "Code of Conduct" with various governing bodies, including Swim BC, Canadian Swim Coaches Association and Swimming Canada

Athletes

9. In addition to section 8 (above), Athletes will have additional responsibilities to:
- Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train, or compete.
 - Participate and appear on-time and prepared to participate to their best abilities in all competitions, training sessions, and evaluations.
 - 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.
 - Adhere to any rules and requirements regarding clothing and equipment.
 - Dress to represent the sport and themselves with professionalism.
 - Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

Officials

10. In addition to section 8 (above), officials will have additional responsibilities to:
- Maintain and update their knowledge of the rules and rules changes.
 - Not publicly criticize other officials.
 - Work within the boundaries of their position's description while supporting the work of other officials.
 - Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial rules and regulations.

- e) Take ownership of actions and decisions made while officiating.
- f) Respect the rights, dignity, and worth of all Participants.
- g) Act openly, impartially, professionally, lawfully, and in good faith.
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- i) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Participants.
- j) Comply with the *Swim BC Screening and CRC Policy*.
- k) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or the Organization at the earliest possible time.
- l) When writing reports, set out the actual facts to the best of their knowledge and recollection.
- m) Dress in proper attire for officiating.

Parents/Guardians and Spectators

- 11.** In addition to section 8 (above), parents/guardians and spectators at events will:
- a) Encourage athletes to compete within 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 competition or training session.
 - d) Respect the decisions and judgments of officials and encourage athletes to do the same.
 - e) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm.
 - f) Respect and show appreciation to all competitors, and to coaches, officials, and other volunteers.
 - g) Never harass competitors, coaches, officials, parents/guardians, or other spectators.