

<b>KELOWNA ROWING CLUB</b>
<b>CODE OF CONDUCT AND ETHICS</b>

Effective date	April 1, 2022
Archived date	
Date last reviewed	
Scheduled review date	
Replaces and/or amends	
Approved by and date	March 21, 2022
Appendix(-ces) to this Policy	

**Purpose**

The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of KELOWNA ROWING CLUB by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization’s core values and policies. KELOWNA ROWING CLUB supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals can safely participate in its sport and are treated with respect and fairness.

**Application of this Code**

This Code applies to any Individual’s conduct during the business, activities, and Events of KELOWNA ROWING CLUB including, but not limited to, competitions, practices, evaluations (including time trials or any other form of testing), treatment or consultations (i.e., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings or social Events.

This Code also applies to Individuals’ conduct outside of the business, activities, and Events of KELOWNA ROWING CLUB when such conduct adversely affects the organization’s relationships (and the work and sport environment) or is detrimental to the image and reputation of KELOWNA ROWING CLUB. Such applicability will be determined by KELOWNA ROWING CLUB at its sole discretion.

This Code applies to Individuals active in the sport of rowing or who have retired from the sport of rowing where any claim regarding a potential breach of this Code occurred when the Individual was active in the sport.

In addition, breaches of this Code may occur when the Individuals involved interacted due to their mutual involvement in the sport of rowing or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on one or more Individuals.

Any Individual 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*, an Individual who violates this Code during a competition may be removed from the competition or training area, and the Individual may be subject to further sanctions.

## Responsibilities

Individuals have a responsibility to:

1. Maintain and enhance the dignity and self-esteem of other Individuals by:
  - 1.1. Treating each other with the highest standards of respect and integrity;
  - 1.2. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, umpires, officials, organizers, volunteers, employees, or other participants;
  - 1.3. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
  - 1.4. Acting to correct or prevent practices that are unjustly discriminatory;
  - 1.5. Consistently treating individuals fairly and reasonably; and
  - 1.6. Ensuring adherence to the rules of the sport, both to their letter and their spirit.
2. Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Discrimination, or any form of Maltreatment
3. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
4. In the case of Minors, not consume alcohol, tobacco, or cannabis at any Event;
5. In the case of adults:
  - 5.1. not consume illegal drugs in the Workplace or any circumstance associated with KELOWNA ROWING CLUB;
  - 5.2. not consume alcohol or recreational cannabis in the Workplace or in any situation associated with the Events of KELOWNA ROWING CLUB, apart from Designated Events;
  - 5.3. not consume alcohol or recreational cannabis during KELOWNA ROWING CLUB programs, activities or competitions in situations where minors are present, excepting Designated Events; and
  - 5.4. take reasonable steps to manage the responsible consumption of alcohol and recreational cannabis in adult-oriented social situations.
6. Respect the property of others and not wilfully cause damage
7. Promote sport in the most constructive and positive manner possible
8. When driving a vehicle or operating a coach boat or safety launch:
  - 8.1. Not have their license suspended;
  - 8.2. Obey traffic laws at all times;
  - 8.3. Not be under the influence of alcohol, cannabis or illegal drugs or intoxicating substances;
  - 8.4. Have valid insurance; and

- 8.5. Refrain from using a mobile device or engaging in any activity that would constitute distracted driving.
9. Adhere to all federal, provincial, municipal and host country laws
10. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition or para-classification, and refrain from offering or receiving any bribe which is intended to manipulate the outcome of a competition
11. Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of KELOWNA ROWING CLUB as adopted and amended from time to time
12. Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving an Individual to the Independent Third Party, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or Prohibited Substance or Method
13. As a Person in Authority, not place an Individual in a situation that makes them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and a coach to share a hotel room when traveling, hiring a coach who the Person in Authority is aware or is made aware has a past history of Athlete Maltreatment (except where the coach has satisfied any remediation required by the relevant authority for such offences), assigning guides and other support staff to a Vulnerable Individual when the guide or support staff has a reputation for Athlete Maltreatment or assigning such a guide or support staff to a para-Athlete in the absence of consultation with the para-Athlete.

#### **Directors, Committee Members, and Staff**

In addition to responsibilities of an Individual listed above, directors, committee members, and staff of KELOWNA ROWING CLUB will have additional responsibilities to:

1. When performing their role as a director or committee member or staff member of KELOWNA ROWING CLUB (as applicable), ensure that they respect their duty of loyalty to KELOWNA ROWING CLUB, and refrain from engaging in any activity or behaviour that could constitute a conflict of interest
2. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of Individuals' confidence in KELOWNA ROWING CLUB
3. Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
4. Comply with the *Screening Policy*
5. Conduct themselves openly, professionally, lawfully and in good faith
6. Be independent and impartial and not be influenced by self-interest, external pressure, expectation of reward, or fear of criticism
7. Behave with decorum appropriate to both circumstance and position
8. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
9. Respect the confidentiality appropriate to issues of a sensitive nature
10. Respect the decisions of the majority and resign if unable to do so

11. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
12. Have knowledge and understanding of all relevant policies and procedures

## **Coaches**

Coaches have many additional responsibilities to those of an Individual listed above. 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 unintentionally. Coaches will:

1. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes
2. 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
3. Avoid compromising the present and future health of Athletes. This can be done by communicating and cooperating with sport medicine professionals (where applicable) in the diagnosis, treatment, and management of Athletes' medical and psychological treatments
4. Support the coaching staff of a training camp, provincial team, or national team, should an Athlete qualify for participation with one of these programs
5. Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate
6. Provide Athletes (and the parents/guardians of minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete
7. Act in the best interest of the Athlete's development as a whole person
8. Comply with the *Screening Policy*
9. Under no circumstances provide, promote, normalize or condone the use of drugs (other than properly prescribed medications) or Prohibited Substances or Prohibited Methods and, in the case of Minors, alcohol, cannabis, and/or tobacco
10. Respect Athletes competing for other Member Organizations, provinces, or countries and, in dealings with them, not discuss topics or take actions within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes
11. Not engage in a sexual or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority (i.e. where there is a Power Imbalance)
12. 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

13. Dress appropriately
14. Use inoffensive language, and consider the audience being addressed (e.g., the age/maturity of the participants)

### **Athletes**

In addition to the responsibilities of an Individual listed above, Athletes are responsible to:

1. Adhere to their Athlete Agreement (if applicable)
2. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
3. Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations (including time controls or any other form of testing)
4. 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
5. Adhere to any rules and requirements regarding clothing and equipment
6. Dress to represent the sport and themselves appropriately
7. Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers

### **Umpires**

In addition to the responsibilities of an Individual listed above and those found in the RCA Rules of Racing, umpires are responsible to:

- 1) Maintain and update their knowledge of the Rules of Racing and any rule changes
- 2) Not publicly criticize any Individual
- 3) Place the safety and welfare of competitors, and the fairness of the competition, above all else
- 4) Strive to provide a fair sporting environment, and at no time engage in Maltreatment of any person on the field of play
- 5) Work within the boundaries of their position's description while supporting the work of other umpires and follow the direction of Chief Umpires
- 6) Act as an ambassador of the sport of rowing by agreeing to enforce and abide by national and provincial rules and regulations
- 7) Take ownership of actions and decisions made while umpiring
- 8) Respect the rights, dignity, and worth of all Individuals
- 9) Act openly, impartially, professionally, lawfully, and in good faith

- 10) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- 11) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals
- 12) Comply with the *Screening Policy*
- 13) Honour all assignments unless unable to do so by virtue of illness or personal emergency, in which case they must communicate their situation to the individual(s) responsible for assignments as soon as possible, including, if already at a regatta, the Chief Umpire
- 14) When writing reports, set out the actual facts to the best of their knowledge and recollection
- 15) Dress in appropriate attire for umpiring
- 16) Never umpire at a regatta located in BC that is not sanctioned by Rowing BC and Rowing Canada Aviron

### **Parents/Guardians and Spectators**

In addition to the responsibilities of an Individual listed above, parents/guardians and spectators at Events will, at all times:

- 1) Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
- 2) Condemn the use of violence in any form Never ridicule a participant during a competition or practice
- 3) Respect the decisions and judgments of umpires and officials, and encourage Athletes to do the same
- 4) Support all efforts to eliminate verbal and physical abuse, coercion, intimidation, and sarcasm
- 5) Respect all competitors, coaches, umpires, officials, and other volunteers
- 6) Never harass competitors, coaches, umpires, officials, parents/guardians, or other spectators

### **Anti-Doping**

All Individuals shall:

- 1) Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force. More specifically, KELOWNA ROWING CLUB adopts and adheres to the Canadian Anti-Doping Program. KELOWNA ROWING CLUB will respect any sanction imposed on an Individual as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules
- 2) Refrain from associating with 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 for the purpose

of coaching, training, competition, instruction, administration, management, athletic development, or supervision

- 3) Cooperate with any Anti-Doping Organization that is conducting an investigation into any anti-doping rule violation(s)
- 4) Refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control
- 5) All Athlete Support Personnel or other Persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to Athletes that fall under the jurisdiction of KELOWNA ROWING CLUB.

### **Retaliation, Retribution or Reprisal**

It is a breach of this Code of Conduct and Ethics for any Individual to engage in any act that threatens or seeks to intimidate another Individual with the intent of discouraging that Individual from filing, in good faith, a Report pursuant to any KELOWNA ROWING CLUB policy. It is also a breach of this Code of Conduct and Ethics for an Individual to file a Report for the purpose of retaliation, retribution, or reprisal against any other Individual. Any Individual found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

### **Privacy**

The collection, use and disclosure of any personal information pursuant to this Policy is subject to KELOWNA ROWING CLUB's Privacy Policy.