

AA Ringette Calgary Foundation (2013)

Policy 2

Code of Conduct

Purpose

1. The purpose of this policy is to establish and outline the expected behavior of all Foundation participants (as defined below).
2. Foundation participants are required to behave at all times in a manner that upholds the Foundation's Core Values as outlined in this Policy.
3. This policy aims to ensure a safe and positive environment within Foundation programs, activities and events by making all participants aware that there is an expectation of constant appropriate behaviour consistent with the Core Values of the Foundation.
4. This policy is to be read, as applicable, in conjunction with the other policies and procedures of AA Ringette Calgary.

Principles

5. For the purpose of this Policy and any related AA Ringette Calgary policies, "participants" are defined as Foundation players, coaches, trainers, managers, volunteers, parents/guardians, members of the AA Committee, individuals assisting the AA Committee, Foundation employees or anyone else representing the Foundation or carrying on Foundation business.
6. The following are the Core Values of the Foundation:
 - (i) All participants will treat others with respect; discrimination and harassment will not be tolerated.
 - (ii) All participants will have equal opportunity limited only by their desires, effort and ability.
 - (iii) Participants will act ethically and with integrity.
 - (iv) Participants will foster a safe and fun environment.
 - (v) Participants will emphasize teamwork and cooperation.

- (vi) Participants will strive to achieve excellence in both on and off ice participation.
7. The Core Values and this Code of Conduct apply in the following circumstances:
- (i) This policy applies to all participants in the Foundation relating to conduct that arises during the course of Foundation business, activities and events, including but not limited to: office environment, AA Board and Committee meetings, games, practices, try-outs, skills camps, competitions and ringette social events.
 - (ii) Unless otherwise set out below, this policy also applies to conduct that occurs outside of AA Ringette Calgary activities, business and events but only when a member of the AA Board or a AA Ringette Calgary Coach is involved and either the conduct significantly affects relationships within AA Ringette Calgary's work and sport environment or is highly detrimental to the image and reputation of AA Ringette Calgary (or both).
 - (iii) This policy applies to the use of telecommunications and written or electronic communications of any means.
 - (iv) Conduct that violates this Code of Conduct may be subject to corrective or disciplinary action pursuant to the Foundation's policies and procedures.

Provisions of the Code of Conduct Relating to All Participants

8. All participants will act in accordance with the Foundation's Core Values by their actions. Without limitation, Participants shall:
- (i) Demonstrate respect for other participants and individuals and their property; discrimination, harassment and defamatory comments will not be tolerated;
 - (ii) Focus comments or criticism appropriately;
 - (iii) Demonstrate good sportsmanship and respect for the rules and spirit of the rules of ringette;
 - (iv) Act, when appropriate, to prevent or correct practices contrary to the Core Values;
 - (v) Act ethically and with integrity;
 - (vi) Athletes must abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods;
 - (vii) Adults will take reasonable steps to manage the responsible consumption of alcoholic beverages or cannabis in social situations associated with ringette

events. All participants will adhere to the legal requirements for alcohol or cannabis use or consumption. Team staff may not be impaired resulting from the use of legal or illegal substances during any ringette interactions with team members who are minors.

- (viii) Refrain from the use of power or authority to coerce another person to engage in inappropriate activities;
- (ix) Comply with the Constitution, Bylaws, Policies, and Rules and Regulations of Ringette Canada, Ringette Alberta, Ringette Calgary and AA Ringette Calgary as adopted and amended from time to time, including complying with any contracts or athlete agreements executed with Ringette Alberta.

Specific Provisions of the Code of Conduct Board/Committee Members and Staff

- 9. In addition to the forementioned Provisions of the Code of Conduct relating to all participants, AA Board and Committee Members will:
 - (i) Function primarily as a member of the board and/or committee(s) of the Foundation, not as a member of any other particular member or constituency;
 - (ii) Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the Foundation;
 - (iii) Behave with decorum appropriate to both circumstance and position;
 - (iv) Be fair, equitable, considerate and honest in all dealings with others;
 - (v) Exercise due diligence in upholding one's fiduciary responsibility to the Foundation;
 - (vi) Respect the confidentiality appropriate to issues of a sensitive nature;
 - (vii) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
 - (viii) Respect the decisions of the majority and resign if unable to do so;
 - (ix) Commit the time to attend meetings and to be diligent in one's preparation for and participation in discussions at such meetings;
 - (x) Have a thorough knowledge and understanding of all the Foundation's governance documents.

Specific Provisions of the Code of Conduct Relating to Coaches

10. In addition to the provisions relating to all participants, AA Ringette Calgary Coaches have additional responsibilities. The Athlete/Coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of the athletes. Coaches will:
 - (i) Ensure a safe environment for athletes and educate athletes on how to contribute to such an environment;
 - (ii) Prepare athletes appropriately, refraining from using training methods that may harm them;
 - (iii) Communicate and cooperate with medical professionals in the diagnosis, treatment and management of athletes' medical problems;
 - (iv) Avoid promoting or condoning the use of non-prescription drugs and performance-enhancing substances or allow underage players to consume alcohol;
 - (v) Allow athletes equal opportunity limited only by their desires, effort and ability;
 - (vi) Provide athletes and parents/guardians an opportunity to discuss, contribute to and agree with decisions regarding proposed training and performance standards as is reasonable in all of the circumstances including the age, education and maturity of the athlete;
 - (vii) Consider the academic pressures placed on student athletes, and conduct training and events in a manner that supports academic success;
 - (viii) Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a ringette coach;
 - (ix) Keep confidential any information about athletes or others gained through coaching activities where such information would be considered confidential by those persons;
 - (x) Understand and respect the inherent power imbalance that exists in the coach-athlete or coach-assistant coach relationship and be careful not to abuse it;
 - (xi) Be prohibited from engaging in any inappropriate or unlawful sexual relationship or activity with a AA Ringette Calgary athlete or with a coach under their supervision;

- (xii) Set a good example and act as a role model for the athletes and other coaches on the team; and
 - (xiii) Understand that their actions reflect on the reputation of the Foundation and refrain from acting in a way that will harm that reputation or bring it into disrepute.
11. This provision applies to all AA Ringette Calgary coaches whether Head Coaches, Assistant Coaches or Junior Coaches, but it is recognized that Assistant or Junior Coaches will act under the direction of the Head Coach and may be less responsible or not responsible at all for performing actions described in the Code of Conduct.

Pledges

12. The AA Committee may approve forms for participants to sign or acknowledge requiring compliance to the Code of Conduct. The forms may be in document or electronic form and may be included in a AA Ringette Calgary electronic registration. Acknowledgment of the participant's understanding and duty to comply with the Code of Conduct may be included in such electronic registration in any form as determined by AA Ringette Calgary.
13. If included in electronic registration, acknowledgment of the Code of Conduct shall be mandatory for the registration to be accepted. Proof of valid registration shall be proof of the acknowledgement of the Code of Conduct attached to that registration without further record.
14. Even if a Code of Conduct form is not signed or electronically acknowledged, participants are still bound by the Code of Conduct and subject to corrective action or discipline for breach of the Code of Conduct.

Discipline

15. Allegations of breaches of the Code of Conduct by a participant, excluding an allegation by a member of the AA Committee, should initially be dealt with in an informal fashion by being brought to the attention of the Head Coach, Manager or parent as appropriate for informal mediation and resolution. This process should not be initiated until there has been a 24-hour "cooling off period" after the event has occurred. To dispense with the allegation, any proposed informal resolution must be acceptable to the party making the allegation.
16. If the allegation cannot be resolved informally as described above, then the allegation should be dealt with pursuant to the Foundation's Complaints and Discipline Policy. Participants should not refer any complaint against another AA Ringette Calgary participant to another Ringette organization until they have complied with the AA Ringette Calgary complaint and discipline process. Failure to comply with this discipline process is a breach of the AA Ringette Calgary Code of Conduct.

17. Allegations of a breach or breaches of the Code of Conduct may also be raised by any member of the AA Committee, and by motion of the AA Committee may be referred to the AA Ringette Calgary President to be dealt with pursuant to the AA Complaints and Discipline Policy.

Automatic Suspension

18. Any member of the AA Board, or AA Ringette Calgary member, including Head Coach, Assistant Coach, Junior Coach, Trainer, On-Ice Assistant, Team Manager or other person acting in a designated category as described any AA Ringette Calgary screening policies, and who is charged with an offence under the *Criminal Code* of Canada or the *Controlled Drugs and Substances Act* is automatically considered in *prima facie* breach of the Code of Conduct. Such individual is automatically and immediately suspended from acting in their capacity for the Foundation and the matter of their potential discipline is referred automatically to the AA Committee for consideration under the AA Complaints and Discipline Policy.

This policy has been updated:

- March 22, 2023