

CODE OF CONDUCT AND ETHICAL BEHAVIOR POLICY

Code of Conduct and Ethical Behavior Policy – Ringette Alberta

1. Overview

Ringette Alberta (“the Organization”) recognizes the development of the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport](#) (“UCCMS”), as amended from time to time, which shall be incorporated into this Code of Conduct and Ethics Policy (the “Code”) by reference as if set out in full herein.

Any modifications or amendments made to the UCCMS by the Sport Dispute Resolution Centre of Canada (“SDRCC”) shall come into effect immediately upon their adoption by the SDRCC and automatically without the need for any further action by the Organization.

In addition to the UCCMS, Ringette Alberta abides by the [True Sport Principles](#). Respect in Sport is a foundational tenet of Ringette Alberta and Safe Sport principles are fundamental to the delivery and administration of Ringette in Alberta. Ringette Alberta, in alignment with Ringette Canada, is fully committed to fostering a Safe Sport environment within the sport of Ringette in Alberta.

In keeping with Ringette Alberta’s commitment to Safe Sport, Ringette Alberta governs according to the following business values:

Athlete-centred Coaching model – The athlete-centred coaching model is about empowering athletes to develop their own goals, solutions to problems, and to become more self-aware of their physical and psychological states. We will avoid or minimize the coach-centric method that is authoritative, inflexible, and absolute in its instruction. We will empower athletes to choose their own path of participation and foster an environment that encourages the athlete to learn, take responsibility for their behavior, gain confidence, and be accountable for their results.

Shared Success – Shared success comes to an organization when all stakeholders are aligned to achieve a common goal or purpose. We believe in working as partners with our athletes, our Association members, Provincial and Territorial Sport Organizations, and Ringette Canada to build a better sport.

Respect in Sport – Ringette Alberta is committed to investing in the Respect in Sport Program and its principles. These programs are intended to help define a standard of behavior for all parents and create a more rewarding, safe, and respectful environment for everyone involved. It educates coaches and activity leaders to recognize, understand, and respond to the issue of bullying, abuse, harassment and discrimination. It may be the single most important training that leaders receive to assist in creating a safe, healthy, and respectful environment for all Members and Organizational Participants.

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Integrity – We respect the rules. We take responsibility for our actions. We are committed to making fair, equitable and ethical decisions for our sport. We require all Members and Organizational Participants to conduct themselves impartially, lawfully, and in good faith in all dealings with others.

Diversity and Inclusivity – Ringette Alberta is committed to removing barriers that may prevent and Athlete, a volunteer, or employee from participating in sport. We want our sport to grow by creating a welcoming and safe environment for anyone who wants to participate. A diverse sport environment acknowledges the differences and experiences in age, gender, education, and background to create positive experiences for all ringette Members and Organizational Participants.

Purpose

1. The purpose of this *Code of Conduct and Ethical Behavior Policy* is to ensure a safe and positive environment within the programs, business, activities, and Events of the Organization by making all Organizational Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with the Organization’s Governing Documents and the UCCMS.
2. The Organization and its Organizational Participants support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

Definitions

3. Terms in this Code of Conduct and Ethical Behavior Policy are defined as follows:
 - a) ***Athlete*** – An individual who is a participant with the Organization-sanctioned events and activities as an athlete who is subject to the policies of the Organization including this Code of Conduct and Ethical Behavior and the UCCMS.
 - b) ***Athlete Support Personnel*** - An Organizational Participant who is Any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other person working with, treating or assisting an Athlete involved in the sport of Ringette.
 - c) ***Bullying*** – Offensive behaviour and/or abusive treatment of an Organizational Participant that sometimes, but not always, involves an abuse of power.
 - d) ***The Code*** - the Ringette Alberta Code of Conduct and Ethical Behavior.
 - e) ***Event*** – an event sanctioned by the Organization or its Member Associations, and which may include a social Event.
 - f) ***Governing Documents*** – All by-laws, governance requirements, policies, procedures, Code of Conduct and Ethical Behavior, rules, standards, and regulations of Ringette Alberta (the “Organization”).

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- g) ***Harassment*** – As defined by the UCCMS or applicable provincial legislation.
- h) ***Member*** – As defined in Ringette Alberta bylaws as Directors of the Ringette Alberta Board of Directors or a Group Member which is any club, association, or community within the Province of Alberta that registers players with the Association for the purpose of participating in ringette.
- i) ***Organization*** – Ringette Alberta.
- j) ***Organizational Participants*** – Refers to all categories of Member defined in the By-laws and Policies of Ringette Alberta and all individuals who are subject to the Governing Documents and Policies of Ringette Alberta. This includes all people employed by, contracted by, or engaged in activities sanctioned by Ringette Alberta and its Members including, but not limited to, employees, contractors, athletes, coaches, facilitators, evaluators, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
- k) ***Person in Authority*** – Any Organizational Participant who holds a position of authority within the Organization including, but not limited to, instructors, officials, managers, Athlete Support Personnel, chaperones, committee members, or Directors and Officers.
- l) ***Power Imbalance*** – as defined in the UCCMS.
- m) ***UCCMS*** – *Universal Code of Conduct to Prevent and Address Maltreatment in Sport*, as amended from time to time by the Sport Dispute Resolution Centre of Canada (“SDRCC”).
- n) ***Vulnerable Participant*** – as defined in the UCCMS.
- o) ***Workplace*** – Any place where 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, and work-related conferences or training sessions.
- p) ***Workplace Harassment*** – A course of 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.
- q) ***Workplace Violence*** – The use of or threat 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.

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Policy Scope

4. The Code applies to any breach of the Organization's Governing Documents and/or the UCCMS.
5. The Code applies to the conduct of Organizational Participants during the programs, business, activities, and Events of the Organization and its Members including, but not limited to competitions, practices, evaluations, treatment, or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
6. The Code also applies to the conduct of Organizational Participants outside of the programs, business, activities, and Events of the Organization and its Members when such conduct adversely affects the Organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization and the sport of ringette. Such applicability will be determined by the Organization at its sole discretion.
7. In addition, the Code will apply to breaches that occur when the Organizational Participants involved interacted due to their mutual involvement in the sport of ringette or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).
8. The Code applies to Members and Organizational Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of the Code occurred when the Organizational Participant was active in the sport.
9. The Code applies to any type of interactions regardless of whether they are in-person, written, by telephone, electronic, social media, or other types of interaction.

Prohibited Behaviours

10. Organizational Participants must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and the Code.
11. Members and Organizational Participants are responsible for knowing what actions or behaviours constitute Prohibited Behaviours and Maltreatment.
12. Prohibited Behaviours under the UCCMS include, but are not limited to:
 - a) Physical Maltreatment
 - b) Psychological Maltreatment
 - c) Neglect
 - d) Sexual Maltreatment
 - e) Grooming
 - f) Boundary Transgressions
 - g) Discrimination
 - h) Subjecting to the Risk of Maltreatment
 - i) Failing to Report
 - j) Aiding and Abetting

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- k) Retaliation
- l) Interference with or Manipulation of Process
- m) Intentionally Reporting a False Allegation

In addition to the Prohibited Behaviours as defined by the UCCMS, the Code sets out other expected standards of behaviour and conduct for Organizational Participants. Any failure to respect these expected standards of behaviour by a Members and Organizational Participants may constitute a breach of the *Code* and be addressed in accordance with the Organization's Discipline and Complaints Policy. In addition, the following behaviours also constitute breaches of the *Code*:

- a) Bullying
- b) Harassment
- c) Workplace Harassment
- d) Workplace Violence

Responsibilities of Members and Organizational Participants

13. All Organizational Participants have a responsibility to:

- a) Conduct themselves in a manner consistent with the True Sport principles.
- b) Refrain from any behaviour that constitutes Maltreatment and Prohibited Behaviour under the Code and the UCCMS.
- c) Maintain and enhance the dignity and self-esteem of other Organizational Participants by:
 - i. Treating each other with fairness, honesty, respect and integrity;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Organizational Participants;
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - iv. Consistently treating individuals fairly and reasonably; and,
 - v. Ensuring adherence to the rules of the sport and the spirit of those rules.
- d) Refrain from the use of power or authority to coerce another person to engage in inappropriate activities.
- e) Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or Events of the Organization.

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- f) In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or Event.
- g) In the case of individuals who are not Minors, not consume cannabis in the Workplace or in any situation associated with the Events of the Organization (subject to protections under applicable human rights legislation), 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.
- h) When driving a vehicle:
 - i. Have a valid driver's license;
 - ii. Obey traffic laws;
 - iii. Not be under the influence of alcohol or illegal drugs or substances;
 - iv. Have valid car insurance; and
 - v. Refrain from engaging in any activity that would constitute distracted driving.
- 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 behaviour which is intended to manipulate the outcome of a para-classification, competition, and/or not offer, receive or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a competition or para-classification. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages.
- l) Adhere to all applicable federal, provincial/territorial, municipal and host country laws those laws which constitutes harassment, sexual harassment, or workplace harassment according to the provincial legislation.
- m) Cell phones and other mobile devices, and cameras may not be used in dressing rooms or other changing areas including officials' change rooms. The only exception is when the team staff are using the playback mode as a coaching tool and all the athletes are dressed.

Directors, Committee Members, Volunteers, and Employees

14. In addition to the section 13 (above), the Directors, Committee Members, Volunteers, and Employees of the Organization and its Members have additional responsibilities to:
- a) Function primarily as a Director, committee member, or employee of the Organization or its Member and ensure to prioritize their duty of loyalty to the Organization or its Member (and not to any other organization or group) while acting in this role. Certain obligations of

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directors, such as confidentiality, continue after the end of a director's or committee member's term;

- b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of an Organizational Participant's confidence.
- c) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
- d) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under the *Screening Policy* and fully cooperating in the screening process.
- e) Conduct themselves openly, professionally, lawfully and in good faith.
- f) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism influence their decision-making on behalf of the Organization and its Members.
- g) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
- h) Maintain required confidentiality of organizational information and abide by the *Privacy Policy*;
- 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 and Policies including Safe Sport policies and reporting methods.

Athlete Support Personnel including Coaches

- 15. Athlete Support Personnel must understand and respect the inherent Power Imbalance that exists in this relationship and must not abuse it, either consciously or unconsciously.
- 16. In addition to the section 13 (above), Athlete Support Personnel have additional responsibilities, including:
 - a) Avoid any behaviour that abuses the Power Imbalance inherent in the position of the Athlete Support Personnel.
 - b) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes.
 - c) Prepare Athletes systematically and progressively, using appropriate timeframes and monitoring physical and psychological adjustments while refraining from using training or coaching methods or techniques that may harm Athletes.

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- d) 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.
- e) Support the Athlete Support Personnel of a training camp, regular team training, provincial/territorial team, sanctioned tournaments, or national team should an Athlete qualify for participation with one of these programs.
- f) Comply with all established responsibilities and obligations as set out by the Athlete Support Personnel's professional governing association or order, if any.
- g) For personal services such as Massage Therapy treatment of a minor, this should only be performed in the presence of, and with the express permission of, the Athlete's parent or guardian.
- h) Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate.
- i) Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
- j) Act in the best interest of the Athlete's development as a whole person. Consider academic or other pressures on Athletes in setting expectations for training that facilitate success in non-sport areas. In Children's Ringette Under 12 and lower, ensure that all athletes are given the opportunity to learn from success and failure rather than utilizing only select athletes in particular game situations.
- k) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under the Code and fully cooperating in the screening process.
- l) Under no circumstances provide, promote, 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.
- m) Respect competitor Athletes and, in dealings with them, not encroach upon topics or take actions which are deemed to be outside the realm of 'coaching' or the specialized support role, unless after first receiving approval from the coaches who are responsible for the Athletes or, with minors, the approval of the parent or guardian.
- n) When a Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age.
- o) Disclose to the Organization any sexual or intimate relationship with an Athlete over the age of majority and, if requested by the Organization, immediately discontinue any coaching involvement with that Athlete

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- p) Recognize the power inherent in the position of Athlete Support Personnel and respect and promote the rights of Organizational Participants in sport. This is accomplished by abiding by this Code of Conduct and Ethical Behavior Policy, establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment.
- q) Coaches have a special responsibility to respect and promote the rights of Organizational Participants who are in a vulnerable or dependent position and less able to protect their own rights.
- r) Dress professionally and use appropriate language.

Athletes

17. In addition to section 13 (above), Athletes have additional responsibilities to:

- a) Follow their athlete agreement (where applicable).
- b) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.
- c) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations.
- d) 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.
- e) Adhere to any rules and requirements regarding clothing, professionalism, and equipment.
- f) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by Athlete Support Personnel.
- g) Show respect and appreciation for other Athletes through encouraging, positive interactions.

Officials

18. In addition to section 13 (above), officials have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes.
- b) Not publicly criticize other Organizational Participants.
- c) Adhere at all times to the rules of the Organization and Ringette Canada Rules of the sport of Ringette and any other sport organization that has relevant and applicable authority.
- d) Place the safety and welfare of competitors, and the fairness of the competition above all else.

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- e) Strive to provide a fair sporting environment, and at no time engage in Maltreatment or Prohibited Behaviour toward any person engaged in the area of play.
- f) Respect the terms of any agreement that they enter with the Organization.
- g) Work within the boundaries of their position's description while supporting the work of other officials.
- h) Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations.
- i) Take ownership of actions and decisions made while officiating.
- j) Respect the rights, dignity, and worth of all Organizational Participants.
- k) Act openly, impartially, professionally, lawfully, and in good faith.
- l) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- m) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Organizational Participants.
- n) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under the Code and fully cooperating in the screening process.
- o) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor at the earliest possible time.
- p) When writing reports, set out the facts to the best of their knowledge and recollection.
- q) Dress in proper attire for officiating.

Parents/Guardians and Spectators

19. In addition to the responsibilities expected of Organizational Participants, generally, parents/guardians and spectators have additional responsibilities to:
- 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) Not ridicule an Organizational Participant for making a mistake during a competition or practice.
 - d) Respect the decisions and judgments of officials and encourage Athletes to do the same.

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- e) Support all efforts to stop and prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm.
- f) Respect and show appreciation to competitors, and to coaches, officials and other volunteers.
- g) Never harass Organizational Participants, competitors, Athlete Support Personnel, officials, parents/guardians, or other spectators.
- h) Never encourage, aid, cover up or assist an Athlete in cheating through doping, competition manipulation or other cheating behaviours.
- i) Provide positive comments that motivate and encourage Athlete continued effort.
- j) Abide by event facility rules regarding use of noise makers including thunder sticks, air horns, drums, etc.
- k) Parents are discouraged from entering dressing room and changing areas except to provide assistance to the Athlete in dressing (for example, children under the age of 8). For teams with children over 8, only a same gender parent/guardian can enter the room when all athletes are dressed.

Members and Clubs

20. Members and Clubs must:

- a) Adhere to all governing documents of the Organization and, where necessary, amend their own rules to comply or align with those of the Organization;
- b) Pay all required dues and fees by the prescribed deadlines;
- c) Ensure that all Athletes and coaches participating in sanctioned competitions and events of the Organization are registered and in good standing;
- d) Appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment;
- e) Ensure that any possible or actual misconduct is investigated promptly and thoroughly;
- f) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated;
- g) Advise the Organization immediately of any situation where a complainant has publicized a complaint in the media (including social media);
- h) Provide the Organization with a copy of all decisions rendered pursuant to the Organization's policies for complaints and appeals;

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- i) Implement any decisions and disciplinary sanctions imposed pursuant to the Organization's discipline process;

Anti-Doping¹

21. The Organization adheres to the Canadian Anti-Doping Program. The Organization will respect and uphold 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.
22. Organizational Participants shall:
 - a) 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.
 - b) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, 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.
 - c) Cooperate with any Anti-Doping Organization that is investigating any anti-doping rule violation(s).
 - d) Refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, whether or not such conduct constitutes Tampering as defined in the Canadian Anti-Doping Program.
 - e) All Athlete Support Personnel or other Organizational Participants 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 Organization or a Member's jurisdiction.

Retaliation, Retribution or Reprisal

23. It is a breach of the Code for any Organizational Participant to engage in any act that threatens or seeks to intimidate another Organizational Participant with the intent of discouraging that Organizational Participant from filing, in good faith, a complaint in accordance with an Organization policy. It is also a breach of the Codes for an Organizational Participant to file a bad faith complaint against another Organizational Participant as a form of retaliation, retribution, or reprisal. Any Organizational Participant 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

24. The collection, use and disclosure of any personal information pursuant to the Code is subject to the Organization's *Privacy Policy*.

¹ Any capitalized terms used in this Anti-Doping section shall, unless the context requires otherwise, have the meanings ascribed to them in the Definitions section of the Canadian Anti-Doping Program.

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This Policy is subject to review at least once every two years

Date of last review: August 24, 2023

Date of previous review: June 15 2019