



Code of Conduct and Ethics

POLICY STATEMENT:

The purpose of this Code of Conduct and Ethics (also referred to as the “Code”) is to help provide a safe and positive environment for all. It has been designed to align with the Ski Jumping Canada code of conduct and the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (“UCCMS”) as posted on the ASJNC website.

Policy Category: Governance

Approval Authority: Board

Approval Date:

Revision Date(s) Approval:



Summary

Alberta Ski Jumping and Nordic Combined (the “PSO”) has adopted 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 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 PSO. It is important to note that the Code applies to all Individuals, but not all Individuals are UCCMS Participants and subject to the OSIC Process.

Definitions

Terms in this Code are defined as follows:

- A. *Athlete* – An individual who is an Athlete Participant in the PSO who is subject to the policies of the PSO and to this Code.
- B. *Athlete Support Personnel* - Any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other person working with, treating or assisting an Athlete participating in or preparing for sports competition.
- C. *Bullying* – Offensive behaviour and/or abusive treatment of an Individual that typically, but not always, involves an abuse of power.
- D. *Event* – an event sanctioned by the PSO or a Member, and which may include a social Event
- E. *Harassment* – A course of vexatious comment or conduct against an Individual or group, which is known or ought reasonably to be known to be unwelcome.
- F. *Member* – Refers to the provincial/territorial organizations that are admitted as Members of the PSO per the PSO’s By-laws.
- G. *PSO* – Alberta Ski Jumping and Nordic Combined
- H. *OSIC* – Office of the Sport Integrity Commissioner, an independent division of the SDRCC which comprises the functions of the Sport Integrity Commissioner
- I. *Individuals* – Refers to all categories of individual members and/or registrants defined in the By-laws of the PSO who are subject to the policies of the PSO, as well as all people employed by, contracted by, or engaged in activities with, the PSO including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, or directors and officers.
- J. *Person in Authority* – Any Individual who holds a position of authority within the PSO including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, or Directors and Officers.
- K. *Power Imbalance* – as defined in the UCCMS
- L. *UCCMS* – Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time by the SDRCC
- M. *UCCMS Participant* – An Individual affiliated with the PSO who has been a) designated by the PSO and b) who has signed the required consent form. UCCMS



Participants may include an Athlete, a coach, an official, an Athlete Support Personnel, an employee, a contractual worker, an administrator, or a volunteer acting on behalf of, or representing the PSO in any capacity.

- 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 an Individuals 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.

A. Purpose

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of the PSO and its Members by making all Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the PSO's core values, mission, and policies.
2. The PSO and its Members and Individuals 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.

B. Application – General

1. This Code applies to the conduct of all Individuals during the business, activities, and Events of the PSO 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.
2. This Code also applies to the conduct of all Individuals outside of the business, activities, and Events of the PSO and its Members when such conduct adversely affects the PSO's relationships (and the work and sport environment) or is detrimental to the image and reputation of the PSO or a Member. Such applicability



will be determined by the PSO or the relevant Member, as applicable, at its sole discretion.

3. In addition, this Policy will apply to breaches of the Code that occurred when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).
4. This Code applies to Individuals active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Individual was active in the sport.

C. Prohibited Behaviours

1. All Individuals must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and the Code.
2. Individuals are responsible for knowing what actions or behaviours constitute Prohibited Behaviours and Maltreatment.
3. 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. Failing to Report
 - i. Aiding and Abetting
 - j. Retaliation
 - k. Interference with or Manipulation of Process
 - l. False Reports

In addition to the Prohibited Behaviours as defined by the UCCMS, this Code sets out other expected standards of behaviour and conduct for all Individuals and any failure to respect these expected standards of behaviour by an Individual may constitute a breach of this Code.

D. Responsibilities of Individuals

1. All Individuals 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 this Code and the UCCMS.
 - c. Maintain and enhance the dignity and self-esteem of other Individuals 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 individuals;
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct; and
 - iv. 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 PSO or a Member.
- 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 PSO or a Member (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.
- m. Comply with the bylaws, policies, procedures, rules, and regulations of the PSO, its Members and those of any other sport PSO with authority over the Individual, as applicable, and as adopted and amended from time to time.



E. Directors, Committee Members, and Employees

1. In addition to section D (above), Directors, Committee Members, contractors, and employees of the PSO and its Members will have additional responsibilities to:
 - a. Function primarily as a Director, committee member, contractor or employee of the PSO or the Member (as applicable) and ensure to prioritize their duty of loyalty to PSO or the Member (and not to any other PSO or group) while acting in this role.
 - 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 Individual'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 PSO.
 - 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.
 - 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.
 - k. Comply with the PSO Conflict of Interest Policy.

F. Athlete Support Personnel

1. In addition to section D (above), Athlete Support Personnel have additional responsibilities.
2. 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.
3. Athlete Support Personnel will:
 - 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 methods or techniques that may harm Athletes.



- 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, provincial/territorial team, 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. Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate.
- h. Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
- i. Act in the best interest of the Athlete's development as a whole person.
- j. Comply with their obligations under the Screening Policy, including understanding ongoing expectations under this Policy and fully cooperating in the screening process.
- k. 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.
- l. Respect competitor Athletes and, in dealings with them, not encroach upon topics or take 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.
- m. When a Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age.
- n. Disclose to the SJC or the Member (as applicable) any sexual or intimate relationship with an Athlete over the age of majority and, if requested by the PSO, immediately discontinue any coaching involvement with that Athlete.
- o. Recognize the power inherent in the position of Athlete Support Personnel and respect and promote the rights of all Individuals 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 Individuals who are in a vulnerable or dependent position and less able to protect their own rights.
- p. Dress professionally and use appropriate language.

G. Athletes

1. In addition to section D (above), Athletes will have additional responsibilities to:
 - a. Follow their athlete agreement.



- 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.

H. Parents/Guardians and Spectators

1. In addition to section D (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 an Individual for making a mistake during a competition or practice.
 - d. Respect the decisions and judgments of officials and encourage Athletes to do the same.
 - e. Support all efforts to stop and prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm.
 - f. Respect and show appreciation to all competitors, and to coaches, officials and other volunteers.
 - g. Never harass Individuals, competitors, Athlete Support Personnel, officials, parents/guardians, or other spectators.
 - h. Never encourage, aid, covert up or assist an Athlete in cheating through doping, competition manipulation or other cheating behaviors.

I. Members and Clubs

1. Members and Clubs must:
 - a. Adhere to all the PSO's governing documents and policies, and, when required, amend their own rules to comply or align with those of the PSO.
 - 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 PSO are registered and in good standing.
 - d. Appropriately screen prospective employees and contractors 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 PSO immediately of any situation where a complainant has publicized a complaint in the media (including social media).
- h. Provide the PSO with a copy of all decisions rendered pursuant to the PSO's policies for complaints and appeals.
- i. Implement any decisions and disciplinary sanctions imposed pursuant to the PSO, any Member or Club's discipline process.

Anti-Doping

1. The PSO and its Members adopt and adhere to the [Canadian Anti-Doping Program](#). The PSO and its Members 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. All Individuals 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 investigation into 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 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 PSO or a Member's jurisdiction.

Retaliation, Retribution or Reprisal

1. 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 complaint pursuant to any PSO policy. It is also a breach of this Code of Conduct and Ethics for an Individual to file a complaint 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

1. The collection, use and disclosure of any personal information pursuant to this Policy is subject to the PSO's Privacy Policy.

Discipline

This summary is superseded by a full disciplinary policy. This section outlines only possible outcomes.

1. In the case that one or more violations of this code of conduct is violated and those violations are reported to authorities
 - a. Coach / assistant coach
 - b. Parent
 - c. Volunteer
 - d. Board member
 - e. Independent 3rd party Advisor
2. Disciplinary action may be taken including but not limited to:
 - a. Written warning
 - b. Suspension
 - c. Ban
3. All disciplinary actions can be disputed or appealed via the mechanisms in the given policy.