



TOBY CREEK NORDIC SKI CLUB CODE OF CONDUCT

*Current Version
Adopted October 10, 2019.*

Introduction

This Code of Conduct sets out the terms and conditions which Toby Creek Nordic Ski Club (TCNSC) skiers, coaches, volunteers, and staff are to observe and comply with. This Policy applies to conduct of such TCNSC individuals at all nordic activities and events.

Toby Creek Nordic Ski Club Code of Conduct

Definitions

1. The following terms have these meanings in this Code:
“Individuals” – Individuals employed by, or engaged in activities and programs with Toby Creek Nordic Ski Club including, but not limited to, athletes, coaches, managers, technical support, volunteers, parents, staff, contractors, and administrators

Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within TCNSC programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour. TCNSC supports equal opportunity, prohibits discriminatory practices, and is committed to an environment in which all individuals are treated with respect and fairness.

Application of this Code

3. This Code applies to Individuals’ conduct during their association with TCNSC activities and events including, but not limited to, competitions, practices, and travel associated with activities.
4. An Individual who violates this Code may be subject to sanctions pursuant to the Discipline Procedure outline in this Code.
5. This Code also applies to Individuals’ conduct outside of TCNSC activities, and events when such conduct adversely affects relationships within TCNSC community and sport environment and is detrimental to the image and reputation of TCNSC.

Responsibilities

6. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of TCNSC members and other individuals by:
 - i. Demonstrating respect to ALL individuals
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees.
 - 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
- vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - i. Written, physical, sexual or verbal abuse, threats, harassment, assault, or outbursts
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
 - iii. Leering or other suggestive or obscene gestures
 - iv. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - v. Practical jokes which endanger a person's safety, or negatively affect performance
 - vi. Any form of hazing where hazing is defined as "Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."
 - vii. Unwanted physical contact.
 - viii. Retaliation or threats of retaliation against an individual who reports harassment.
- c) Abstain from using any illegal drugs and the use of any performance enhancing drugs.
- d) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- e) Refrain from consuming tobacco products, or recreational drugs while participating in TCNSC programs, activities, competitions, or events
- f) In the case of adults, avoid consuming alcohol or drink responsibly in competitions and situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with TCNSC events
- g) Respect the property of others and not wilfully cause damage
- h) Promote the sport in the most constructive and positive manner possible
- i) Adhere to all federal, provincial, municipal and host country laws
- j) Refrain from engaging in deliberate cheating.
- k) Comply, at all times, with TCNSC bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- l) Exercise good judgement acting as an ambassador and promoter of TCNSC when sharing experiences on social media.

Volunteers

7. In addition to section 6 (above), TCNSC Volunteers will have additional responsibilities to:
- a) Act with honesty and integrity.
 - b) Ensure that TCNSC financial affairs are conducted in a responsible and transparent manner.
 - c) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of TCNSC.
 - d) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - e) Behave with decorum appropriate to both circumstance and position
 - f) Exercise the degree of care, diligence, and skill required in the performance of their duties.
 - g) Respect the confidentiality appropriate to issues of a sensitive nature

- h) Respect the decisions of the majority and resign if unable to do so
- i) Commit the time to attend and support events and activities as available.

Coaches

8. In addition to section 6 (above), coaches have many additional responsibilities. The Coaches will:
- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
 - b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments.
 - c) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
 - d) Act in the best interest of the athlete's development as a whole person, which includes giving all athletes the opportunity to improve their skills, gain confidence and develop self-esteem.
 - e) Under no circumstances provide, promote, or condone the use of illegal or banned performance enhancing drugs or substances.
 - f) Respect athletes on other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching'.
 - g) Recognize the responsibilities inherent in the position of coach and respect and promote the rights of all participants in sport.
 - h) Dress professionally.
 - i) Use inoffensive language, taking into account the audience being addressed.
 - j) Maintain an open line of communication with your athlete's parents.
 - k) Adjust to personal needs and problems of athletes.
 - l) Be honest, fair and just.

Athletes

9. In addition to section 6 (above), athletes will have additional responsibilities to:
- a) Report any medical problems in a timely fashion.
 - b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, training sessions and events
 - c) Adhere to rules and requirements regarding clothing and equipment
 - d) Never ridicule a participant for a poor performance or practice
 - e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
 - f) Dress to represent the sport and themselves well and with professionalism
 - g) Wear the team uniform at podium performances.

Safe Sport Policy

10. Acknowledging growing awareness of the risk athletes can face resulting from unethical emotional or physical relations and behaviours that may be inflicted upon them by peers and/or adults, the Toby Creek Nordic Ski Club is committed to building and maintaining a Safe Sport culture in which no athlete will face sexual harassment or assault, and that through participation in the club, they will learn to be safe from similar risk in other facets of their lives. The Club supports a caring culture of talking and telling about sexual assault and harassment.
11. The Safe Sport Policy applies to TCNSC athletes and to Coaches and Volunteers having direct engagement with club youth and racers.
12. In 2019, the TCNSC Board of Directors adopted a 3-year phased Safe Sport implementation plan based on the three components of the Responsible Coaching Movement, each of which will be implemented to the fullest extent possible within the limits of the club's capacity: Rule of Two; Background Screening, and Ethics Training.

13. All athletes, parents, volunteers, and coaches of the club are expected and will be supported to report sexual harassment or assault at the earliest possible moment to a Board member and/or to the RCMP. In the case of such a report, the first priority is athlete safety, dignity, and continuity of participation in their club activities free from further risk.
14. All reports will be taken seriously and with an assumption of truthfulness.
15. No such report may be dismissed without a full investigation by the Discipline Committee, who will promptly engage with the RCMP.
16. The club will not tolerate accusations proven to be false, and similarly, may engage with the RCMP in such instances.
17. Rule of Two is interpreted to mean:
 - a) two unrelated adults, at least one of whom is the same gender as the youth participant(s)
 - b) no coach or volunteer is to be alone with an unrelated youth club member in a social situation at any time or to enter a private residence of a youth member without the express permission of the youth's parents or legal guardians.
 - c) no coach or volunteer is permitted to host youth members at their home without informing the youths' parents, and then with adherence to the Rule of Two.
 - d) It is understood that it may not be possible in every instance to strictly adhere to the Rule of Two. However, every reasonable effort is to be made without unduly disrupting training activities.
 - e) All away or overnight club trips must strictly adhere to the Rule of Two; travel in vehicles is excluded from the Rule of Two.
 - f) The Club will allocate financial resources to support adherence to the Rule of Two for away or overnight club trips in the case that no parents of participating athletes are able to attend.
 - g) It is acknowledged that regularly scheduled on-snow and dryland training frequently occurs with only 1 adult coach or volunteer present.

Types of Infractions

Breaches of this Code of Conduct are divided into two types: minor infractions and major infractions. Minor infractions by athletes are dealt with informally by the Head Coach. Minor infractions involving coaches, managers, volunteers, parents, and staff, as well as Major infractions involving any Individual are dealt with more formally by the TCNSC Discipline Committee.

Minor infractions include, but are not limited to:

- Single instances of disrespectful behaviour
- Single instances of unsportsmanlike conduct such as arguing
- Being late or absent from activities or functions
- Failing to follow the dress code
- Use of tobacco products by minors (under 18 years of age);
- Use of tobacco products by adults at activities or events or competition sites
- A minor disturbance or disruption after quiet time when travelling.
- Other similar infractions of minor severity

Major Infractions include, but are not limited to:

- Repeated minor infractions
- Unsportsmanlike conduct
- Major disruptions after quiet time and curfew
- Use of alcohol or cannabis by a minor at any time
- Use or being under the influence of alcohol or cannabis while performing duties
- Intoxication at any time

- Pranks, jokes, or other activities which endanger the safety of others
- Possession or use of illegal drugs
- An anti-doping rule violation under the Canadian Anti-Doping Program
- Failure of coaches to enforce discipline for minor infractions
- Safe Sport Policy infractions
- Other similar infractions of major severity

Disciplinary Sanctions

The following are examples of disciplinary sanctions that may be applied to athletes, coaches and/or volunteers, singly or in combination, by a Head Coach or a Discipline Committee. Other sanctions may be applied depending on the circumstances. These sanctions are listed generally in order of severity:

- a) Impose an earlier curfew;
- b) Issue a verbal reprimand or warning to the athlete;
- c) Issue a written reprimand or warning to be filed with the program manager;
- d) Require the offender to make a verbal apology to host community, his or her teammates, his or her coaches, or such other parties as are appropriate;
- e) Require the offender to hand deliver a written apology to such parties as are appropriate.
- f) Require the offender to do voluntary team service for his or her team
- g) Suspend the offender from non-competition events
- h) Expel the offender from the program after the completion of the immediate competition;
- i) Suspend the offender from sports competition;
- j) Expel the offender from the event before completion of competition
- k) Send the offender home at his or her own cost following expulsion.
- l) Prohibit the offender from participating in future TCNSC programs

In applying sanctions, the Head Coach and Disciplinary Committee may have regard to the following aggravating or mitigating circumstances:

- The nature and severity of the infraction;
- Whether the infraction is the first offence or a repeat offence;
- Acknowledgement of responsibility;
- Extent of remorse;
- The age, maturity or experience of the offender; and
- Prospects for rehabilitation.

In addition to the provisions described above, officials of TCNSC may contact local police concerning the behaviour of any Individual, if appropriate to do so. Also, an Individual may be subject to further disciplinary procedures by CCBC or CCC in addition to the disciplinary procedures set out above.

Roles and Responsibilities

Head Coach

The Head Coach is responsible for discipline for all minor infractions by athletes. The Head Coach will keep a written record of all minor infractions in case there are repeated incidents that would warrant consideration as a major infraction.

Discipline Committee

The Disciplinary Committee is responsible to discipline for minor infractions by coaches, managers, volunteers, parents, and staff, and for all major infractions. The Discipline Committee is made up of three (3) individuals, the TCNSC program manager (skill development coordinator) or designate will serve as Chair, and two other individuals will be appointed by the Chair. Members of the Discipline Committee will be free from bias or conflict of interest. Should any member of the Discipline Committee believe that he or she cannot act impartially; the Committee Chair will appoint another individual.

In cases where several individuals may be the subject of a disciplinary hearing, the Committee Chair may choose to deal with the individuals as a group or individually as he or she sees fit. Also, depending on the circumstances, the Committee Chair may delegate to another volunteer.

Advocates

An athlete or minor, who is the subject of a Disciplinary Committee hearing and/or an Appeal Committee hearing, has the right to be assisted by their parent or an Advocate of their choice.

Discipline Procedures

Minor Infractions

All minor infractions by athletes will be reported to the Head Coach. The Head Coach will decide on the appropriate disciplinary sanctions. Minor infractions, and corresponding sanctions, will be documented using the Infraction Report Form (Appendix A), and a copy of this form will be provided to the program manager.

If a person witnesses a minor infraction that is not otherwise reported to the Head Coach, the person should report it to the program manager who will deal with it informally or determine that it should be dealt with as a major infraction.

Major Infractions

Major infractions by athletes and all infractions, minor or major, by coaches, managers, volunteers, parents and staff will be reported to the Discipline Committee Chair using the Infraction Report Form (Appendix A). The Chair will review the report and may:

- Dismiss the report if he or she considers it to be trivial or vexatious,
- Deal with the infraction informally as a minor infraction, or
- Refer the matter to the Discipline Committee to deal with as a major infraction; and/or
- Refer the matter to the RCMP for investigation.

Where the matter is referred to the Discipline Committee, the individual will be so advised, will be informed of the procedures of this Policy.

In carrying out these procedures, the Discipline Committee will ensure that procedural fairness is respected at all times. This means that the individual is entitled to the following protections:

- The right to receive notice of the alleged violation,
- The right to receive notice of the time and place for the disciplinary hearing,
- The opportunity to be assisted at the hearing by their parent or an Advocate,
- Where the individual is a minor, the right to have parents or guardians notified of the alleged infraction and be given an opportunity to participate in the disciplinary hearing, either in person or by telephone conference,

- The right to address the Discipline Committee, call witnesses, present evidence and make argument,
- The right to choose to provide a written submission in lieu of participating in an oral hearing,
- The right to receive a timely written decision from the Discipline Committee, with reasons, and
- The right to know how to appeal the outcome, if the decision is against the individual.

Appeal Procedures

Appeals of the decision of the Head Coach following a finding of a minor infraction may not be appealed.

An appeal may be initiated by filing a Notice to the Chair of the Discipline Committee within two days of receiving the written decision of the Discipline Committee.

APPENDIX A – CONFIDENTIAL

TCNSC Infraction Report

Date/Time of Infraction _____ a.m. / p.m. (circle one)

Submitted by (Name): _____ Position: _____

Location of Infraction: _____

Individuals Involved:

Other Individuals Involved:

Description of Incident: (Be objective, concise & accurate. Use more paper if needed)

Names of Any Witnesses:

Signature: _____ Date: _____

FOR OFFICE USE

Received by: _____

Date Received: _____ Time Received: _____

Infraction #: _____