

Code of Conduct Policy

DEFINITIONS

1. This Code of Conduct (CoC) Policy defines certain terms as follows:
 - a. **BCS** – means the Canadian National Sport Organization, Bobsleigh Canada Skeleton.
 - b. **Representative** – means (i) any recognized Member of BCS per BCS’s governing By-Laws, and (ii) any individual or entity employed by or engaged in activities on behalf of BCS including but not necessarily limited to: athletes, coaches, management, employees, contractors, volunteers, committee members, BCS Board members, and any related entity of such individuals.

POLICY PURPOSE

2. The purpose of this CoC Policy is to ensure a safe and positive environment within BCS and its community-at-large by making all Representatives aware of and fully responsible for meeting their behavioural obligations as described herein, at all times.
3. BCS is committed to providing an environment in which everyone is treated with respect. BCS supports equal opportunity and prohibits discriminatory practices and harassment of any kind. Representatives are expected to conduct themselves in a manner consistent with the values of BCS.
4. A Representative that violates this CoC Policy in any manner may incur disciplinary sanction, including possible expulsion from BCS.

POLICY APPLICATION

5. This CoC Policy applies to Representatives with respect to their conduct and/or communications *during* the course of BCS’s business, activities and events, be it in but not limited to an office, competition, practice, training camp, travel, meeting, social situation and/or digital medium.
6. This CoC Policy applies to Representatives with respect to their conduct and/or communications *outside* of a BCS domain, when such conduct and/or communication, including but not limited to social media participation, could adversely affect in any way relationships within BCS and/or could be detrimental to the image and reputation of BCS and/or any of its Representatives.
7. This CoC Policy applies to all undertakings by BCS at the national level, and in those cases where BCS exercises authority over or sponsors anything below the national level (such as a National Development Centre).
8. Organizations associated with BCS (such as Provincial Sport Organizations) are expected to implement a code of conduct similar to this CoC Policy in order to govern the conduct of individuals and entities within their jurisdictions, including clubs.

OBLIGATIONS

9. Each Representative has a responsibility to:
- a. Maintain and enhance the *dignity, image and reputation* of BCS and its Representatives by:
 - i. Executing their duty to BCS in a manner that would objectively and reasonably be considered fully professional and responsible, behaving with appropriate decorum;
 - ii. Demonstrating respect to every person regardless of their body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - iii. consistently treating people fairly, equitably, honestly and reasonably;
 - iv. focusing comments appropriately and avoiding any public criticism of BCS or other Representatives;
 - v. acting, when appropriate, to prevent or correct comments or actions that are unjustly discriminatory or pejorative;
 - vi. consistently demonstrating the spirit of sportsmanship, sports leadership, and ethical its conduct; and
 - vii. ensuring that the rules of the sports of bobsleigh and skeleton, and the spirit of such rules, are always adhered to.
 - b. Refrain from any behaviour that constitutes *harassment or assault*, which is defined as comment or conduct directed towards an individual or group that is offensive, abusive, racist, sexist, degrading or malicious including, but are not limited to:
 - i. written or oral abuse, threats or outbursts;
 - ii. the display of visual material which is offensive or which one ought to know is offensive;
 - iii. unwelcome remarks, jokes, comments, innuendos or taunts;
 - iv. leering or other suggestive or obscene gestures;
 - v. condescending or patronizing behaviour which undermines self-esteem, diminishes performance or adversely affects working conditions;
 - vi. practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - vii. any form of hazing;
 - viii. physical or sexual assault;
 - ix. intimidation or bullying;
 - x. behaviour, such as those described above, which is not directed towards a specific individual or group but has the same effect of creating an unwelcome environment;
 - xi. retaliation or threats of retaliation against a Representative who reports behaviour that contravenes this CoC Policy.
 - c. Refrain from any behavior that constitutes *sexual harassment or assault*, which is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature including, but are not limited to:
 - i. sexist jokes;
 - ii. display of sexually offensive material;
 - iii. sexually degrading words used to describe a person;
 - iv. inquiries or comments about a person's sex life;
 - v. unwelcome sexual flirtations, advances, requests or propositions;
 - vi. persistent unwanted contact; and

- vii. any behaviour that may constitute sexual harassment or assault.
- d. Refrain from the use of power or authority as a means to coerce another person to engage in inappropriate activities.
- e. Avoid consuming alcohol in situations where minors are present and manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with BCS events.
- f. Completely abstain from the use of non-approved drugs and performance-enhancing substances.
- g. Respect the property of others and not willfully cause damage.
- h. Comply, at all times, with the By-Laws, policies, rules and regulations of BCS, as adopted and amended from time to time.
- i. Comply, at all times, with all Canadian Federal, Provincial, Municipal or host country laws.

ATHLETES, COACHES, BOARD & COMMITTEE MEMBERS, and VOLUNTEERS

In addition to the obligations described above, a Representative, in carrying out their responsibilities as an Athlete, Coach, Board Member, Committee Member, or Volunteer of BCS, must conduct themselves per the applicable Appendix of this CoC Policy:

- Appendix I – Athletes
- Appendix II - Coaches
- Appendix III – Board of Directors & Committees
- Appendix IV – Volunteers

I certify that I have read and agree to comply with this Code of Conduct Policy.

I consent to allow BSC to submit, if applicable, a Search and Disclosure of Personal Information form through the Calgary Police Service Security Clearance Division, or other such entity if I do not reside in Calgary.

Name: _____

Signature: _____

Date: _____

Appendix I – Athletes

In addition to the obligations described in the body of this CoC Policy, a Representative, in carrying out their responsibilities as an Athlete of BCS, must:

1. Avoid situations in which a real or perceived Conflict of Interest arises and, if such situation does arise, proactively disclose it to, as applicable, the CEO or Board of Directors of BCS;
2. Conduct themselves in a manner which is conducive to high performance sport and the attainment of personal and team performance goals;
3. Consistently demonstrate sportsmanship and fair play in all practice and competition situations and towards all teammates, opponents, and officials;
4. Consistently perform to the best of their ability and within the rules, and not engage in any action that could impair their ability to meet the high performance expectation of themselves or their team;
5. At all times, be courteous, mature, cooperative and respectful, and conduct themselves with the knowledge that they alone are responsible for their own actions;
6. Refrain from the use of profane or improper language;
7. Exhibit politeness and general courtesy to all members of the public;
8. Comply with all reasonable requests from BCS coaches, officials or management;
9. Respect the authority of BCS and international officials, and behave with sportsmanship, decorum and dignity;
10. Participate in and appear on time to all competitions, training sessions, events, or activities;
11. Report any medical concern in a timely fashion;
12. While in team accommodations, respect the privacy and needs of team members and other residents, in particular those team members and residents still involved in competition;
13. Unless otherwise advised, (i) wear designated team apparel at official BCS functions, and (ii) in conducting interviews with media, wear BCS team jacket, team tracksuit, or team shirt;
14. Adhere to BCS's rules and requirements regarding equipment;
15. Not attempt to enter a competition for which they are not eligible, by reason of age, classification or any other reason;
16. Not violate Universal Code of Conduct to Prevent & Address Maltreatment in Sport (UCCMS);
17. Not violate any doping regulation as defined by IOC, WADA, CCES, COC, IBSF and/or BCS;
18. Not abuse or damage any property including but not limited to vehicles, hotel rooms and equipment and, if the Representative does, they must proactively report the abuse or damage to the BCS team leader and be responsible for any cost of repair;
19. Not engage in any action or conduct that disrupts or interferes with a competition or training camp, or is detrimental to the reputation or image of BCS;
20. Not break any applicable curfew regulations;
21. Not have any involvement with illegal drugs, nor abuse the consumption of alcohol;
22. Not consume alcohol as a minor nor be involved in the consumption of alcohol by a minor;
23. Not engage in any illegal activities, including committing an act that is considered an offence under any law in the jurisdiction in which the act took place;
24. Not engage in the use of illegal equipment or illegal performance enhancing activity as defined by IBSF or BCS, whether in training or competition; and
25. Not divulge any information about BCS training techniques or BCS technical information to any unauthorized persons.

Appendix II – Coaches

The Athlete-Coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of bobsleigh and skeleton athletes. Coaches must understand and respect the inherent power that exists in the relationship and must be extremely careful not to abuse it. Therefore, in addition to the obligations described in the body of this CoC Policy, a Representative, in carrying out their responsibilities as a Coach of BCS, must:

1. Avoid situations in which a real or perceived Conflict of Interest arises and, if such situation does arise, proactively disclose it to, as applicable, the CEO or Board of Directors of BCS;
2. Comply with: (i) Coaches of Canada Code of Conduct and Code of Ethics, (ii) Universal Code of Conduct to Prevent & Address Maltreatment in Sport (UCCMS), and (iii) all applicable BCS policies;
3. Ensure the safety of the athletes with whom they work;
4. At no time become intimately and/or sexually involved with an athlete;
5. Respect each athlete's dignity and, thus, refrain from any verbal or physical behaviours that constitute harassment or abuse;
6. Never advocate or condone the use of drugs or other banned performance enhancing substances;
7. Direct their comments or criticism at the athlete's performance rather than the athlete personally;
8. Consistently display high personal standards and project a favourable image of BCS, the sports of bobsleigh and skeleton, and of coaching;
9. Refrain from public criticism of athletes or fellow coaches; especially when speaking with the media, recruiting athletes, or at competitive events;
10. Refrain from the use of profane, insulting, or offensive language in the conduct of their duties;
11. Refrain from the abuse of alcohol or tobacco;
12. Fully support BCS and the applicable program and coaching staff regarding any athlete who has qualified for a training camp, provincial team, national team, and the like;
13. Prepare each athlete systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm an athlete;
14. Ensure that an activity is suitable for the age, experience, ability and fitness level of the athlete;
15. Educate athletes as to their own responsibilities in creating and maintaining safe participation in bobsleigh and skeleton;
16. Recognize and accept when to refer athletes to other coaches or sport specialists, allowing an athlete's goals to take precedence over their own;
17. Regularly seek ways of increasing professional development and self-awareness;
18. Treat opponents and officials with respect, both, in victory and defeat and encourage athletes to act accordingly.
19. Actively encourage athletes to uphold the rules and spirit of bobsleigh and skeleton;
20. Avoid being involved with medical professionals in the diagnosis, treatment and management of an athlete's physical or mental health;
21. Communicate and co-operate with an athlete's parent(s) or legal guardian(s), involving them, if requested, in management decisions pertaining to their child's development;
22. Be aware of the academic pressures placed on student-athletes and, thus, conduct activities and events in a manner so as to not hinder academic success; and
23. Act in the best interest of the athlete's development as a whole person, while refraining from intervening in personal affairs that are outside the generally-accepted jurisdiction of a coach.

Appendix III – Board of Directors & Committee Members

The Board of BCS is elected by and acts on behalf of the membership of BCS as defined in the By-Laws of BCS. At all times, members of the Board, members of any Committee of the Board, or any person appointed by the Board to serve on any Committee of BCS, shall be governed by and comply with applicable federal and provincial statutes, the By-Laws, and all applicable policies adopted by BCS. Therefore, in addition to the obligations described in the body of this CoC Policy, a Representative, in carrying out their responsibilities as a Board and/or Committee member of BCS, must:

1. First and foremost be responsible to the welfare of BCS, functioning primarily as a member of the Board and/or Committee, not as a member of any particular constituency.
2. Conduct themselves openly, professionally, lawfully, in good faith, with full confidentiality and always in the best interests of BCS;
3. Avoid situations in which a real or perceived Conflict of Interest arises and, if such situation does arise, proactively disclose it to the Board;
4. Not violate Universal Code of Conduct to Prevent & Address Maltreatment in Sport (UCCMS);
5. Exercise due diligence and independent judgment in upholding their fiduciary duty to BCS;
6. Respect the authority of the Board or Committee Chair, as applicable, and exercise only such authority as is granted individually or collectively by Board or Committee governance policies;
7. Respect the relationship between the Board and BCS CEO, and the authority of the CEO over management/administration;
8. Not, without the prior approval of the Board, liaise with any BCS person outside of the Board, other than the CEO or the CFO, or get involved in any operational matter;
9. Ensure that only the Board Chair or the CEO speaks publicly on behalf of BCS, unless the Board specifically authorized another spokesperson;
10. Resign their position on the Board and/or Committee prior to pursuing any employment or contracted relationship with BCS, noting that, if unsuccessful in their pursuit, the Representative would not be able to let their name stand for election to the Board for one calendar year;
11. Commit the time to attend Board and/or Committee meetings and to be diligent in their preparation for and participation in discussions;
12. Ensure that all Board or Committee members, as applicable, are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
13. Respect the decisions of the majority and resign if unable to do so;
14. Support the Board's establishment and implementation of BCS' strategic purpose and values;
15. Proactively participate in the exercising of financial and risk management oversight and fiduciary responsibility;
16. Productively contribute to the establishment, approval and review of policies, particularly those related to BCS governance;
17. Productively contribute to the review the performance of Committee members, Board members, and of the Board Chair;
18. Engage in developmental activities to improve Board and/or Committee performance and ensure 'best practices' in Board and/or Committee procedures;
19. As a member of a Board committee or person appointed by the Board to serve on operational or other committees of BCS:
 - a. Review and be guided by the Terms of Reference for the Committee;

- b. Respect the authority of the Committee Chair, and communicate to the Board and to staff through the Committee Chair or through such lines of communication as may be established by the Board or by management; and
- c. Ensure that any potential recommendation or decision by a Committee that may have budgetary implications or expose BCS to potential risk is promptly flagged for specific attention by the Board.

Appendix IV – Volunteers

In addition to the obligations described in the body of this CoC Policy, a Representative, in carrying out their responsibilities as a Volunteer of BCS, must:

1. Avoid situations in which a real or perceived Conflict of Interest arises and, if such situation does arise, proactively disclose it to, as applicable, the CEO or Board of Directors of BCS;
2. Act in a manner that will bring credit to the bobsleigh and skeleton community and themselves, both inside and outside the competition venue and/or area;
3. Project a positive and enthusiastic attitude towards the event, the sponsors, supporters and the job assigned, approaching these duties with a professional attitude;
4. Be prepared to do the job assigned to them;
5. Work in a spirit of cooperation with other volunteers/officials and do not interfere in any way with others' duties and responsibilities;
6. Be courteous to fellow volunteers, officials, athletes, coaches and the general public;
7. Treat everyone fairly within the context of their activity regardless of a person's culture, colour, ancestry, nationality, age, political beliefs, religion, family status, physical or mental disability, gender or sexual orientation;
8. Be courteous, cooperative and discreet;
9. Carry out their duties willingly, fairly and impartially;
10. Report for the assigned duty on time, and dress appropriately;
11. Adhere to the rules, regulations and safety procedures of the venue and competition area;
12. Respect each athlete's dignity, noting in particular that verbal or physical behaviour, which constitutes harassment or abuse, is entirely unacceptable;
13. Not encourage athletes to consume drugs, alcohol or intoxicants;
14. Not use threatening, obscene, abusive or vulgar language to anyone;
15. Not publicly criticize fellow volunteers, coaches, officials or athletes;
16. Not harass anyone or engage in any unwelcome visual, verbal or physical conduct;
17. Refrain from using tobacco products within the venue and/or competition area and only in designated areas if such are provided;
18. Not enter the competition area and/or venue under the influence of alcohol, noting that doing so may result in expulsion from the area and the imposition of disciplinary sanctions by BCS; or
19. Fully adhere to this CoC Policy and all other policies, rules, regulations, by-laws and constitution of BCS and, as applicable, the International Bobsleigh & Skeleton Federation (IBSF).