

Harbour City Lakers Ringette Association

Code of Ethics and Conduct

Date of Board Approval: August 29, 2021
Date of Last Review: n/a

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Purpose

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

Application of this Code

2. This Code applies to Individuals' conduct during HCL business, activities, and events including, but not limited to, competitions, playoffs, travel associated with HCL activities, and any meetings.
3. An Individual who violates this Code may be subject to sanctions pursuant to HCL's Discipline and Complaints Policy. In addition to facing possible sanction pursuant to the Organization's Discipline and Complaints Policy, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with that particular competition.
4. This Code also applies to Individuals' conduct outside of HCL's business, activities, and events when such conduct adversely affects relationships within the HCL (and its work and sport environment) and is detrimental to the image and reputation of HCL. Such applicability will be determined by HCL at its sole discretion.

Responsibilities

5. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of HCL members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - 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 or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - vii. 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.
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - ix. Unwelcome sexual flirtations, advances, requests, or invitations
 - x. Physical or sexual assault
 - xi. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xii. Retaliation or threats of retaliation against an individual who reports harassment to HCL
- c) Refrain from any behaviour that constitutes harassment, where harassment is defined as vexatious comment or conduct – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Types of behaviour that constitute harassment include, but are not limited to:
- i. Bullying
 - ii. Repeated offensive or intimidating phone calls or emails
 - iii. Inappropriate sexual touching, advances, suggestions or requests
 - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
 - v. Psychological abuse
 - vi. Personal harassment
 - vii. Discrimination
 - viii. Intimidating words or conduct (offensive jokes or innuendos)
 - ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- d) Refrain from any behaviour that constitutes violence, where violence is defined as the exercise of physical force by a person that causes or could cause physical injury; an attempt to exercise physical force, that could cause physical injury; or a statement or

behaviour that it is reasonable to interpret as a threat to exercise physical force, that could cause physical injury. Types of behaviour that constitute violence include, but are not limited to:

- i. Verbal threats to attack
 - ii. Sending to or leaving threatening notes or emails
 - iii. Making threatening physical gestures
 - iv. Wielding a weapon
 - v. Hitting, pinching or unwanted touching which is not accidental
 - vi. Throwing an object at another person
 - vii. Blocking normal movement or physical interference, with or without the use of equipment
 - viii. Sexual violence
 - ix. Any attempt to engage in the type of conduct outlined above
- e) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, 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, or propositions
 - vi. Persistent unwanted contact
- f) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- h) Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in HCL activities, competitions, or events.
- i) Respect the property of others and not willfully cause damage.
- j) Promote the sport in the most constructive and positive manner possible.
- k) Comply, at all times, with HCL's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time.

Board/Committee Members

6. In addition to section 5 above, HCL's Directors and Committee Members will have additional responsibilities to:
- a) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of HCL's business and the maintenance of Individuals'

confidence

- b) Ensure that the HCL's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- c) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of HCL
- 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 and be fair, equitable, considerate, and honest in all dealings with others
- f) Keep informed about the HCL's activities, the provincial sport community, and general trends in the sectors in which they operate
- g) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which HCL is incorporated
- h) Respect the confidentiality appropriate to issues of a sensitive nature
- i) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- j) Respect the decisions of the majority and resign if unable to do so
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all the HCL governance documents
- m) Conform to the bylaws and policies approved by HCL, in particular this Code of Conduct and Ethics as well as the Conflict of Interest Policy and Confidentiality Policy

Coaches

- 7. In addition to section 5 above, coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. 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 while refraining from using training methods or techniques that may harm athletes
 - c) 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
 - d) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
 - e) Act in the best interest of the athlete's development as a whole person
 - f) Respect other coaches
 - g) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the HCL's coaching eligibility requirements

- h) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- i) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- j) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or 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
- k) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- l) Recognize the power inherent in the position of coach and respect and promote the rights of all participants 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 participants who are in a vulnerable or dependent position and less able to protect their own rights
- m) Dress neatly and inoffensively
- n) Use inoffensive language, taking into account the audience being addressed

Athletes

8. In addition to section 5 above, athletes will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
 - b) 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
 - c) Never ridicule a participant for their performance
 - d) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
 - e) Act in accordance with HCL's policies and procedures and, when applicable, additional rules as outlined by coaches or managers