

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	New Policy	0	2002	2002
All	Policy Revisions	0.1 – 0.7	2003-2011	2003-2011
All	Split Policy into sections 1.0 – 23.0, Appendix A – G	1	2012	2012
All	Wording Changes	2	2014	2014
All	Wording Changes, Added Core Values, Athlete Responsibilities, Parent/Guardians Responsibilities, Dressing Room Responsibilities, Local Association Responsibilities, Team Therapy, Travel	3	2015	2015
All	Spelling, Punctuation	4	N/A	11/03/2017
14.1	Replace RAB core values with Business values and True Sport principles	5	Aug 15, 2018	Aug 15, 2018
14.2	Ensure applicability defines interactions between members and RAB employees	5	Aug 15, 2018	Aug 15, 2018
14.3.3	Add workplace harassment to principles and definitions	5	Aug 15, 2018	Aug 15, 2018
14.3.7	Add privacy considerations	5	Aug 15, 2018	Aug 15, 2018
14.3.8	Add statement prohibiting sanctions	5	Aug 15, 2018	Aug 15, 2018
14.3.4 & 14.4.5	add types of interactions that include electronic and social media	5	Aug 15, 2018	Aug 15, 2018
14.4.3 to 14.4.7	Add RAB employees	5	Aug 15, 2018	Aug 15, 2018
14.5	Include examples	5	Aug 15, 2018	Aug 15, 2018
14.4.14.1	Add RAB employees	5	Aug 15, 2018	Aug 15, 2018

## 14.0 CODE OF CONDUCT POLICY

### 14.1 Purpose

Ringette Alberta seeks to ensure that all members, participants and employees are treated with respect; that everyone has equal opportunity; and that discriminatory practices are prohibited.

The following business values, along with our adherence to the True Sport principles, reflect our passion for, and our shared commitment to the sport of ringette.

**Integrity:** We respect the rules. We take responsibility for our actions. We are committed to making fair and ethical decision for our sport.

**Collaboration:** We welcome and appreciate different perspectives. We treat others as they would like to be treated. We focus on creating and optimal experience for all participants.

**Excellence:** We lead the way. We ensure high quality in all that we do. We learn from our experiences, commit to continuously improve and communicate our progress.

Ringette Alberta has adopted the True Sport principles to guide its activities and inform this policy. Under this policy members, participants and employees are required to behave in a manner which uphold Ringette Alberta's Business Values and the True Sport principles.

The True Sport principles are:

*Go for It*

Rise to the challenge - always strive for excellence. Discover how good you can be.

*Play Fair*

Play honestly - obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.

*Respect Others*

Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.

*Keep it Fun*

Find the joy of sport. Keep a positive attitude both on and off the field.

*Stay Healthy*

Place physical and mental health above all other considerations - avoid unsafe activities. Respect your body and keep in shape.

*Include Everyone*

Share sport with others. Ensure everyone has a place to play.

*Give Back*

Find ways to show your appreciation for the community that supports your sport and helps make it possible.

## **14.2 Applicability**

This policy applies to all Ringette Alberta members, participants and employees. Applicability includes all interactions and discourse between members and participants and also includes member and participant interactions with Ringette Alberta employees. The policy applies to discourse and interactions in

person, by telephone and electronically via email or social media platforms.

### **14.3 Principles**

- 14.3.1 All members, staff and participants will treat others with respect.
- 14.3.2 All members and participants will have equal opportunity limited only by their desires, effort and ability.
- 14.3.3 Ringette Alberta is committed to providing a work environment in which all Ringette Alberta employees are treated with respect and dignity. Workplace Harassment will not be tolerated from any person at or outside of the work sites including members, volunteers, other employees, and members of the public.
- 14.3.4 Discriminatory practices will not be tolerated.
- 14.3.5 Ringette Alberta members, participants and employees shall treat each other with respect during interactions such as, but not limited to, face to face conversations, emails, letters, electronic postings, meetings and telephone calls.
- 14.3.6 Ringette Alberta will foster an environment that supports our Business Values and the True Sport Principles.
- 14.3.7 Ringette Alberta will respect the privacy of all concerned and will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken.
- 14.3.8 No members or employees can be penalized, reprimanded or criticized when acting in good faith while following this policy, reporting breaches of this policy, or following the procedures for addressing situations involving harassment.

- 14.4 Requirements**
- 14.4.1 All members, staff and participants will maintain the dignity and self-esteem of others by:
- 14.4.1.1 Demonstrating respect for individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status;
  - 14.4.1.2 Focusing comments or constructive critique appropriately and avoiding public criticism of athletes, team staff, officials, organizers, volunteers, Ringette Alberta employees, and other participants;
  - 14.4.1.3 Consistently demonstrating the spirit of sportsmanship, leadership, and ethical conduct and practices;
  - 14.4.1.4 Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
  - 14.4.1.5 Interacting with others in a way that enables all individuals to maintain their dignity and respect;
  - 14.4.1.6 Consistently treating individuals fairly and reasonably;
  - 14.4.1.7 Ensuring that the rules of the sport of Ringette, and the spirit of such rules, are adhered to.
- 14.4.2 Adults will take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with Ringette events. All participants will adhere to the legal requirements for alcohol or cannabis use or consumption. Team staff may not be impaired resulting from the use of legal or illegal substances during any ringette interactions with team members who are minors.
- 14.4.3 Members participants and employees will respect the property of others and not willfully cause loss or damage.
- 14.4.4 Members participants and employees will abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods that will affect the Ringette performance or experience of themselves or other participants.
- 14.4.5 Members, participants and employees will refrain from any behavior that constitutes harassment, where

harassment is defined as per Alberta Occupational Health and Safety legislation or could include conduct directed towards an individual or group which is offensive, abusive, racist, sexist, degrading, or malicious and includes verbal aggression, yelling, spreading malicious rumours or use of derogatory terms.

- 14.4.6 Members, participants and employees will refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature, when submitting to or rejecting this conduct influences decisions which affect the individual, and where such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment.
- 14.4.7 Members participants and employees will refrain from the use of power or authority in an attempt to coerce another participant to engage in inappropriate activities.

14.4.8 Team Staff

In addition to the above, team staff have additional responsibilities and must model appropriate behavior. The athlete/coach relationship is a privileged one. Team staff play a critical role in the personal as well as athletic development of their athletes. Team staff must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Team Staff will at all times:

- 14.4.8.1 Ensure a safe environment for athletes/participants by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment;
- 14.4.8.2 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;
- 14.4.8.3 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 problems;

- 14.4.8.4 Educate athletes about the dangers of drugs and performance-enhancing substances and under no circumstances promote or condone their use;
- 14.4.8.5 Accept and promote athletes' personal goals and refer athletes to other Team Staff and sports specialists as appropriate and as opportunities arise;
- 14.4.8.6 Encourage and facilitate athletes to be responsible for their own behaviour, performance, and decisions;
- 14.4.8.7 Give athletes the opportunity to discuss, contribute to and agree with proposed training and performance standards. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete;
- 14.4.8.8 Consider the academic pressures placed on student- athletes and conduct training and events in a manner that supports academic success;
- 14.4.8.9 At no time engage in an intimate or sexual relationship with an athlete under the age of 18 years and at no time engage in an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete;
- 14.4.8.10 Abide by the "two-deep leadership philosophy" where at least one coach and one other adult are present at all practices and other sanctioned events/activities whenever at least one (1) athlete is present;
- 14.4.8.11 At all times an open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations should be avoided. Common sense should be used to move such a meeting to an open and observable location if the meeting inadvertently begins in private;
- 14.4.8.12 Refrain from inviting an athlete(s) to your home without the permission of the athlete's parents or legal guardian and refer to 14.4.8.11;

- 14.4.8.13 Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a Ringette coach;
- 14.4.8.14 Keep confidential any information about athletes or others gained through coaching activities and believed to be considered confidential by those persons;
- 14.4.8.15 Act in the best interest of the athlete's development as a whole person.

#### 14.4.9 Athletes

In addition to paragraph 14.4 above, athletes will have additional responsibilities to:

- 14.4.9.1 Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
- 14.4.9.2 Participate and appear on time in all competitions, practices, training sessions, events, activities or projects;
- 14.4.9.3 Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons;
- 14.4.9.4 Adhere to the relevant rules and requirements regarding clothing and equipment;
- 14.4.9.5 Present themselves in a positive manner towards all other athletes, members and team staff;
- 14.4.9.6 Listen and take direction from team staff and people in authority positions as required;
- 14.4.9.7 Co-operate with the administration staff and program head team staff;
- 14.4.9.8 Attend practices and competitions well-nourished and prepared to participate at one's best abilities;
- 14.4.9.9 Encourage other athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
- 14.4.9.10 Never ridicule a participant for making a mistake during a game or practice;

- 14.4.9.11 Provide positive comments that motivate and encourage participants continued effort;
- 14.4.9.12 Respect and show appreciation to all competitors, and to the team staff, officials and other volunteers who give their time to the sport.

#### 14.4.10 Parents/Guardians

In addition to paragraph 14.4 above, Parents/Guardians of Ringette Alberta Participants at events will:

- 14.4.10.1 Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
- 14.4.10.2 Never ridicule a participant for making a mistake during a performance or practice;
- 14.4.10.3 Provide positive comments that motivate and encourage participants' continued effort;
- 14.4.10.4 Respect the decisions and judgments of officials, and encourage athletes to do the same;
- 14.4.10.5 Respect and show appreciation to all competitors, and to the team staff, officials and other volunteers who give their time to the sport;

#### 14.4.11 Dressing Room:

- 14.4.11.1 Parents are discouraged from entering dressing rooms and changing areas unless it is necessary, or the athlete needs assistance with his or her uniform/gear (for example a child under the age of 8).
- 14.4.11.2 For teams with children over 8, only a same-sex parent/guardian can enter the room until all athletes are dressed with a layer of clothing or Ringette pants/jersey, in addition to undergarments.
- 14.4.11.3 Cell phones and other mobile devices with audio or visual recording capabilities, still cameras or video cameras may not be used in dressing rooms or other changing areas including referees change room. If these items need to be used, the user MUST leave the room except when a member of the team staff is using the playback mode as a coaching tool and only when ALL the athletes are dressed as per 14.4.11.2;



- 14.4.11.4 Adult and youth referees of opposite sex shall not share a referee change room without the parent or guardian of the youth referee in attendance.

#### 14.4.12 Team Therapy

- 14.4.12.1 Any rubdown or massage performed on an athlete by an adult member or participant, excluding the spouse, parent, guardian, sibling or personal assistant of such athlete, is prohibited unless such adult is a licensed massage therapist or other certified professional.
- 14.4.12.2 Any rubdown or massage performed at an arena or practice venue by a licensed professional must be conducted in an open and observable location and must never be done with only the athlete and the licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete without a witness present.

#### 14.4.13 Travel:

- 14.4.13.1 Athletes must not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- 14.4.13.2 When conducting room checks, attending team meetings and/or other activities, the two-deep leadership rule must be followed, and an open and observable environment should always be maintained.
- 14.4.13.3 Regardless of gender, a coach or team staff members shall not share a hotel room or other sleeping arrangements with an athlete unless the coach or team staff member is the parent, guardian, sibling or spouse of that particular athlete.
- 14.4.13.4 Athletes may only share overnight accommodations with other athletes who are of the same gender and similar in age.

#### 14.4.14 Compliance and Consequences

14.4.14.1 Members participants and employees will comply at all times with the Constitution, Bylaws, policies, rules and regulations of Ringette Canada and Ringette Alberta, as adopted and amended from time to time, including complying with any contracts or athlete agreements executed with Ringette Alberta.

14.4.14.2 Conduct that violates this Code of Conduct may be subject to sanctions pursuant to Ringette Alberta's policies related to discipline (See Section 15.0 Disciplinary Policy).

14.4.14.3 Ringette Alberta Group Members (local associations) are encouraged to have programs in place to communicate this policy and ensure that it is adhered to within their own association. While it is expected that Group Members take their own action to enforce this policy independent of Ringette Alberta, Ringette Alberta reserves the right to take action where it determines that the Member's actions are insufficient to maintain the Core Values.

#### 14.5 Definitions

These words have the following meaning in this policy:

- a) *Discipline*: Defines the steps taken and the consequences for not acting in a manner consistent with the Code of Conduct.
- b) *Members*: All categories of membership as defined in the Ringette Alberta Bylaws
- c) *Participants*: Those engaged in activities with Ringette Alberta, including but not limited to clubs, athletes, team staff, officials, volunteers, managers, volunteer administrators, directors and officers, parents/guardians of athletes under 18, and fans and or spectators
- d) *Employees*: Any person performing paid or unpaid service to a Member of Ringette Alberta or Ringette Alberta itself
- e) *Workplace Harassment*: Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation to a worker, or adversely affects

the worker's health and safety. It includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

#### **14.6 References**

15.0 Discipline Policy

Workplace Harassment Prevention Procedure

Alberta Occupation Health and Safety regulation