



Approved – February 9, 2019

Title: Code of Conduct and Ethics Policy

Section: Swim BC Social Policies
Approved by: SBC Board of Directors

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Policy Statement

This Code of Conduct and Ethics Policy is the agreement for how all Individuals of the Swim BC ‘family’ approach their activities within the Swim BC community.

Policy Purpose

Swim BC supports equal opportunity and is committed to providing a compassionate, ethical and inclusive environment in which all individuals are treated fairly, with appropriate dignity and respect. The purpose of this policy is to ensure that our behaviours support our aspiration for a safe and positive Swim BC sport environment by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with Swim BC’s values, mission, and objectives. This policy is fundamental to how we operate and conduct ourselves and for that reason, has been established as an **umbrella policy** covering all aspects of our organization’s activities and undertakings. It is from this statement that all other policies developed and implemented at Swim BC will reflect our integrity as outlined here.

Definitions

1. The following terms have these meanings in this Code:
 - a) *“Individuals”* – All categories of membership defined in the Swim BC’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Society including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, committee members, and directors and officers of the Society;
 - b) *“Society”* – Swim BC
 - c) *“Sport Environment”* – Any place where Swim BC business or activities are conducted, including but not limited to:
 - i. The Swim BC office;
 - ii. Any meetings in which the members represent the interests of Swim BC;
 - iii. Work or sport related social functions, assignments, travel, and conferences or training sessions;
 - iv. Competitions, practices, tryouts, , training camps, speaking engagements and travel to and from those events.
 - d) *“CSCTA”* – Canadian Swimming Coaches and Teachers Association

Application of this Policy

2. This Policy applies to Individuals’ conduct during the Society’s business, activities, and in the sport environment. Agreement to uphold this policy is undertaken through:
 - i. election to the Board of Directors;
 - ii. appointment to any Swim BC Committee;
 - iii. employment, whether contracted or salaried by Swim BC;
 - iv. recruited as a volunteer in a defined role;
 - v. selection to a Swim BC team; or
 - vi. participation in activities sanctioned by Swim BC.
3. An Individual who violates this Policy may be subject to sanctions pursuant to the Society’s *Discipline and Complaints Policy*.



Approved – February 9, 2019

4. An employee of the Society found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Society's Employee Handbook and the Employment Standards Act, as well as the employee's Employment Agreement, as applicable.
5. This Policy also applies to Individuals' conduct outside of the Society's business, activities, and events when such conduct adversely affects relationships within the Society (and its work and sport environment) and is detrimental to the image and reputation of the Society. Such applicability will be determined by the Society at its sole discretion.

Related Documents

6. The following documents are related to this policy:
 - i. Discipline and Complaints Policy
 - ii. Appeals Policy
 - iii. Canadian Anti-Doping Policy
 - iv. Gender Equity Policy
 - v. Employee Handbook
 - vi. CSCTA Code of Professional Conduct

Responsibilities

7. A) Individuals have a responsibility to:
 - i. Demonstrate respect to individuals regardless of, 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. Focus comments or criticism appropriately and avoid public criticism of any Individual or the Society.
 - iii. Consistently demonstrate the spirit of sportsmanship, sport leadership, and ethical conduct.
 - iv. Act, when appropriate, to correct or prevent practices that are unjustly discriminatory.
 - v. Consistently treat individuals fairly and reasonably.
 - vi. Ensure adherence to the rules of the sport and the spirit of those rules.
- a) Individuals have a responsibility to refrain from any behaviour that constitutes **harassment**, and which can generally be defined as any comment(s) or conduct, directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive. Types of behaviour that constitute harassment include, but are not limited to:
 - i. written or verbal or online 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, innuendo, or taunts about a person's physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression gender identity, 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 cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - vi. any form of hazing
 - vii. unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - viii. unwelcome sexual flirtations, advances, requests, or invitations
 - ix. physical or sexual assault
 - x. 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
 - xi. retaliation or threats of retaliation against an individual who reports harassment



Approved – February 9, 2019

- b) Refrain from any behaviour that constitutes **workplace harassment or workplace violence**, generally defined as conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; and where workplace violence is defined as the exercise 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. Workplace matters should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment or workplace violent include, but are not limited to:

Workplace Harassment

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails
- iii. Inappropriate touching, advances, suggestions or requests
- iv. Displaying or circulating offensive pictures, photographs or materials
- v. Psychological abuse
- vi. Discrimination
- vii. Intimidating words or conduct (offensive jokes or innuendos)
- viii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning

Workplace Violence

- ix. Verbal threats to attack a worker
- x. Sending or leaving threatening notes or emails
- xi. Making threatening physical gestures
- xii. Wielding a weapon
- xiii. Hitting, pinching or unwanted touching which is not accidental
- xiv. Blocking normal movement or physical interference, with or without the use of equipment
- xv. Sexual violence
- xvi. Any attempt to engage in the type of conduct outlined above

- c) 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

- d) Refrain from any behaviour that constitutes **bullying**, where bullying is defined as intentionally hurting someone in order to insult, humiliate, coerce, degrade or exclude him or her. Bullying can be broken down into five categories:

- i. Physical
- ii. Verbal
- iii. Relational (ie. trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and
- iv. Reactive (i.e., engaging in bullying as well as provoking bullies to attack by taunting them)
- v. Electronic or online



Approved – February 9, 2019

- e) Athletes will abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Society adopts and adheres to the Canadian Anti-Doping Program. The Society will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Society or any other sport Society
- f) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES).
- g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- h) Swim BC has a Zero Tolerance Policy regarding illegal drug usage. The use, sale, possession, conveyance, distribution or manufacture of illegal drugs, intoxicants, controlled substances, and/or drug paraphernalia in any amount or in any manner in the workplace or in a sport environment is strictly prohibited and is subject to disciplinary action, up to and including termination or dismissal from the Society. The Society has a Zero Tolerance Policy for any consumption of alcohol or cannabis by a minor (as defined by local regulations).

In addition,

- (1) An Individual must not enter or remain at any workplace or sport environment while the Individual's ability to work is affected by alcohol, cannabis, a drug or other substance so as to endanger the person or anyone else.
- (2) Swim BC must not knowingly permit an Individual to remain at any workplace or in a sport environment while the Individual's ability to work is affected by alcohol, cannabis, a drug or other substance so as to endanger the Individual or anyone else.
- (3) An Individual must not remain at a workplace or sport environment if the individual's behaviour is affected by alcohol, cannabis, a drug or other substance so as to create an undue risk to other Parties, except where such a workplace/sport environment has as one of its purposes the treatment or confinement of such persons.
- i) In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Society's events.
- j) Respect the property of others and not wilfully cause damage.
- k) Adhere to all federal, provincial, municipal and host country laws.
- l) Comply, at all times, with the Society's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time.

Board/Committee Members and Staff

- 8. In addition to section 7 (above), the Society's Directors, Committee Members, and Staff will have additional responsibilities to:
 - a) Function primarily as a member of the board and/or committee(s) of the Society; not as a member of any other particular member or constituency
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Society's business and the maintenance of Individuals' confidence
 - c) Ensure that the Society's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Society
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - f) Behave with decorum appropriate to both circumstance and position



Approved – February 9, 2019

- g) Keep informed about the Society's activities, the provincial sport community, and general trends in the sectors in which they operate
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Society is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- 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 Society governance documents
- m) Conform to the bylaws and policies approved by the Society
- n) Refrain from the use of inappropriate language and harassment of competitors, coaches, officials, parents/guardians or other spectators either in person or electronically.

Coaches

9. In addition to section 7 of this document, all registered coaches of the Society are bound by the "CSCTA Code of Professional Conduct" produced by the CSCTA. Any breach of the "CSCTA Code of Professional Conduct" shall be considered a breach of this policy.

Coaches who represent Swim BC during Provincial Team activities, including but not limited to training camps and provincial team appointments are bound by a Team Staff Agreement.

Athletes

10. In addition to section 7 (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; or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements
 - b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
 - c) 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
 - d) Adhere to the Society's rules and requirements regarding clothing and equipment
 - 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 in a manner representative of the Society; focusing on neatness, cleanliness, and discretion
 - g) Act in accordance with the Society's policies and procedures and, when applicable, additional rules as outlined by coaches or managers
 - h) Refrain from the use of inappropriate language and harassment of competitors, coaches, officials, parents/guardians or other spectators either in person or electronically.

Officials

11. In addition to section 7 (above), officials will have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rules changes
 - b) Work within the boundaries of their position's description while supporting the work of other officials
 - c) Act as an ambassador of the Society by agreeing to enforce and abide by national and provincial rules and regulations
 - d) Take ownership of actions and decisions made while officiating
 - e) Respect the rights, dignity, and worth of all individuals
 - f) Not publicly criticize other officials or any club or the Society
 - g) Act openly, impartially, professionally, lawfully, and in good faith
 - h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings



Approved – February 9, 2019

- i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Society at the earliest possible time
- k) When writing reports, set out the true facts
- l) Dress in proper attire for officiating
- m) Refrain from the use of inappropriate language and harassment of competitors, coaches, officials, parents/guardians or other spectators either in person or electronically.

Parents/Guardians and Spectators

12. In addition to section 7 (above), Parents/Guardians and Spectators at events will:

- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
- b) Condemn the use of violence in any form
- c) Never ridicule a participant for making a mistake during a performance or practice
- d) Provide positive comments that motivate and encourage participants continued effort
- e) Respect the decisions and judgments of officials and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athlete's coach
- f) Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
- g) Respect the decisions and judgments of officials, and encourage athletes to do the same
- h) Never question an officials' or staffs' judgment or honesty
- i) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
- j) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- k) Refrain from the use of inappropriate language, and harassment of competitors, coaches, officials, parents/guardians or other spectators either in person or electronically.