



# Bowls Alberta & Member Clubs



## Code of Conduct and Ethics

This 'Code' is based on the Bowls Canada Boulingrin 'Code' as adopted upon the Universal Code of Conduct to Prevent and Address Maltreatment in Sport ("UCCMS"). The definitions section has been moved to the Appendix of the Safe Sport Manual.

\* Indicates a definition or section that has been *adapted* from the UCCMS (Universal Code of Conduct to Prevent and Address Maltreatment in Sport); all capitalized words are defined in the Definitions section found in the Appendix of the Safe Sport Manual.

### Purpose

1. The purpose of this Code is to ensure a safe and positive environment within all Events of Bowls Alberta (BA) and its Member Clubs (further referred to as the Organizations) by making Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with BA's and its Member Clubs' core values, mission and policies.
2. The Organizations support equal opportunity, prohibit discriminatory practices, and are committed to providing environments in which all individuals are treated with respect and fairness.

### Application of this Code

3. This Code applies to any conduct of all Participants during Events of the Organizations, including, but not limited to travel associated with organizational activities, the office or club environments, and any meetings where the business of the Organizations is discussed.
4. This Code also applies to the conduct of all Participants outside of the business and Events of the Organizations when such conduct adversely affects relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organizations. Such applicability will be determined by the Organizations, at their sole discretion.
5. \*This Code applies to Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Participant was active in the sport.
6. A Participant who violates this Code may be subject to sanctions pursuant to the Organizations' *Discipline and Complaints Policy*. A Participant who violates this Code during a sanctioned competition will be subject to whatever discipline is set out in the conditions of play for the competition and may be removed from the competition. Additionally, the Participant may face further sanctions pursuant to the *Discipline and Complaints Policy*.

### Prohibited Behaviors

7. \*All Participants must refrain from any behaviour that constitutes a Prohibited Behavior as defined by the UCCMS and the Code.
8. \*Participants are responsible for knowing what actions or behaviours constitute Prohibited Behaviors and/or Maltreatment.

9. \*Prohibited Behaviors under the UCCMS include, but are not limited to:
- |                                |  |
|--------------------------------|--|
| a) *Psychological Maltreatment | f) *Discrimination                                   |
| b) *Physical Maltreatment      | g) *Failing to Report                                |
| c) *Neglect                    | h) *Intentionally reporting a False Allegation       |
| d) *Sexual Maltreatment        | i) *Interference with or Manipulation of the Process |
| e) *Grooming                   | j) *Retaliation                                      |
10. In addition to the Prohibited Behaviors as defined by the UCCMS, this Code sets out other expected standards of behaviour and conduct for all Participants and any failure to respect these expected standards by a Participant may constitute a breach of this Code. In addition, the following behaviors also constitute breaches of this Code:
- |                |                         |
|----------------|-------------------------|
| a) *Bullying   | c) Workplace Harassment |
| b) *Harassment | d) Workplace Violence   |

### **Responsibilities of Participants**

11. All Participants have a responsibility to:
- a) Refrain from any behaviour that constitutes Maltreatment or Prohibited Behaviour under this Code or the UCCMS.
  - b) Maintain and enhance the dignity and self-esteem of other Participants by:
    - i. Treating each other with the highest standards of respect and integrity,
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of Participants and Employees,
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct, and
    - iv. Ensuring adherence to the rules of the sport and the spirit of those rules.
  - c) \*Refrain from the use of power or authority to coerce another person to engage in inappropriate activities.
  - d) Refrain from consuming tobacco products, cannabis or recreational drugs products in non-designated areas while participating in Events of the Organizations.
  - e) In the case of minors, not consume alcohol, tobacco or cannabis at any Event.
  - f) In the case of Participants who are not minors, not consume cannabis in any situation associated with the Events of the Organizations (subject to protections under applicable human rights legislation), not consume alcohol during training, competitions, or in situations where Minors are present in non-designated areas and take reasonable steps to manage the responsible consumption of alcohol and cannabis in adult-oriented social situations.
  - g) When driving a vehicle:
    - i. have a valid driver's license,
    - ii. obey traffic laws,
    - iii. not be over the limit for alcohol or illegal drugs consumption,
    - iv. have valid car insurance,
    - v. refrain from any activity that would constitute distracted driving.

*Note that this responsibility may or may not necessarily be applicable to Member Clubs that as an Organization do not coordinate or provide transportation for Participants.*
  - h) Respect the property of others and not willfully cause damage.
  - i) Promote the sport in the most constructive and positive manner possible.
  - j) Refrain from engaging in deliberate behavior which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe or benefit which is intended to manipulate the outcome of a competition.
  - k) Adhere to BCB's *Anti-Doping Policy*.
  - l) Adhere to all federal, provincial, municipal and host country laws.

- m) Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of the Organizations, as adopted and amended from time to time.
- n) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving a Participant to BA or its Member Club, including, but not limited to, those for violence, child pornography, or possession, use, sale of any illegal or prohibited substance.

### **Directors and Committee Members**

12. In addition to section 11 (above) Directors and Committee Members will have additional responsibilities to:
- a) Function primarily as a Director or Committee Member prioritizing their duty of loyalty to the appropriate Organization while acting in the corresponding role.
  - b) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
  - c) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under the policy and fully cooperating in the screening process.
  - d) Conduct themselves openly, professionally, lawfully and in good faith.
  - e) Be independent and impartial and not let self-interest, outside pressure, expectation of reward, or fear of criticism influence decision making.
  - f) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
  - g) Respect the confidentiality appropriate to issues of sensitive nature.
  - h) When acting as a Director or a committee member, respect the decisions of the majority. If a Director or committee member cannot do so, it may be necessary to step down from the position.
  - i) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
  - j) Have a thorough knowledge and understanding of all governance documents.

### **Athlete Support Personnel**

13. In addition to section 11 (above), Athlete Support Personnel (including but not limited to Coaches and Team managers) have many additional responsibilities. Athlete Support Personnel must understand and respect the inherent Power Imbalance that exists in their relationship with Athletes and must be extremely careful not to abuse it, either consciously or unconsciously.
14. Athlete Support Personnel will:
- a) \*Avoid any behaviour that abuses the Power Imbalance inherent in the position of the Athlete Support Personnel.
  - b) 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.
  - c) 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.
  - d) 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.
  - e) Support the Athlete Support Personnel of a training/development camp, club team, provincial team or national team should an Athlete qualify for participation with one of these programs.
  - f) Accept and promote Athletes' personal goals and refer Athletes to other coaches and sports specialists as appropriate.

- g) Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
- h) Act in the best interest of the Athlete's development as a whole person.
- i) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under this Policy and fully cooperating in the screening process.
- j) Comply with the *Responsible Coaching Movement Implementation Strategy*, as applicable.
- k) 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.
- l) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco.
- m) When acting as a coach, respect Athletes competing for other jurisdictions, and in dealings with them, not encroach upon topics or take 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.
- n) When a \*Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age.
- o) Disclose any sexual or intimate relationship with an Athlete over the age of majority and, if requested, immediately discontinue any coaching involvement with that Athlete.
- p) Recognize the power inherent in the position of Athlete Support Personnel 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. Athlete Support Personnel 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.
- q) Dress appropriately.
- r) Refrain from using offensive language.

## **Athletes**

15. In addition to section 11 (above), Athletes will have additional responsibilities to:
- a) Respect the terms of any agreement that they enter with BA or their club.
  - b) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.
  - c) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations.
  - d) 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.
  - e) Adhere to any rules and requirements regarding clothing, professionalism, and equipment.
  - f) Dress to represent the sport and themselves with professionalism at competition venues, medal presentations, and/or any Event where public or media interaction can be expected.
  - g) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or team managers.

## **Officials**

16. In addition to section 11 (above), officials will have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rules changes.
  - b) Not publicly criticize other officials or any Participant.
  - c) Place the safety and welfare of competitors, and the fairness of the competition above all else.
  - d) Strive to provide a fair sporting environment, and at no time engage in Maltreatment of any person on the field of play.

- e) Work within the boundaries of their position's description while supporting the work of other officials.
- f) Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial rules and regulations.
- g) Take ownership of actions and decisions made while officiating.
- h) Respect the rights, dignity, and worth of all Participants.
- i) Act openly, impartially, professionally, lawfully, and in good faith.
- j) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- k) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals and specific information or data about Participants.
- l) Comply with their obligations under the *Screening Policy*, including understanding ongoing expectations under this policy and fully cooperating in the screening process.
- m) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time.
- n) When writing reports, set out the actual facts to the best of their knowledge and recollection.
- o) Dress in proper attire for officiating.

### **Parents/Guardians and Spectators**

17. In addition to section 11 (above), parents/guardians and spectators at Events will:
- a) Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence.
  - b) Not tolerate violence in any form.
  - c) Never ridicule a Participant for making a mistake during a performance or practice.
  - d) Respect the decisions and judgments of officials and encourage Athletes to do the same.
  - e) Support all efforts to stop and prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm.
  - f) Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers.
  - g) Never harass competitors, coaches, officials, parents/guardians, or other spectators.
  - h) Never encourage, aid, cover up or assist an Athlete in cheating through doping, competition manipulation or other cheating behaviour.

### **Retaliation, Retribution or Reprisal**

18. It is a breach of this *Code of Conduct and Ethics* for any Participant to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that individual from filing, in good faith, a Report pursuant to any policy of BA and its Member Clubs.
19. It is also a breach of this *Code of Conduct and Ethics* for an individual to file a Report for the purpose of retaliation, retribution, or reprisal against any other individual. Any individual found to be in breach of this section shall be liable for the costs related to the discipline process required to establish such a breach.

### **Privacy**

20. The collection, use and disclosure of any personal information to this Policy is subject to the *Privacy Policy*.

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