



CODE OF CONDUCT AND ETHICS POLICY

Adapted from the Canada Snowboard Code of Conduct and Ethics Policy, ratified on June 18, 2019

POLICY STATEMENT: Alberta Snowboard Association believes that Individuals have the right to participate in the organization's business, activities and events without being subject to bullying, harassment, discrimination, violence, improper activities or behaviour. This Code of Conduct and Ethics sets expectations for how Individuals must manage their behaviours and interact with others: it is an organizational statement of integrity that will facilitate building loyalty, trust and confidence amongst our stakeholders.

Definitions

1. The following terms have these meanings in this Code:

"Abuse" – As defined in the *Abuse Policy*; however, it may also include the Abuse of any Individual, in which case the definition of Abuse and the provisions of the Abuse Policy shall apply *mutatis mutandis*.

"Affiliated Organization" – Includes Canada Snowboard and Snowboard Clubs recognized by Alberta Snowboard Association.

"Bullying" - is offensive behaviour and/or abusive treatment of an Individual that typically, but not always, involves an abuse of power. Examples of behaviour that may constitute bullying include, but are not limited to:

- i. Spreading malicious rumours, gossip or innuendos with the intent of causing harm or suffering to an Individual;
- ii. Excluding or isolating an Individual socially with the intent of causing them harm or suffering;
- iii. Making offensive jokes or derogatory comments to an Individual or to others;
- iv. Yelling, verbally berating or using profanity;
- v. Assigning unreasonable duties or workload which are unfavourable to an Individual or Individuals;
- vi. Any form of cyber bullying
 - Sending mean or threatening emails or text/instant messages.
 - Posting embarrassing photos of someone online.
 - Creating a website to make fun of others.
 - Pretending to be someone by using their name.



- Tricking someone into revealing personal or embarrassing information and sending it to others.

"Discrimination" – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

"Individuals" – refers to all categories of members and/or registrants defined in the Bylaws of Alberta Snowboard Association and in the Bylaws of an Affiliated Organization, as well as all people employed by, contracted by, or engaged in activities with, Alberta Snowboard Association and an Affiliated Organization including, but not limited to, employees, contractors, athletes, coaches, mission staff, chefs de mission, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers.

"Harassment" – A course of vexatious comment or conduct against an Individual or group, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:

- i. Written or verbal abuse, threats, or outbursts;
- ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
- iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
- 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 endanger a person's safety, or may negatively affect performance;
- vii. Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual'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 or group member based on class, number of years on the team or with the group, or ability;
- viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
- ix. Deliberately excluding or socially isolating a person from a group or team;
- x. Persistent sexual flirtations, advances, requests, or invitations;
- xi. Physical or sexual assault;



- xii. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
- xiii. Retaliation or threats of retaliation against a person who reports harassment to Alberta Snowboard Association or to an Affiliated Organization.

“Sexual Harassment” – A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:

- i. Sexist jokes;
- ii. Threats, punishment, or denial of a benefit for refusing a sexual advance;
- iii. Offering a benefit in exchange for a sexual favour;
- iv. Demanding hugs;
- v. Bragging about sexual ability;
- vi. Leering (persistent sexual staring);
- vii. Sexual assault;
- viii. Display of sexually offensive material;
- ix. Distributing sexually explicit messages or attachments such as pictures or video files;
- x. Sexually degrading words used to describe an Individual or words that negatively connote an Individual’s sexual orientation or gender identity;
- xi. Unwelcome inquiries into or comments about an Individual’s gender identity or physical appearance;
- xii. Inquiries or comments about an Individual’s sex life;
- xiii. Persistent, unwanted attention after a consensual relationship ends;
- xiv. Persistent unwelcome sexual flirtations, advances, or propositions; and
- xv. Persistent unwanted contact.

“Workplace” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the office of Alberta Snowboard Association or an Affiliated Organization, work-related social functions, work assignments outside offices, work-related travel, the training and competition environment, and work-related conferences or training sessions.

“Workplace Harassment” – Vexatious comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training 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 include, but are not limited to:

- xvi. Bullying;
- xvii. Workplace pranks, vandalism, bullying or hazing;
- xviii. Repeated offensive or intimidating phone calls or emails;
- xix. Inappropriate sexual touching, advances, suggestions or requests;
- xx. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
- xxi. Psychological abuse;
- xxii. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
- xxiii. Deliberately withholding information that would enable a person to do his or her job, perform or train;
- xxiv. Sabotaging someone else's work or performance;
- xxv. Gossiping or spreading malicious rumours;
- xxvi. Intimidating words or conduct (offensive jokes or innuendos); and
- xxvii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.

"Workplace Violence" – the use of or threat 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. Types of behaviour that constitute Workplace Violence include, but are not limited to:

- i. Verbal or written threats to attack;
- ii. Sending to or leaving threatening notes or emails;
- iii. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
- iv. Wielding a weapon in a Workplace;
- v. Hitting, pinching or unwanted touching which is not accidental;
- vi. Dangerous or threatening horseplay;
- vii. Physical restraint or confinement;
- viii. Blatant or intentional disregard for the safety or wellbeing of others;
- ix. Blocking normal movement or physical interference, with or without the use of equipment;
- x. Sexual violence; and
- xi. Any attempt to engage in the type of conduct outlined above.



Purpose

The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of Alberta Snowboard Association and its Affiliated Organizations by making Individuals aware that there is an expectation, at all times, of Alberta Snowboard Association and its Affiliated Organizations support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals are treated with respect, dignity and fairness.

Scope and Application

This Code applies to Individuals' conduct during the business, activities, and events of Alberta Snowboard Association and its Affiliated Organizations and includes, but is not limited to, competitions, practices, try-outs, training camps, travel associated with organizational activities, the office environment, and any meetings that take place by video conference, telephone and other communication platforms.

An Individual who violates this Code may be subject to sanctions pursuant to the *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or practice area, and the Individual may be subject to sanctions pursuant to that competition's policies.

This Code also applies to Individuals' conduct outside of the business, activities, and events of Alberta Snowboard Association and its Affiliated Organizations when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of Alberta Snowboard Association or an Affiliated Organization.

Responsibilities

Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of members and other individuals by:
 - i. Treating each other with the highest standards of respect and integrity;
 - 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; and
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules.



- b) Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, or Discrimination.
- c) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Alberta Snowboard Association and its Affiliated Organizations adopt and adhere to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the *Discipline and Complaints Policy*. Alberta Snowboard Association and its Affiliated Organizations will respect any penalty enacted
- d) 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).
- e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- f) Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or events of Canada Snowboard or an Affiliated Organization.
- g) In the case of minors, not consume alcohol, tobacco, or cannabis at any competition or event.
- h) In the case of adults, not consume cannabis in the Workplace or in any situation associated with the events of Alberta Snowboard Association or an Affiliated Organization (subject to any requirements for accommodation), not consume alcohol during competitions and in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations by refraining from becoming impaired.
- i) Respect the property of others and not wilfully cause damage.
- j) Promote sport in the most constructive and positive manner possible.
- k) When driving a vehicle with an Individual:
 - i. Not have his or her license suspended;
 - ii. Not be under the influence of alcohol or illegal drugs or substances; and
 - iii. Have valid car insurance.



- l) Adhere to all federal, provincial, municipal and host country laws.
- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
- n) Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of Alberta Snowboard Association and its Affiliated Organizations, as applicable and as adopted and amended from time to time.
- o) Report any ongoing criminal investigation, conviction, or existing bail conditions involving an Individual to Alberta Snowboard Association or to an Affiliated Organization, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance.

Directors and Committee Members

In addition to Individual responsibility (above), Directors, Committee Members, and Staff of Alberta Snowboard Association and its Affiliated Organizations will have additional responsibilities to:

- a) Function primarily as a Director or Committee Member or Staff Member of Alberta Snowboard Association or an Affiliated Organization (as applicable); not as a member of any other member or constituency.
- b) Ensure their loyalty prioritizes the interests of Alberta Snowboard Association or an Affiliated Organization, as applicable.
- c) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of Individuals' confidence.
- d) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
- e) Conduct themselves openly, professionally, lawfully and in good faith.
- f) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- g) Behave with decorum appropriate to both circumstance and position.
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.



- 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 governance documents.

Management and Staff

In addition to Individual responsibility (above), Management and Staff will have additional responsibilities to:

- a) Take steps to prevent and minimize any forms of bullying, harassment, discrimination, abuse, violence, and any improper activity or behaviour.
- b) Develop, implement, and maintain appropriate processes and procedures for both reporting incidents and complaints as well as investigating incidents and complaints.
- c) Ensure that supervisors and employees have received appropriate training regarding awareness and prevention of bullying, harassment, discrimination, abuse, violence, or improper activities including, at a minimum, detailed review of all relevant policies.
- d) Actively promote a respectful, welcoming and safe workplace environment.
- e) Ensure all inappropriate behaviours such as bullying, workplace violence and harassment are duly reported to the appropriate individual(s) within Alberta Snowboard Association.
- f) Provide support as required on incident investigations and maintain confidential files for all complaints and subsequent investigations and disciplinary actions that may be taken.
- g) Take steps to ensure that the necessary support is provided to any Individual, or group of Individuals, who has (or have) been treated in a manner that contravenes this Code.

Coaches

In addition to Individual responsibility (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) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs.
- e) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate.
- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
- g) Act in the best interest of the athlete's development as a whole person.
- h) Will fulfill the vulnerable sector check.
- i) Report any ongoing criminal investigation, conviction, or existing bail conditions to Alberta Snowboard Association or an Affiliated Organization, as applicable, including those for violence, child pornography, or possession, use, or sale of any illegal substance.
- j) 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, cannabis, and/or tobacco.
- k) 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.
- l) Not engage in a sexual or intimate relationship with an athlete.
- m) 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.

- n) Dress professionally, neatly, and inoffensively.
- o) Use inoffensive language, taking into account the audience being addressed.

Education

In addition to Individual responsibility (above) Alberta Snowboard Association will ensure that basic education is provided on the content of this Code to ensure that all membership

- a) Are aware of and fully comprehend the contents of the Code;
- b) Are able to recognize bullying, harassment, and all other forms of inappropriate behaviour in the workplace or within the context of any Alberta Snowboard Association activities, competitions or events;
- c) Can properly respond to and report any incidents that may constitute a violation of the Code; and
- d) Are familiar with how incidents are responded to, investigated and the potential forms of discipline.

Athletes

In addition to Individual responsibility (above), athletes will have responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.
- b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, 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 any rules and requirements regarding clothing and equipment.
- e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or disrespectful gestures to other athletes, officials, coaches, or spectators.
- f) Dress to represent the sport and themselves well and with professionalism.



g) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

Officials

In addition to Individual responsibility (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rule changes.
- b) Not publicly criticize other officials.
- c) Work within the boundaries of their position's description while supporting the work of other officials.
- d) Act as an ambassador of the sport of snowboarding by agreeing to enforce and abide by national and provincial rules and regulations.
- e) Take ownership of actions and decisions made while officiating.
- f) Respect the rights, dignity, and worth of all Individuals.
- g) Act openly, impartially, professionally, lawfully, and in good faith.
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- 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 association at the earliest possible time. k) When writing reports, set out the actual facts.
- l) Dress in proper attire for officiating.

Parents/Guardians and Spectators

In addition to Individual responsibility (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) 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
- f) Never question an official's or staff member's judgment or honesty
- g) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- h) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- i) Not harass competitors, coaches, officials, parents/guardians, or other spectators

Procedures:

Reporting – Informal Intervention

Any individual that considers that they have been bullied or harassed, have been a victim of discrimination, violence or improper activity or behaviour, or witnessed any such actions, may:

- a) Immediately inform the perpetrating Individual that their actions are unacceptable.
- b) Describe the specific actions that they took that caused you (or the Individual subject to the conduct or behaviour) to feel uncomfortable.
- c) Keep a record of dates and times of conversations with the perpetrating Individual and inform Alberta Snowboard Association what occurred.
- d) If the actions continue, Individuals may use the formal reporting process.



Reporting - Formal Procedure

If bullying, harassment, violence, or improper activity or behaviour either continues to occur after a conversation with the perpetrating Individual, or the behaviour is serious or dangerous in nature, Individuals may report the behaviour immediately by taking the following steps:

- a) Submit in writing, in accordance with the “*Discipline and Complaints Policy*”, a statement detailing the incident including:
 - i. The names of the parties involved;
 - ii. Any witnesses to the incident;
 - iii. The location, date, and time of the incident;
 - iv. Details about the incident such as specific behaviour or words used; and v. Any additional details that would help with an investigation.

- b) A Case Manager may be appointed as described in the “*Discipline and Complaints Policy*”.

Fraudulent or Malicious Complaints

16. The Code must never be used to bring fraudulent or malicious complaints against individuals as unfounded or frivolous allegations of bullying, harassment, discrimination, violence, abuse, or improper activities or behaviours may cause both the accused individual and the organization significant harm.

17. If the organization determines that an individual has knowingly made false statements about another individual regarding any inappropriate behaviour described in the Code, then an investigation, as detailed in the *Investigations Policy - Discrimination, Bullying, Harassment, Violence and Abuse*, will immediately ensue regarding the dishonest statements with appropriate disciplinary actions taken as determined by the outcome of the investigation.