



British Columbia Bobsleigh & Skeleton Association
4910 Glacier Lane
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www.slidebc.ca

GENERAL CODE OF CONDUCT AND ETHICS POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a. “Individuals” - All categories of membership defined in the BCBSA Bylaws, as well as all individuals engaged in activities with BCBSA, including but not limited to, athletes, coaches, race-officials, volunteers, directors, co-members, officers, managers and administrators.
 - b. “BCBSA” –British Columbia Bobsleigh & Skeleton Association.

Purpose

2. The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within BCBSA programs, activities and events, by making all Individuals aware that there is an expectation of appropriate behavior, consistent with the values of BCBSA, at all times.
3. BCBSA is committed to providing an environment in which all individuals are treated with respect. Further, BCBSA supports equal opportunity and prohibits discriminatory practices. Individuals associated with BCBSA are expected to conduct themselves at all times in a manner consistent with the values of BCBSA that include fairness, integrity, open communication and mutual respect.
4. Conduct that violates this Code of Conduct and Ethics may be subject to sanction pursuant to BCBSA’s policies and procedures.

Application of this Policy

5. This policy applies to Individuals relating to conduct that that may arise during the course of BCBSA’s business, activities and events, including but not limited to, office environment, competitions, practices, training camps, travel, and any meetings.
6. This policy applies to conduct that may occur outside of BCBSA’s business and events when such conduct adversely affects relationships within BCBSA’s work and sport environment and is detrimental to the image and reputation of BCBSA.
7. This code of conduct applies to all activities undertaken by BCBSA at the provincial and national level, and in those cases where BCBSA exercises authority over or sponsors activities below the provincial or national level (e.g.: Provincial Development Centers). Divisions of BCBSA are strongly encouraged to implement a code of conduct similar to this one, to govern the conduct of individuals within their jurisdictions, including clubs.

Responsibilities

8. All Individuals have a responsibility to:



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- a. Maintain and enhance the dignity and self-esteem of BCBSA Members and other individuals by:
 - i. demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - ii. focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
 - iii. consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
 - iv. acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - v. consistently treating individuals fairly and reasonably; and
 - vi. ensuring that the rules of Bobsleigh and Skeleton and the spirit of such rules, are adhered to.
- b. Refrain from any behavior that constitutes harassment or assault, 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 behavior 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;
 - iii. unwelcome remarks, jokes, comments, innuendos or taunts;
 - iv. leering or other suggestive or obscene gestures;
 - v. condescending or patronizing behavior 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;
 - viii. physical or sexual assault;
 - ix. intimidation or bullying;
 - x. behaviors such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment;
 - xi. retaliation or threats of retaliation against an individual who reports harassment.
- c. Refrain from any behavior that constitutes sexual harassment or assault, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:



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- 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. unwelcome sexual flirtations, advances, requests or invitations;
 - vii. persistent unwanted contact; and
 - viii. any behavior that may constitute sexual assault.
- d. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - e. Participate and appear on time in all competitions, practices, training sessions, events, activities or projects.
 - f. Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reasons.
 - g. Adhere to BCBSA's rules and requirements regarding clothing and equipment.
 - h. Abide by curfew regulations as defined by the coach responsible for the athlete.

Officials/Volunteers/Board Members

9. In addition to paragraph 7 above and the BCBSA Code of Conduct for Volunteers and BCBSA Code of Conduct for Board Members, Board Members, Officials and Volunteers will have additional responsibilities to:
 - a. Be fair and objective
 - b. Encourage playing by the rules and to resolve conflicts without resorting to hostility or violence.
 - c. Avoid situations in which a conflict of interest may arise.
 - d. Make independent judgments.

ATHLETES' CODE OF CONDUCT

Athletes representing the British Columbia Bobsleigh & Skeleton Association (BCBSA) are expected to conduct themselves in a dignified and responsible manner at all times, maintaining respect and consideration towards the public, the coaches and other athletes.

This code outlines the expectations and obligations regarding behaviour during all Provincial & National Team activities. Infractions of the BCBSA Code of Conduct will result in the imposition of disciplinary sanctions that are reasonable and proportionate to the indiscretion in conduct being addressed.



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Enforcement of the Code of Conduct may be the responsibility of the Provincial Coach or the team leader for that specific team and shall be conducted as per the BCBSA Dispute policy.

The following are the Base Elements of the Standard of Conduct to which team members should hold themselves to for the betterment of the team and it is expected that all team members will conduct themselves in the following manner while representing themselves and BCBSA:

- A. Conduct oneself in a manner which is conducive to performance sport and the attainment of personal and team performance goals;
- B. Sportsmanship and Fair Play: In all practice and competition situations, team members are expected to perform to the best of their ability, within the context of the specific rules of the sport. Sportsmanship and fair play to teammates, opponents, and officials, should be in the forefront of a team member's basic philosophy and attitude;
- C. Attitude: There is an expectation that all Team members will be courteous, mature, cooperative and respectful at all times. Individuals should conduct themselves with the knowledge that they, alone, are responsible for their own actions;
- D. Language: The use of profane or improper language is not acceptable. Any loss of decorum while representing the team reflects poorly on the individual as well as BCBSA;
- E. Comply with all reasonable and proper requests from officials of BCBSA;
- F. While in team accommodations, Team members will respect the privacy and comfort of their fellow Team members and other residents, in particular those Team members and residents still involved in competition. Team members shall comply with the directions of their Coach, Team Manager and other Team Management;
- G. Team members will respect the authority of officials from the BCBSA, and international competition officials, and must behave with sportsmanship, decorum and dignity;
- H. When in public whilst representing the BCBSA, especially when dressed in elements of the Team uniform, Team members shall display politeness and general courtesy to all members of the public;

The following behaviour is unacceptable and will not be tolerated. Based upon the severity and the frequency of any of the actions that contravene the BCBSA Code of Conduct, the team member will be dealt with according to the BCBSA Dispute Policy:

1. Any action that would impair the ability of the individual or athlete to meet the performance sport expectations of the athlete or team;



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2. Any harassment, based upon age, sex, race, colour, religion, national origin or physical condition;
3. Any violation of doping regulation as defined by IOC, WADA, CCES, COC, FIBT and/or BCS;
4. The wilful abuse of any property including but not limited to vehicles, hotel rooms and team equipment. Any Team member who damages or contributes to damage of property must report this to the Team leader. Team members may be responsible for the cost of repairing damage they have caused;
5. Any action or conduct that would, unreasonably disrupt or interfere with a competition or training camp, or is detrimental to the reputation or image of BCBSA;
6. The breaking of curfew regulations as agreed to by the Provincial Coach or team leader directly responsible for that team;
7. Any involvement with illegal drugs;
8. Any consumption of alcohol by underage athletes;
9. Any abusive use of alcohol;
10. Any illegal activities, including committing an act that is considered an offence under any law in the jurisdiction in which the act took place;
11. Any use of illegal equipment or illegal performance enhancing activity as defined by FIBT, BCS or BCBSA, whether in training or competition;
12. Any divulgence of information about training techniques or technical information to any unauthorized persons.

Based upon the BCBSA Dispute Policy contravention of the Code of Conduct may result in, but not limited to, any of the following disciplinary sanctions: applied singularly, in combination and in any order of sequence for the infraction:

- a. Verbal reprimand;
- b. Written reprimand to be placed in individual's file;
- c. Verbal apology;
- d. Hand delivered written apology;
- e. Team service or other voluntary contribution to BCBSA;
- f. Suspension from certain BCBSA events, which may include suspension from the current competition or from future teams or competitions;
- g. Levy of a fine up to \$1000;
- h. Suspension of all BCBSA or Canadian Sport Institute funding;
- i. Suspension from certain BCBSA activities (teams, coaching or officiating) for periods of up to three years;
- j. Suspension from all BCBSA activities for periods of up to three years;
- k. Expulsion from BCBSA;
- l. Other sanctions as may be considered appropriate for the offense.



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COACHES CODE OF CONDUCT

British Columbia Bobsleigh & Skeleton Association (BCBSA) is committed to the professionalism of coaching at all levels. The Association encourages all coaches, paid or volunteer, who work with any member of BCBSA to be a member of the Coaches of Canada. Regardless of membership, all coaches, salaried or volunteer, working with any member of BCBSA will be bound by the BCBSA Coaches Code of Conduct, and the Coaches of Canada Code of Conduct and the Code of Ethics.
(www.coachesofcanada.com)

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal and athletic development of Bobsleigh and Skeleton athletes. They must understand and respect the inherent power that exists in the relationship and must be extremely careful not to abuse it.

Coaches must also realize that they are conduits through which the values and goals of the Bobsleigh and Skeleton community in British Columbia and Canada are channelled. Thus, how an athlete regards Bobsleigh and Skeleton is dependent on the behaviour of the coach. The Coaches Code of Conduct has been developed to aid coaches in achieving a level of behaviour that will allow them to assist athletes in realizing personal goals and advance to the highest levels of competition in the sports of Bobsleigh and Skeleton.

Coaches shall use their best efforts to:

1. Treat everyone fairly in all aspects of their work regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favourable image of Bobsleigh and Skeleton and of coaching.
 - a. Refrain from public criticism of athletes or fellow coaches; especially when speaking to the media, recruiting athletes or at competitive events.
 - b. Refrain from the use of profane, insulting, harassing or offensive language in the conduct of his/her duties.
 - c. Refrain from the abuse of alcohol or tobacco when representing BCBSA.
4. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes.
5. Educate athletes as to their responsibilities in creating and maintaining safe participation in Bobsleigh and Skeleton. Ensure that all equipment is properly fitted, maintained and in good condition.
6. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
7. Regularly seek ways of increasing professional development and self-awareness.



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8. Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of Bobsleigh and Skeleton and the spirit of such rules.
9. Communicate and co-operate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

Coaches shall also use their best efforts:

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes.
3. Respect athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.

Definition of Harassment:

Harassment takes many forms but can generally be defined as behaviour including comments and/ or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups or individuals or which creates an uncomfortable environment. Please see the BCBSA Discrimination and Harassment Policy.

Harassment may include:

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc.;
- displaying of sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
- leering (suggestive staring), or other obscene or offensive gestures;
- condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- physical conduct such as touching, kissing, patting, pinching, etc.;
- vandalism;
- physical assault.



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I _____ have read and understand the BCBSA Coaches Code of Conduct. I consent to allow BCBSA to submit a Search and Disclosure of Personal Information form through the RCMP, or other such entity.

Signature

Date

CODE OF CONDUCT

BOARD OF DIRECTORS AND COMMITTEES OF THE BOARD

Preamble:

The British Columbia Bobsleigh & Skeleton Association (BCBSA) Board is elected by and responsible to the membership of BCBSA as defined in the Bylaws of BCBSA. Members of the Board, members of any committee of the Board, or any person appointed by the Board to serve on any committee of BCBSA, shall at all times be governed by applicable federal and provincial statutes, by the Bylaws, and by any Policies adopted by BCBSA for the governance and management of its affairs. Members of the Board



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and of committees shall ensure that none of their actions or decisions conflict with the rules of bobsleigh and skeleton.

General Standards of Personal Conduct:

Members of the Board of BCBSA or any member of a committee of the Board or member of a committee appointed by the Board shall:

1. Respect the rights, dignity and worth of all other persons;
2. Regardless of how he/she becomes a board or committee member,
3. Be responsible first and foremost to the welfare of BCBSA and must function primarily as a member of the board, not as a member of any particular constituency. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of BCBSA;
4. Behave with appropriate decorum;
5. Be fair, equitable, considerate and honest in all dealings with others;
6. Exercise due diligence in upholding their fiduciary responsibility to the membership of BCBSA;
7. Respect the confidentiality appropriate to issues of a sensitive nature;
8. Ensure that all members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
9. Respect the decisions of the majority and resign if unable to do so;
10. Commit the time to attend meetings and to be diligent in their preparation for and participation in discussions.

General Duties/Responsibilities of Members of the Board of Directors:

The Board of Directors of BCBSA shall:

1. Establish the strategic purpose and values of the organization.
2. Exercise financial oversight and fiduciary responsibility for the organization on behalf of its members.
3. Exercise risk management oversight on behalf of the organization.
4. Establish formal and informal reporting requirements between the Board and any committees of the Board, between the Board and the CEO, and (through the CEO) between the Board and any operational/management committees.
5. Establish, approve and review policies, particularly those related to governance of the organization or its members.
6. Avoid real or perceived conflicts of interest. Where a potential conflict of interest exists, a member of the Board is expected to declare the conflict and to act in accordance with established policies for resolution or avoidance of the conflict.
7. Engage in developmental activities to improve Board performance and ensure “best practices” in Board procedures.
8. Review the performance of Board members and of the Chairperson of the Board.



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9. Respect the authority of the Chair, and exercise only such authority as is granted individually or collectively by Board governance policies.
10. Respect the relationship between the Board and CEO, and the authority of the CEO over management/administration.
11. Ensure that only the Chairperson of the Board or the CEO speaks publicly on behalf of BCBSA, unless the Board has specifically authorized another spokesperson.
12. Establish clear performance criteria (including key results and time frames) for the periodic evaluation of the performance of the CEO. Performance criteria should be objective, measurable, and in accordance with the strategic purpose and values established by the Board.

General Duties/Responsibilities of Members of Committees:

Members of committees of the Board of BCBSA and persons appointed by the Board to serve on operational or other committees of BCBSA shall:

1. Review and be guided by the Chair for the committee.
2. Develop, in conjunction with the Board or with the appropriate staff person, an annual program of work for the committee, including performance outcomes and timelines.
3. Respect the authority of the chair of the committee, and communicate to the Board and to staff through the chair or through such lines of communication as may be established by the Board or by management.
4. Avoid and declare potential conflicts of interest, according to Board policies and procedures.
5. Prepare for and participate fully in all discussions and decisions of the committee.
6. Ensure that decisions that create budgetary implications or expose the organization to potential risk are flagged for specific attention by the Board.
7. Ensure that budgetary constraints are known and respected.

Conflict of Interest:

Interest in Contract. Subject to compliance with the Act and with the exception of any contract of employment between BCBSA and its Chief Executive Officer, no Director or Officer of BCBSA may in any way, either directly or indirectly, have an interest in a contract or arrangement or a proposed contract or proposed arrangement with BCBSA. Every Director or Officer of BCBSA who is in any way, either directly or indirectly, interested in such a contract or arrangement or proposed contract or proposed arrangement with BCBSA, must declare such interest to the President and either: satisfy the President as



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to the manner in which said interest in the contract or arrangement shall be extinguished; or resign their position as Officer or Director of BCBSA.

Employment Contracts: No Director of the Association can be a paid staff member of the Association. If a Director wishes to apply for a staff position with the Association, the Director must resign their position on the Board prior to submitting an official application.

A Director must not be remunerated for being or acting as a Director but a Director should be reimbursed for all expenses necessarily and reasonably incurred by the Director while engaged in the affairs of the BCBSA. A Director may, however, provide BCBSA services for remuneration other than services as a Director.

I certify that I have read and agree to comply with the Code of Conduct for members of the Board and Committees of BCBSA. I consent to allow BCBSA to submit a Search and Disclosure of Personal Information form through the RCMP, or other such entity.

Name:

Signature:

Date:
