



## Core & Personal Integrated Support Team (IST) – Camp & Competition Code of Conduct Contract and Policy Relating to Member Conduct

Dear Athletics Canada Integrated Support Team (IST) Member (either Athletics Canada pre-selected Core IST or personal IST associated with a given athlete). This code of conduct contract and policy is in place for all IST for Athletics Canada supported training hubs, training camps and competitions.

The Member Conduct Policy applies to all Members of Athletics Canada, where Members are defined to include coaches, event group leaders, officials, athletes, team managers and team staff (which include IST and Personal IST), meet and race directors, administrators, volunteers, staff and contractors of Athletics Canada. This Policy applies to the conduct of Members at any Athletics Canada activities, programs and events.

All Members are required to read and agree to the conditions within the Member Conduct Policy (full document in Appendix 1). This policy is designed to ensure that our country is represented in a positive way and that athletes have conditions that are conducive to executing top performances. Failure by a Member to achieve the expected standards set out may result in an infraction and the imposition of discipline. Infractions are divided into two types, **minor** infractions and **major** infractions, which are dealt with using different procedures. Examples of **major** infractions include abusive use of alcohol, use of alcohol by minors, use of alcohol by staff and athletes at any event dedicated to solely junior or youth athletes, activities that endanger the safety of others, and repeated minor infractions. Sanctions for major infractions include suspension from all Athletics Canada activities or expulsion from membership. This could include prohibiting selection to national teams for a specified period of time.

*NOTE: Athletics Canada has a “zero tolerance” policy in respect of the consumption of alcohol by any athlete, while a member of an Athletics Canada team in a competition setting in Canada or overseas, under the age of 19, irrespective of any other legal requirements. This “zero tolerance” policy on the consumption of alcohol also applies to all Athletics Canada team members (including team staff and coaches) while involved in a competition setting specifically for Junior and/or Youth athletes, regardless of the team member’s age.*

Regarding IST, Athletics Canada requires all IST to meet its basic level of minimum sport science and/or sports medicine practitioner standards/guidelines (see Appendix 3 below) to provide any services to an athlete. Furthermore, working within a national team IST is much different than private practice, where both the athlete and Athletics Canada have made significant time and financial contributions to the camp and/or competition. In many instances, within a national team IST you might now be working in a team of multi-disciplinary IST experts that you can now rely on for even further enhanced services to athletes. As such, Appendix 2 highlights Athletics Canada’s “best practice” approach to athlete injuries and illness in both the daily training environment as well as within camp and competition settings.



**Appendix 1.** Note: items in [brackets] were added by Dr. Trent Stellingwerff in fall of 2015 to add more clarity around the Integrated Support Team's (IST) role in Member Conduct Policy.

## ATHLETICS CANADA POLICY RELATING TO MEMBER CONDUCT

### 1. Application of this Policy

a) This Policy applies to all Members of Athletics Canada, where Members are defined to include coaches, event group leaders, officials, athletes, team managers and team staff **[such as the Integrated Support Team; IST]**, meet and race directors, administrators, volunteers, staff and contractors of the Association. This Policy applies to the conduct of members at any Athletics Canada activities, programs and events.

b) This policy was approved by Athletics Canada Board of Directors on November 17, 2006. It will be reviewed on an annual basis and may be amended, deleted or replaced by a resolution of the Board.

### 2. Expected Standard of Ethical Conduct

a) All **Members** of Athletics Canada are expected to:

- Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct;
- Treat others with respect and refrain from negative or disparaging remarks or conduct;
- Not knowingly place themselves in a situation that could give rise to a conflict between personal interests and the interests of Athletics Canada;
- Avoid and reject the non-medical use of drugs or the use of performance-enhancing drugs or methods;
- Refrain from using alcohol and tobacco products when involved in Athletics Canada training sessions or competitive events, and consume these products responsibly in association with Athletics Canada social events;
- Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.
- Refrain from any behaviour 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, such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment;
- Comply at all times with the bylaws, policies, rules and regulations of Athletics Canada, as adopted and amended from time to time, including complying with any contracts or agreements executed with or by Athletics Canada;



b) Athletes, coaches and officials have additional responsibilities. **Coaches [and IST]** will:

- Consistently display high personal and professional standards and project a positive image of the sport and of coaching **[and IST service provision]**.
- Ensure a safe training environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes;
- Actively assist in sustaining the present and future health of athletes by communicating and cooperating with registered medical practitioners in the diagnosis, treatment and management of injuries and other associated health problems;
- Educate athletes about the dangers of drugs and performance-enhancing substances;
- Accept and promote athletes' personal goals and, as need and opportunity arises, refer athletes to other coaches and sports specialists;
- In the case of minors, communicate and cooperate with the parents/guardians of athletes and involve them in decisions pertaining to the athlete's development;
- Consider the academic pressures placed on student-athletes and conduct training and events in a manner that supports academic success;
- Avoid any behaviour that abuses the power imbalance inherent in the coaching **[or IST]** position to (a) establish or maintain a sexual relationship with an athlete that he or she is coaching **[or servicing as an IST]**, or (b) encourage inappropriate physical or emotional intimacy with an athlete, regardless of the athlete's age.
- Not engage in a sexual relationship of any description with an athlete who is a minor.

c) **Athletes** who have been selected to a representative team of Athletics Canada will:

- Report any health-related problems in a timely fashion, where such problems may limit the athlete's ability to travel, train, compete or, in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program;
- Participate in all competitions, events, activities or projects to which the athlete has made a commitment;
- Adhere to Athletics Canada and IAAF rules regarding clothing and logos.

d) **Officials** will:

- Conduct all events according to the rules of Athletics Canada with the integrity of the sport and each athlete's performance in mind;
- Work in a spirit of cooperation with other officials, assisting less experienced colleagues, and refraining from public criticism of other officials.

### 3. Types of Infractions

a) Failure by a Member to achieve the expected standard set out above may result in an infraction and the imposition of discipline. Infractions are divided into two types, minor infractions and major infractions, which are dealt with using different procedures.

b) **Minor infractions** are single incidents of breaching the expected standards of conduct that generally do not result in harm to others. Examples of minor infractions include, but are not limited to:



- single instances of disrespectful comments or behaviour directed towards others;
- single instances of unsportsmanlike conduct;
- being late for or absent from Athletics Canada events and activities at which attendance is expected or required;
- single instances of non-compliance with the policies and rules of Athletics Canada.

c) All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the Member involved: this person may include, but is not restricted to, a coach, event group leader, team manager, official, meet or race director, board member, or senior staff member.

d) **Major infractions** are instances of misconduct that result, or have the potential to result, in harm to other persons, to Athletics Canada or to the sport of athletics. Examples of major infractions include, but are not limited to:

- repeated minor infractions;
- activities or behaviour that interfere with a competition or with any athlete's preparation for a competition;
- pranks, jokes or other activities that endanger the safety of others;
- deliberate disregard for the policies and rules of Athletics Canada;
- conduct that intentionally damages the image, credibility or reputation of Athletics Canada, including entering into a conflict of interest;
- behaviour that constitutes harassment, sexual harassment or sexual misconduct;
- abusive use of alcohol, any use of alcohol by minors, use of illicit drugs and narcotics, or use of banned performance enhancing drugs or methods.

e) Major infractions will be reviewed and decided using the disciplinary procedures set out in this policy.

f) Major infractions that occur within competition may be dealt with immediately by the appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter using the disciplinary procedures set out in this policy.

#### 4. Reporting an Infraction

a) Any individual may report to an official of Athletics Canada a complaint of an infraction. Such complaint must be in writing and must be made within 14 days of the alleged infraction. For the purposes of this policy, an 'official' is any person in a responsible staff or volunteer position within Athletics Canada.

b) Upon receiving a complaint, the official will provide it immediately to the CEO, or designate, if the CEO is not available or not able to act in this capacity.

c) Athletics Canada may determine that an alleged infraction is of such seriousness as to warrant suspension of the Member pending investigation, a hearing and a disciplinary decision.



- d) Upon receiving a complaint of a major infraction, the CEO will review the complaint and may:
- Dismiss the complaint if he or she considers it to be trivial or vexatious;
  - Determine that the complaint does not fall within the jurisdiction of this policy, and refer it to the appropriate body having jurisdiction;
  - Direct that the infraction be dealt with informally as a minor infraction; or
  - Refer the matter to the Discipline Committee to deal with as a major infraction.

### **5) Disciplinary Procedures**

a) The Discipline Committee is an Athletics Canada tribunal composed of three persons, who are appointed by Athletics Canada to deal with the complaint. The Discipline Committee has an overall responsibility to ensure procedural fairness is respected at all times during the disciplinary process, and to carry out this process in a timely manner.

b) Depending on the circumstances of the complaint, the Discipline Committee may authorize an investigation into the alleged infraction.

c) The Discipline Committee will determine the format of the disciplinary process, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods.

d) The Member will be given reasonable notice of the format as well as day, time and place of the hearing; will receive a copy of the Investigation Report if an investigation was carried out; may be accompanied by a representative; and will have the right to present evidence and argument before the Discipline Committee.

e) After hearing the matter, the Discipline Committee will reach a decision as to whether an infraction has occurred and if it has, what the sanction should be. The Discipline Committee will issue a written decision, including reasons, for distribution to the Member, the complainant and the CEO.

f) Where the conduct being reviewed by this policy is of a sensitive nature, the Discipline Committee and Athletics Canada will keep all proceedings under the policy confidential, except where publication is ordered as part of the sanction, is required by law, or is in the best interests of the public.

g) In fulfilling its duties, and with the approval of Athletics Canada, the Discipline Committee may obtain independent advice.

### **6. Disciplinary Sanctions**

a) The following are examples of disciplinary sanctions that may be applied where it is found that an infraction has occurred:

- verbal or written reprimand;
- require a verbal or written apology;
- service or other voluntary contribution to Athletics Canada;
- removal of certain privileges of membership or employment;



- suspension from certain events, which may include suspension from the current competition or from future teams or competitions;
- suspension from certain Athletics Canada activities such as competing, coaching or officiating for a designated period of time;
- removal of Athletics Canada or Sport Canada funding;
- suspension from all Athletics Canada activities for a designated period of time;
- expulsion from membership; or
- publication of the disciplinary sanction.

b) It is understood that the above are representative penalties only, that they may be modified to fit the circumstances of the infraction, and that they are presented generally in order of severity.

## 7. Appeals

a) Appeals of decisions rendered under this policy will be dealt with using the Athletics Canada Appeal Policy (Rule 140).

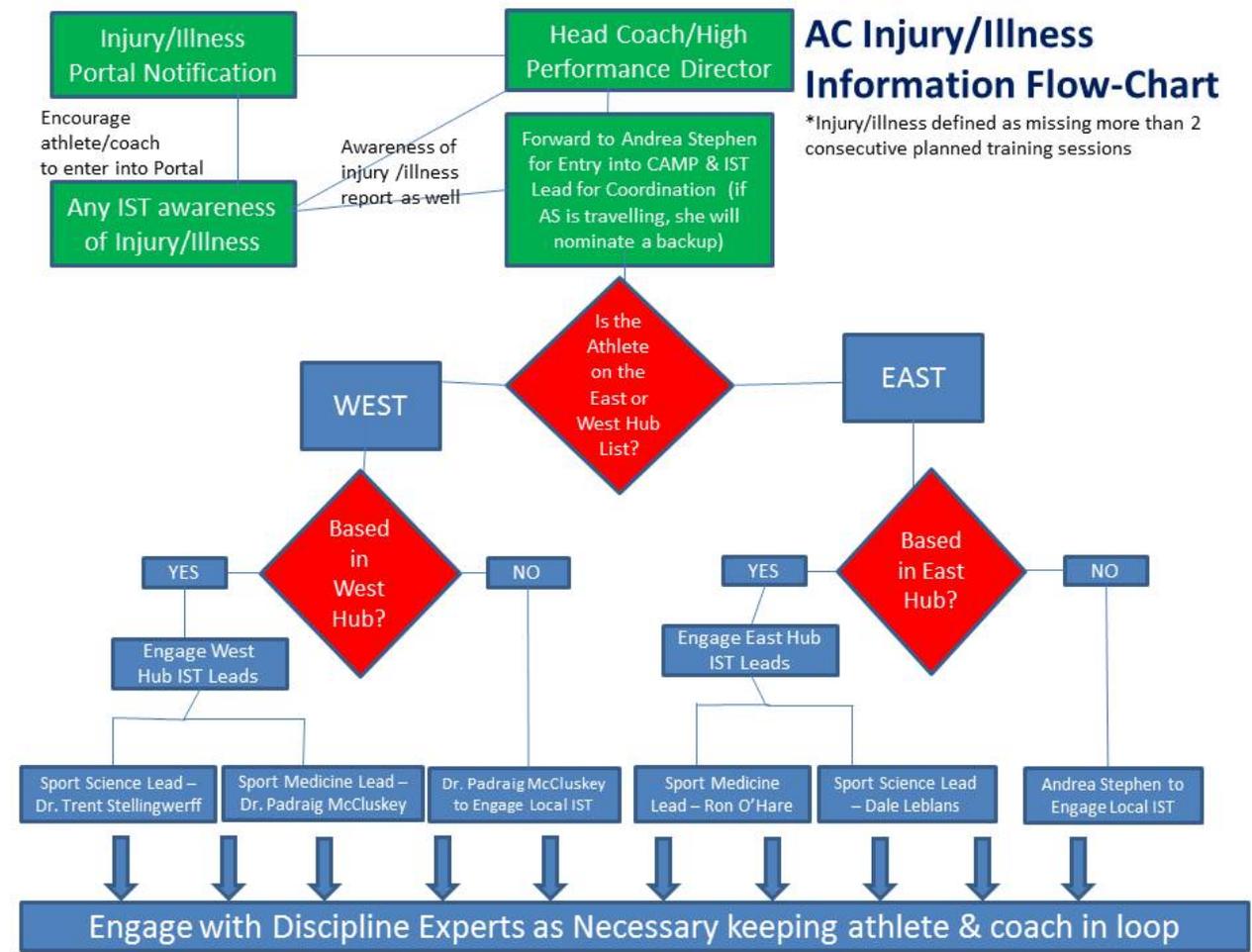




**Appendix 2: Non Camp and Competition Injury and Illness Reporting AND Camp and Competition Injury and Illness reporting flow charts and structures.**

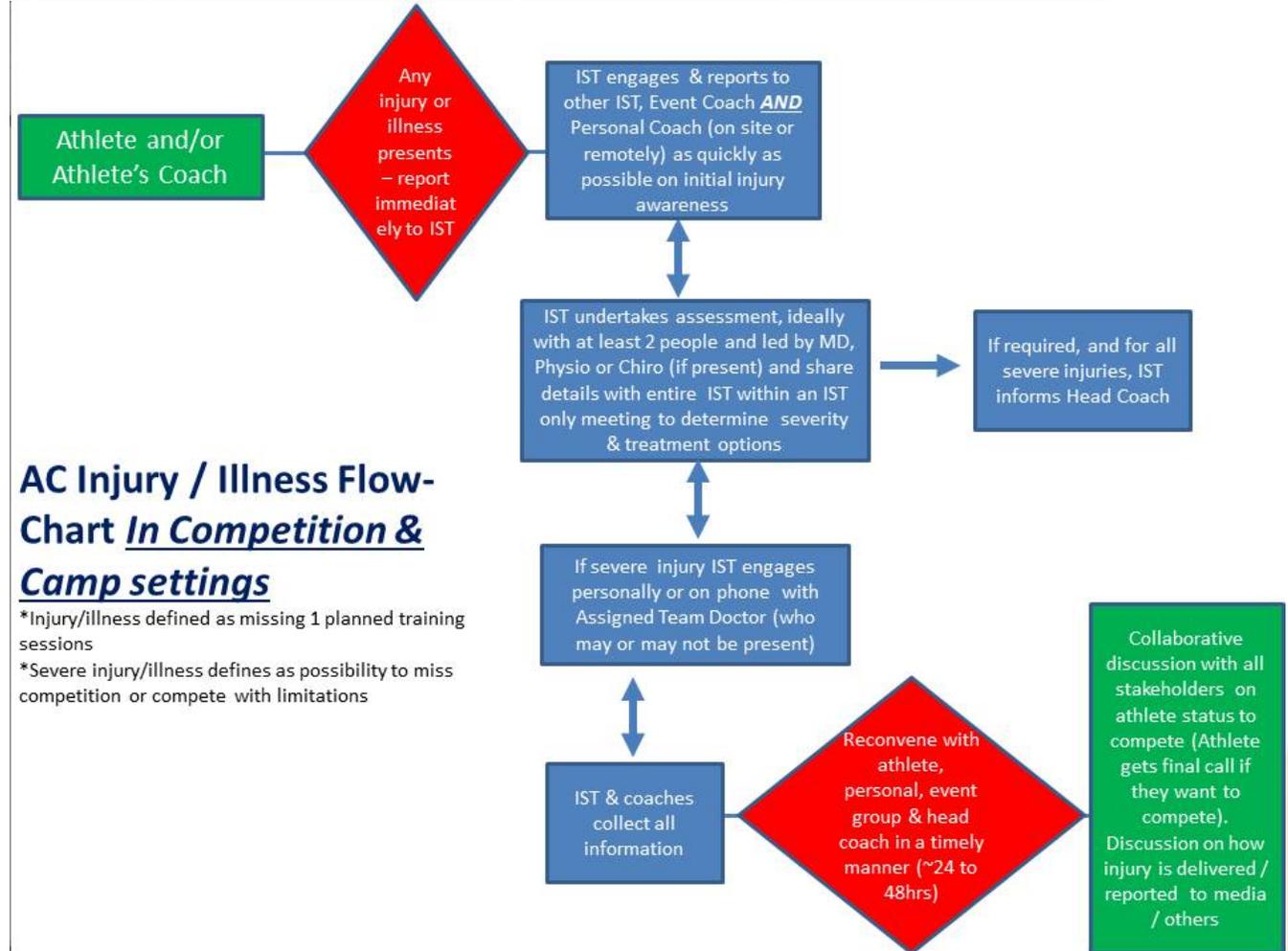
If an injury or illness presents outside of camp or competition setting or with a camp or competition setting the ideal reporting and assessment approaches are outlined below. Obviously in some competitions, decisions need to be made quickly, and if an injury or illness presents, at the very least two IST members share the assessment and discuss. Two individuals allows for greater transparency and due diligences. If an athlete’s Personal IST is present and an injury or illness presents, the ideal situation would be to undertake an injury assessment with at least one other Athletics Canada core IST member and then debrief, again for enhanced due diligence and service to the athlete.

**Figure A: Illness and Injury Flowchart outside of Athletics Canada Camps and Competition settings**





**Figure B. Injury and Illness Flowchart during Athletics Canada Camps and Competition settings**



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## **Appendix 3: Athletics Canada (AC) 2015-2016 Standard Sport Science (SS) & Sports Medicine (SM) Minimum Practitioner Guidelines**

Athletics Canada requires the following minimum sport science and/or sports medicine practitioner standards/guidelines (outlined below) to provide any services to an athlete. Furthermore, they are required for a Service Provider partnership both at the HUBs, on National teams and when individual athletes seek out Integrated Support Team Services. **Anyone who does not satisfy the minimal criteria / degrees outlined per practitioner below is, thus, not permitted to treat an athlete in any manner or regard.**

### **Biomechanist / Technologist / Analytics**

- Must have a post-secondary degree in a health science related field (ideally MSc or PhD in biomechanics) and is strongly preferred that the practitioner have experience working with high performance athletes
- It is preferred the practitioner is active in sport related research and scholarly writing
- Must have valid liability insurance personally or through their institute. (or the equivalent from the representative Country/Province/State)

### **Chiropractors:**

- Must be a registered and a member in good standing of the College of the representative Country/Province/State and be actively practicing
- Must be a member in good standing of a representative Country/Province/State College or Association (eg. Ontario or British Columbia Chiropractic Association)
- If Canadian, it is strongly preferred that the practitioner must have obtained a Fellowship with the College of Chiropractic in Sport Sciences Canada (FCCSS) and working with high performance athletes
- If doing on-site work, it is strongly preferred that practitioner should have Sports First Responder First Aid (or equivalent from local province/country)
- Must have valid liability coverage by Canadian Chiropractor Protective Association (CCPA) or equivalency personally or through their institute (or the equivalent from the representative Country/Province/State)

### **Massage Therapist:**

- Must be a registered massage therapist (RMT) (or the equivalent from the representative Country/Province/State)
- If Canadian, it is strongly preferred that the practitioner be certified by the Canadian Sport Massage Therapists Association (CSMTA) (or the equivalent from the representative Country/Province/State) and working with high performance athletes
- Must be registered to practice in the representative Country/Province/State; registration must be active
- If doing on-site work, it is strongly preferred that practitioner should have Sports First Responder First Aid (or equivalent from local province/country)
- Must have valid liability coverage personally or through their institute. (or the equivalent from the representative Country/Province/State)



#### **Nutrition:**

- Must have a post-secondary degree in a health science related field and/or nutrition / exercise physiology field (and/or PhD in Nutrition and/or Sports Nutrition Exercise Physiology field).
- If Canadian, it is strongly preferred that the practitioner must be a registered dietician (RD) and actively practicing and in good standing with their college (E.g. Dietitians of Canada or the equivalent from the representative Country/Province/State)
- If Canadian, it is strongly preferred that the practitioner be a member of the Sport Nutrition Registry with the Coaching Association of Canada
- It is strongly preferred that the practitioner have experience working with high performance athletes
- Must have valid liability insurance personally or through their institute. (or the equivalent from the representative Country/Province/State)

#### **Physicians:**

- Must have an unrestricted license in the representative Country/Province/State and be actively practicing
- If Canadian, the primary care physician must be a member in good standing with the Canadian Academy of Sport Exercise Medicine (CASEM)
- If Canadian, it is strongly preferred that the primary care physician must have a CASEM diploma in Sports Medicine and the Advanced Team Physicians course (or equivalent in the representative Country)
- It is strongly preferred that practitioner should have national/international team experience
- Must have Canadian Medical Protective Association (CMPA) or valid liability insurance personally or through their institute (or the equivalent from the representative Country/Province/State)

#### **Physiologist**

- Must have a post-secondary degree in a health science related field (ideally MSc or PhD in exercise physiology)
- It is strongly preferred that the practitioner must be a registered Certified Exercise Physiologist (CEP) with the Canadian Society of Exercise Physiology (CSEP)
- It is strongly preferred that the practitioner have experience working with high performance athletes
- It is strongly preferred that practitioner should have Sports First Responder First Aid (or equivalent from local province/country)
- It is strongly preferred that the practitioner should have completed NCCP Theory courses Level 1-3
- Must have valid liability insurance personally or through their institute. (or the equivalent from the representative Country/Province/State)



#### **Physiotherapist / Athletic Therapist:**

- If Canadian, must be a certified member in good standing of the Canadian Athletic Therapists Association (CATA) (or the equivalent from the representative Country/Province/State)
- If Canadian, must be a member in good standing of the College of Physiotherapists (or the equivalent from the representative Country/Province/State)
- In Canadian it is strongly preferred to have obtained a minimum Certificate in Sport Physiotherapy from the Sport Physiotherapy Council (SPC) (or the equivalent from the representative Country/Province/State)
- It is strongly preferred that the practitioner has completed a continuing education course in orthopedics manual therapy
- If doing on-site work, it is strongly preferred that practitioner should have Sports First Responder First Aid (or equivalent from local province/country)
- It is strongly preferred that the practitioner has national/international team experience
- Must have valid liability insurance personally or through their institute. (or the equivalent from the representative Country/Province/State)

#### **Sport Psychology/Mental Training:**

- Must have a Masters or Doctorate in Sport Psychology, Psychology, or Physical Education
- If Psychology, must be registered with the College of Psychologists of Ontario or British Columbia (or whatever region one is from) and have sport related coursework and experience
- Must have Canadian Sport Psychology Association (CSPA) Professional membership (or the equivalent from the representative Country/Province/State)
- Must have valid liability insurance personally or through their institute or CSPA (or the equivalent from the representative Country/Province/State)

#### **Strength & Conditioning Specialists:**

- Must have a post-secondary degree in a health science related field
- Must have CSCS (Certified Strength & Conditioning Specialists) and working with HP athletes
- It is strongly preferred that practitioner should have Sports First Responder First Aid (or equivalent from local province/country)
- It is strongly preferred that the practitioner should have completed NCCP Theory courses Level 1-3
- Must have valid liability insurance personally or through their institute. (or the equivalent from the representative Country/Province/State)

**NOTE:** Exception to Minimum Standards: In very rare circumstances a Service Provider practitioner will be considered for involvement even if they have not met all the qualifications outlined. A practitioner who has vast experience working with high performance athletes, major Games experience and has played a significant leadership role within their field will have the opportunity to contribute, upon review by the Athletics Canada IST Leadership Team. The practitioner must be in the process of achieving the required qualifications, or will be granted equivalency by virtue of their standing and experience. In any case, the exception must be seen to be in the best interests of the athlete(s).