

## MEMBER CONDUCT POLICY

### 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, 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.
- b) This policy was approved by Athletics Canada on July 27<sup>th</sup>, 2009. 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 (see Endnote 1);<sup>1</sup>
  - Avoid and reject the non-medical use of drugs or the use of performance-enhancing drugs or methods in accordance with CCES and WADA;
  - Refrain from the use or consumption of any illegal products while a member of an Athletics Canada team, where illegal is defined as prohibited by the laws of Canada and prohibited by the laws of all countries that Members may travel to as part of an Athletics Canada team;
  - 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;

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.

- 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** will:

- Consistently display high personal and professional standards and project a positive image of the sport and of coaching.
- 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 or fitness 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 position to (a) establish or maintain a sexual relationship with an athlete that he or she is coaching, 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 team of Athletics Canada will:

- Report any health- or fitness-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.
- National team athletes are required to immediately notify Athletics Canada office staff should they become injured or are otherwise unable to attend the event for which they have been selected. In the event of injury, the athlete will be required to follow the insurance policy process as provided by Athletics Canada in order to receive reimbursement of their flight costs. The remainder of the team fee will be reimbursed once this process has been completed - provided that no other costs were associated with the athlete's injury and consequent withdrawal from the team. For reasons other than injury, the reimbursement of the team fee will be assessed on a case-by-case basis.

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 disciplinary measures. 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 (see Endnote 1);
  - 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 conjunction with the Head of Delegation and the Head Coach. 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.
- g) Any decisions on Major infractions should be brought to the Board for information.

#### **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 Section, 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 stipulated by the Canadian Anti-Doping Program, is requested by Sport Canada, 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;
  - publication of the disciplinary sanction;
  - financial penalty up to 100% of costs paid by Athletics Canada
- 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).

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### Endnotes

<sup>+</sup> 1. For the purposes of this policy, conflict of interest is defined as ‘a situation where a Member, or the entity with which he or she is affiliated, has a real or perceived competing interest with Athletics Canada’s activities. This competing interest may result in the Member, or the entity with which the Member is affiliated, being in a position to benefit from the situation or in Athletics Canada not being able to achieve a result which would be in the best interest of Athletics Canada’.

Athletics Canada recognizes that some situations may present conflicts that are not materially harmful. As a result, Athletics Canada’s Board of Directors, CEO or Senior Staff, as appropriate, will address such situations on a case-by-case basis. All Members are responsible to report to Athletics Canada all instances of real or perceived conflict, so that a determination can be made as to whether the particular instance is in fact harmful to Athletics Canada or its Members, and therefore prohibited.

I have read the “Expected standard of Conduct” and agree to abide by the conditions within.

MemberSignature: \_\_\_\_\_

PositionwithinAC: \_\_\_\_\_

Date: \_\_\_\_\_

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