



Athletics Canada Team Coach/Personal Coach Policy and Selection for Major Events

Athletics Canada (AC) is committed to engaging more personal coaches' participation at major events such as World Championships, Commonwealth Games, Paralympic and Olympic Games etc. Personal coaches will also be welcomed to participate during preparation camps.

All AC team coaches and personal coaches must be members of the Professional Coaching Department (ChPC) of the Coaching Association of Canada (CAC) and have a recent "Back check" completed. Any Canadian personal coach living abroad must also have a "Back check" and a membership in CAC completed. Foreign coaches must have an Interpol clearance or similar completed – local police clearance will not be accepted. This needs to be submitted to the AC office 1 month prior to travelling to the event.

All coaches assigned to a national team and personal coaches are required to sign the code of conduct agreement in order to be eligible to participate with the team(s) to camps or competitions. This document must be submitted to the AC office 1 month prior to travelling to the event – see below.

Accreditations available for personal coaches are restricted and are not in the control of Athletics Canada, particularly at Olympic/Paralympic Games where the allocation is based on a country's number of athletes entered in the Games. These accreditations are often non-transferable between coaches. When possible, Athletics Canada will purchase extra accreditations if made available.

Due to financial restrictions and based on the above information a prioritized order of personal coaches selected for personal coach accreditation and support will be created. The following is a prioritization guideline: (combined events and field events will have priority over track or road events)

Priority 1: Coach of Athlete with Gold Medal potential

Priority 2: Coach of Athlete with Medal potential

Priority 3: Coach of Athlete with Final potential (Top 8)

This prioritization does not mean that we can support all levels at all major events.



This policy applies to individual events only and not to relays.

Travel Arrangements

- All travel and accommodation logistics shall be the responsibility of the Personal Coach. (In some cases if Athletics Canada's budget allows, financial assistance might be possible or payment can be deducted from an athlete's enhanced budget)
- At most major events Personal Coaches will have different accommodations than the team.
- All expenses are the responsibility of the Personal Coach.

Participation/Training

- The assigned Head Coach shall be the primary coach and contact person.
- The Personal Coach's role will be assigned by the Head Coach when required.
- The Personal Coach will be able to consult with their athlete's Event Coach but will not be directly responsible for their athlete at the event.
- Personal Coaches work under the authority of the Event Coaches and the Head Coach
- There may be closed workouts or training sessions from time to time. In such instances Personal Coaches will be notified and will not be invited to attend the session.
- Meals, meetings and other non-training sessions for the team shall be by invitation to the Personal Coach only.
- All requests for outings with athletes (meals, meetings, etc.) must be approved by the Head Coach.

Participation/Competition

- In some instances the Head Coach may wish to bring the team together and focus their preparation prior to the competition. From that time forward the athlete will be working solely under the Event Coach's jurisdiction.
- During the competition the Personal Coach will assume observer status in the public area. The Head Coach may request the Personal Coach's assistance.
- Access to the athlete will be coordinated with the Team Leader and the Event Coach.
- Tickets/seating for competition are the Personal Coach's responsibility.

Based on available finances for the event, we might have to shorten the list of available personal coach accreditations and camp support. More details will follow prior to the specific event. In the event we cannot secure accreditation at the actual event day we will do our best to ensure that 1 ticket is available per event day for the personal coach.



AC Team Coach/Personal Coach – Camp & Competition Code of Conduct Contract and Policy Relating to Conduct

This policy applies to the conduct of coaches at any Athletics Canada activities, programs and events.

All coaches attending any Athletics Canada activity or event are required to read and agree to the conditions within this policy (full document in Appendix 1) by signing this waiver form. 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 coach 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, abusive verbal behaviour towards staff, 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.



I have read the “AC Team Coach/Personal Coach Conduct Policy” in Appendix 1, have understood the “expected standards of ethical conduct’ section, and agree to abide by the conditions within.

Coach Name (Please Print) _____

Coach Signature _____

Date _____



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Appendix 1.

ATHLETICS CANADA POLICY RELATING TO AC TEAM COACH/PERSONAL COACH CONDUCT

1. Expected Standard of Ethical Conduct

a) All **Coaches** 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
- Refrain from performing any treatments typically performed by IST practitioners on your athletes during Athletics Canada training sessions or competitive events (eg: massages, chiropractic manipulations, physiotherapy, etc.)
- 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) 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 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

2. 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 coach 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
- Abusive verbal behaviour towards staff

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 (Head Coach, Team Leader). 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.

3. 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 ([Rule 140.08](#)). 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 Commissioner's Office (athleticscanadacommissioner@gmail.com).

4) Disciplinary Procedures

a) The Commissioner's Office will deal with the complaint. The Commissioner's Office 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 Commissioner's Office may authorize an investigation into the alleged infraction.



c) The Commissioner's Office 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 coach 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 Commissioner's Office.

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

f) Where the conduct being reviewed by this policy is of a sensitive nature, the Commissioner's Office 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 Commissioner's Office may obtain independent advice.

5. 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
- 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.