

## **Code of Conduct**

*Individuals at all times must conduct themselves in a professional manner, recognizing the importance of acting as both a representative of ACA and in general a role model to the general public.*

### **Scope**

This policy applies to all Alpine Canada employees, directors, coaches, athletes, team personnel, contractors and related personnel.

**N.B Above and beyond this code of conduct, coaches must adhere to the Alpine Canada Coach Code of Conduct.**

### **Policy Objective**

The purpose of this code is to ensure a safe and positive environment by making members aware that there is an expectation, at all times, of appropriate behavior consistent with the values of ACA.

This policy is designed to accomplish the following:

- Ensure all employees, directors, coaches', athletes, team personnel and have a clear understanding of the expectations and definitions of unacceptable behavior whilst promoting a safe, healthy and productive work place.
- Communicate the process for responding to a breach of the Code of Conduct ACA.

### **Application**

This policy also applies to discrimination and harassment that may occur during ACA business, activities and events or when behavior adversely affects relationships with the work and sport environment.

### **Definitions of Behavior**

Appropriate conduct / behavior includes but is not limited to:

- Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry color, ethnic or racial origin, nationality, sexual orientation, age, marital status, religion, disability of economic status.
- Respect for others and their property
- Respect for the laws and culture of other countries
- Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees or members.
- Consistently treating others fairly
- Ensuring adherence of the rules for alpine, para-alpine and ski cross.

Unacceptable behavior and misconduct includes but is not limited to:

- Any sexual relationship between employees, directors, coaches' athletes, team personnel and volunteers of ACA, coaching staff or related personnel and any athlete for so long as the individual athlete is a member of any ACA team
- Threatening or intimidating behavior towards others
- Discrimination, harassment, bullying or victimization

- Stealing
- Using, encouraging the use of, or distributing drugs
- Disrespect for others, and their property
- Refusing to wear team attire as requested
- Use of illicit drugs, or the inappropriate or excessive use of alcohol
- Use of alcohol during public appearances or at any time whilst representing ACA
- Physical or sexual assault
- Condescending or patronizing behavior

### **Responsibilities**

In addition to the above definitions of appropriate and inappropriate actions the following parties have additional responsibilities.

#### *Directors and members of staff*

- Act with honesty and integrity and conduct themselves in a manner consistent with ACA values.
- Conduct themselves professionally, lawfully and in good faith in the best interests of ACA
- Respect the confidentiality appropriate to issues of a sensitive nature
- Conform to the bylaws and policies implemented by ACA

#### *Athletes*

- Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train or compete
- Shall not possess or use any drug other than prescribed medical drugs which must be registered with ACA. Athlete shall not use medical drugs and supplements included on the 'prohibited list' as published by the Canadian Centre for Ethics in Sport in conjunction with World Anti-Doping Agency.
- Shall not permit any part of their team uniform, ski suit, warm-up suit and other clothing provided to them to be worn by anyone other than the athlete whilst in the competition season (up to November of the following year). All racing suits are to be returned upon retirement or at the beginning on the next competitive season when new suits are provided.
- Athletes are to be properly attired in the official clothing of their team at all appearances whilst representing the team or country of Canada.

#### *Parents and Guardians*

- Encourage athletes to abide by the rules and resolve conflict without resorting to hostility or violence
- Not question the judgement or honesty of an official or ACA team member
- Respect and show appreciation to all competitors and to the coaches, officials and other volunteers
- Monitor their own expectations of their child's performance and progress, realizing that athletes who feel they cannot meet their parents' expectations, quickly lose motivation

### **Filing a Complaint**

Individuals who behave in an unacceptable manner may be subject to disciplinary action.

All complaints must be addressed to the appropriate member in ACA. It is recommended that complaints are documented in writing however it is not necessary.

### **Discipline**

Pending the severity of the complaint and whether or not it is a repeated infraction will determine the appropriate disciplinary action taken. All disciplinary actions will be reasonable and proportionate to the breach of conduct. Such sanctions may include but are not limited to:

- Verbal warning
- Formal written reprimand
- Temporary suspension of privileges
- Dismissal