[CLUB NAME]

CODE OF CONDUCT AND ETHICS

Effective date	UNDER REVIEW BY KRC
Archived date	
Date last reviewed	
Scheduled review date	
Replaces and/or amends	
Approved by and date	
Appendix(-ces) to this Policy	

Purpose

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of [CLUB NAME] by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization's core values and policies. [CLUB NAME] supports equal opportunity, prohibit discriminatory practices, and is committed to providing an environment in which all Individuals can safely participate in our sport and are treated with respect and fairness.

Application of this Code

2. This Code applies to any Individual's conduct during the business, activities, and Events of [CLUB NAME] including, but not limited to, competitions, practices, evaluations (including time trials or any other form of testing), treatment or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings or social Events.

3. This Code also applies to Individuals' conduct outside of the business, activities, and Events of [CLUB NAME] when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of [CLUB NAME]. Such applicability will be determined by the Independent Third Party at its sole discretion.

4. This Code applies to Individuals active in the sport of rowing or who have retired from the sport of rowing where any claim regarding a potential breach of this Code occurred when the Individual was active in the sport.

5. In addition, breaches of this Code may occur when the Individuals involved interacted due to their mutual involvement in the sport of rowing or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).

6. Any Individual who violates this Code may be subject to sanctions pursuant to the *Complaints and Discipline Policy*. In addition to facing possible sanctions pursuant to the *Complaints and Discipline Policy,* an Individual who violates this Code during a competition may be removed from the competition or training area, and the Individual may be subject to further sanctions.

UCCMS

7. [CLUB NAME] has adopted the UCCMS which shall be incorporated into this Code by reference as if set out in full herein. Any modifications or amendments made to the UCCMS shall come into effect immediately upon their adoption, without the need for any further action by [CLUB NAME].

Responsibilities

8. All Individuals have a responsibility to:
   a) Refrain from behaviour that constitutes Discrimination, Harassment, Workplace Harassment, Maltreatment and Prohibited Behaviour or Workplace Violence under this *Code of Conduct and Ethics* and the UCCMS
   b) Maintain and enhance the dignity and self-esteem of other Individuals by:
      i. Treating each other with the highest standards of respect and integrity;
      ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, Athlete Support Personnel, umpires, officials, organizers, volunteers, employees, or other Individuals;
      iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
      iv. Acting to correct or prevent practices that are unjustly discriminatory;
      v. Consistently treating Individuals fairly and reasonably; and
      vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
   c) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
   d) Adhere to all federal, provincial, municipal and host country laws.
   e) Not consume alcohol, tobacco products, vaping products, cannabis, or other recreational drugs while participating in any RCA or Member programs, activities, Events or while in the Workplace of Rowing Canada Aviron or a Member. Individuals subject to the Canadian Anti-Doping Program or the anti-doping rules of any other Anti-Doping Organization with authority over the Individual must also comply with such rules in any of the aforementioned situations.
   f) Notwithstanding Section 8e), in the context of a designated social Event, as permitted by provincial and other relevant laws, responsible consumption of legal substances is permitted in adult-oriented social Events, but reasonable steps must be taken to manage responsible consumption. However, there will be zero tolerance for excessive consumption, exhibiting inappropriate behaviour due to consumption of any legal substance, or any conduct that could violate the Canadian Anti-Doping Program or the anti-doping rules of any other Anti-Doping Organization with authority over the Individual.
   g) Respect the property of others and not wilfully cause damage
   h) Promote sport in the most constructive and positive manner possible
   i) When driving a vehicle or operating a coach boat or safety launch:
      i. As applicable, have a valid driver or operator's licence (e.g., Pleasure Craft Operator Card issued by Transport Canada);
      ii. Obey traffic laws and Transport Canada regulations at all times;
      iii. Not be under the influence of alcohol, cannabis or illegal drugs or intoxicating substances;
      iv. Have valid insurance; and
      v. Refrain from using a mobile device or engaging in any activity that would constitute distracted driving.
   j) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition or para-classification, and/or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a competition. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages.

k) Comply, at all times, with the by-laws, policies, procedures, and rules and regulations of [CLUB NAME] and those of any other sport organization with authority over the Individual, including RCA and the relevant Provincial Rowing Association, as applicable and as adopted and amended from time to time. Take time to be educated and understand the expectations associated with the relevant policies.

Directors, Committee Members, and Staff

9. In addition to the Individual's responsibilities above, directors, committee members, and staff of [CLUB NAME] will have additional responsibilities to:
   a) When performing their role as a director or committee member or staff member of [CLUB NAME], ensure that they respect their duty of loyalty to [CLUB NAME], and refrain from engaging in any activity or behaviour that could constitute a conflict of interest. Disclose any conflict of interest, or perceived conflict of interest, that they may have to appropriate organization.
   b) Ensure their loyalty prioritizes the interests of [CLUB NAME]
   c) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of Individuals' confidence
   d) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
   e) Conduct themselves openly, professionally, lawfully and in good faith
   f) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
   g) Behave with decorum appropriate to both circumstance and position
   h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
   i) Respect the confidentiality appropriate to issues of a sensitive nature
   j) Respect the decisions of the majority and resign if unable to do so
   k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
   l) Have knowledge and understanding of all relevant policies and procedures.

Athlete Support Personnel

10. In addition to the Individual's responsibilities above, Athlete Support Personnel have many additional responsibilities. They must understand and respect the inherent Power Imbalance that exists in these relationships and must not abuse it, either consciously or unintentionally. Athlete Support Personnel will:
    a) Avoid any behaviour that abuses the Power Imbalance inherent in an Athlete Support Personnel position to (i) establish or maintain a sexual relationship with an Athlete, or (ii) encourage inappropriate physical or emotional intimacy with an Athlete, regardless of the Athlete's age.
    b) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes.
    c) Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm Athletes.
    d) When requested, communicate and cooperate with sport medicine professionals in the diagnosis, treatment, and management of any Athlete's medical situation.
    e) Support the Athlete Support Personnel of a training camp, provincial team, or national team, should an Athlete qualify for participation with one of these programs.

f) Accept and promote Athletes' personal goals and refer Athletes to other Athlete Support Personnel as appropriate.
g) Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
h) Act in the best interest of the Athlete's development as a whole person
i) Comply with all established responsibilities and obligations as set out by the professional's governing body, if any.
j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or Prohibited Substances or Prohibited Methods and, in the case of minors, alcohol, cannabis, and/or tobacco.
k) Respect Athletes competing for other clubs, provinces or countries and, in dealings with them, not discuss topics or take actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes.
l) Not engage in a sexual or intimate relationship with an Athlete of any age in which the Athlete Support Personnel is in a position of trust or authority.
m) Recognize the power inherent as an Athlete Support Personnel and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Athlete Support Personnel have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights.
n) Dress appropriately.
o) Use inoffensive language, and take the audience being addressed into account (e.g., the age/maturity of the participants).

Athletes

11. In addition to the Individual's responsibilities above, Athletes will have additional responsibilities to:
    a) Adhere to their athlete agreement (if applicable)
    b) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
    c) Participate and appear on-time and prepared to participate to the best of their abilities in all competitions, practices, training sessions, and evaluations (including time controls or any other form of testing)
    d) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
    e) Adhere to any rules and requirements regarding clothing and equipment
    f) Dress to represent the sport and themselves appropriately
    g) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by Athlete Support Personnel.

Umpires

12. In addition to the Individual's responsibilities above and those found in the RCA Rules of Racing, umpires will have additional responsibilities to:
    a) Maintain and update their knowledge of the Rules of Racing and any rule changes
    b) Not publicly criticize any Individual
    c) Place the safety and welfare of competitors, and the fairness of the competition above all else

d) Strive to provide a fair sporting environment.
e) Work within the boundaries of their position's description while supporting the work of other umpires and follow the direction of Chief Umpires
f) Act as an ambassador of the sport of rowing by agreeing to enforce and abide by national and provincial/territorial rules and regulations
g) Take ownership of actions and decisions made while umpiring
h) Respect the rights, dignity, and worth of all Individuals
i) Act openly, impartially, professionally, lawfully, and in good faith
j) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
k) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals
l) Honour all assignments unless unable to do so by virtue of illness or personal emergency, in which case they must communicate their situation to the Individual(s) responsible for assignments as soon as possible, including, if already at a regatta, the Chief Umpire
m) When writing reports, set out the actual facts to the best of their knowledge and recollection
n) Dress in appropriate attire for umpiring
o) Never umpire at a Canadian regatta that is not sanctioned by RCA.
p) Where applicable, adhere at all times to the rules of World Rowing, as well as the rules of any other sport organization that has relevant and applicable authority over the umpire.

Parents/Guardians and Spectators

13. In addition to the Individual's responsibilities above, parents/guardians and spectators at Events will, at all times:
    a) Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
    b) Condemn the use of violence in any form
    c) Never ridicule a participant during a competition or practice
    d) Respect the decisions and judgments of umpires and officials, and encourage Athletes to do the same
    e) Support all efforts to eliminate verbal and physical abuse, coercion, intimidation, and sarcasm
    f) Respect and show appreciation to all competitors, Athlete Support Personnel, umpires, officials and other volunteers
    g) Never harass Individuals, competitors, Athlete Support Personnel, umpires, officials, parents/guardians, or other spectators
    h) Never encourage, aid, cover up, or assist an Athlete in cheating through doping, competition manipulation, or other behaviours which may be considered cheating.

Anti-Doping

14. [CLUB NAME] shall adopt and adhere to the Canadian Anti-Doping Program. [CLUB NAME] will respect any sanction imposed on any Individual as a result of a breach of the Canadian Anti-Doping Program or any other applicable anti-doping rules.

15. All Athletes shall:
    a) Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force.

16. All Individuals shall:
    a) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable anti-doping rules.
    b) Cooperate with any Anti-Doping Organization that is conducting an investigation into any anti-doping rule violation(s).
    c) Refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, whether or not such conduct constitutes Tampering as defined in the Canadian Anti-Doping Program.

17. All Athlete Support Personnel or other Persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to Athletes that fall under [CLUB NAME]'s jurisdiction.

Retaliation, Retribution or Reprisal

18. It is a breach of this Code of Conduct and Ethics for any Individual to engage in any act that threatens or seeks to intimidate another Individual with the intent of discouraging that Individual from filing, in good faith, a Report pursuant to any [CLUB NAME] policy, as applicable. It is also a breach of this Code of Conduct and Ethics for an Individual to file a Report for the purpose of retaliation, retribution or reprisal against any other Individual. Any Individual found to be responsible for this behaviour shall be liable for the costs related to the disciplinary process required to establish such a breach.

Privacy

19. The collection, use and disclosure of any personal information pursuant to this Policy is subject to [CLUB NAME]'s Privacy Policy.