



CODE of CONDUCT and ETHICS POLICY

Definitions:

1. The following terms have these meanings in this Code:

- a) “*Member*” – All categories of membership defined in the AMAC Bylaws as well as all individuals employed by, or engaged in activities with, AMAC including, but not limited to, athletes, coaches, officials, volunteers, and directors of AMAC, and parents/guardians of athletes
- b) “*Position of Trust*” – a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach.
- c) “*Vulnerable Individual*” – a person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.

Zero Tolerance Statement:

2. AMAC has zero tolerance for any type of abuse and supports a sporting environment where all members can participate safely and free from any harm. Members are required to report instances of abuse or suspected abuse to AMAC to be immediately addressed under the policies of AMAC.

Purpose:

3. The purpose of this Code is to ensure a safe and positive environment (within AMAC programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behaviour and behaviour that is consistent with the values of AMAC that include excellence, integrity, innovation, and collaboration and that there are repercussions for inappropriate or illegal behaviour.

4. AMAC supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

5. Conduct that violates this Code may be subject to sanctions pursuant to AMAC’s *Discipline and Complaints Policy*.

Reporting:

6. Conduct that is legally required to be disclosed to law enforcement, including, but not limited to, suspected cases of child abuse or neglect, will be referred immediately upon knowledge to local law enforcement. Additionally, in alignment with the AMAC *Discipline and Complaints Policy*, members may be temporarily suspended pending the outcome of the matter.

Application of this Code:

7. This Code applies to Members' conduct during AMAC business, activities, and events including, but not limited to, competitions, practices, training camps, travel associated with AMAC activities, and any meetings.

8. This Code also applies to Members' conduct outside of AMAC's business, activities, and events when such conduct adversely affects relationships within AMAC (and its work and sport environment) or is detrimental to the image and reputation of AMAC. Such applicability will be determined by AMAC at its sole discretion.

9. All Members, participating non-members and prospective members of AMAC and its Special Interest Group Members or Clubs, may be denied membership, censured, placed on probation, suspended for a definite or indefinite period of time without probation, fined or expelled from AMAC, and its Special Interest Group Members or Clubs if their conduct is not held to the standard described in this Code of Conduct and in accordance with AMAC's *Discipline and Complaints Policy*.

Responsibilities:

10. Members have a responsibility to:

a) Comply with AMAC's Bylaws, Policies and Procedures, including but not limited to:

- i. Safe Sporting Environment Guiding Principle
- ii. Equity, Inclusion and Universal Access Guiding Principle
- iii. Coach Registration and Minimum Requirements Policy
- iv. Screening Policy and Screening Disclosure Procedure Form
- v. Social Media Use Policy and Social Media Use Guidelines
- vi. Confidentiality Policy
- vii. Conflict of Interest Policy
- viii. Discipline and Complaints Policy
- ix. Dispute Resolution Policy
- x. Appeal Policy

b) Maintain and enhance the dignity and self-esteem of AMAC Members and other individuals by:

- i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
- ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
- iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
- iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
- v. Consistently treating individuals fairly and reasonably

vi. Ensuring adherence to the rules of swimming and the spirit of those rules

c) When interacting with vulnerable individuals, or with individuals with whom there is a recognized power of authority or trust that exists, the individual in the Position of Trust is required to enact practical approaches to these interactions. These include, but are not limited to:

- i. Limiting physical interactions to non-threatening or non-sexual touching (i.e. High-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc.).
- ii. Ensuring the vulnerable individuals are always supervised by more than one adult
- iii. Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power onto one individual).
- iv. Including parents/guardian in communication
- v. Ensuring that parents/guardians are aware that some non-personal communication between individuals and vulnerable individuals (e.g. coaches and athletes) may take place electronically (e.g. texting) and that this type of communication is now considered to be commonplace, especially with other older vulnerable individuals (e.g. teenagers). Note that such communication is subject to this Code of Conduct and Ethics and AMAC's Social Media Policy (under development).
- vi. Ensure transportation of vulnerable individuals is with others present.
- vii. Ensure accommodations of vulnerable individuals are not shared unless there is additional adult supervision or others present.

d) Refrain from any behaviour that constitutes abuse. Abuse refers to violence, mistreatment or neglect one may experience while in the care of someone they depend on or trust. Types of behaviour that constitute abuse include, but are not limited to:

- i. Physical abuse including beating, hitting, shaking, pushing, choking, biting, burning, kicking or assaulting an individual with a weapon. It also includes holding an individual under water, or any other dangerous or harmful use of force or restraint.
- ii. Sexual abuse including fondling, inviting an individual to touch or be touched sexually, intercourse, sexual assault, incest, sodomy, exhibitionism, or involving a child in prostitution or pornography.
- iii. Neglect including failing to provide for an individual's physical, psychological or emotional development and well-being.
- iv. Emotional or Psychological injury or abuse including aggressive verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes exposing an individual to violence.

e) 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. Types of behaviour that constitute harassment include, but are not limited to:

- i. Written or verbal abuse, threats, or outbursts.
- ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances.
- iii. Unwelcome remarks, jokes, comments, innuendos, or taunts.

- iv. Leering or other suggestive or obscene gestures.
- v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions.
- vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
- vii. Any form of hazing defined as any potentially or actual humiliating, degrading, abusive, or dangerous activity expected of an athlete by a more senior individual, which does not contribute to any positive development, but is required to be accepted as part of a team, regardless of the athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability.
- viii. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment.
- ix. Retaliation or threats of retaliation against an individual who reports harassment to AMAC.

f) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature.

Types of behaviour that constitute sexual harassment include, but are not limited to:

- i. Sexist jokes.
- ii. Display of sexually offensive material.
- iii. Sexually degrading words used to describe a person.
- iv. Inquiries or comments about a person's sex life.
- v. Unwelcome sexual flirtations, advances, or propositions.
- vi. Unwanted contact.

g) Refrain from any behaviour that constitutes violence, where violence is defined as the exercise of physical force by a person that causes or could cause physical injury; an attempt to exercise physical force against an individual that could cause physical injury to the individual; or a statement or behaviour that an individual may reasonably interpret as a threat to exercise physical force against the individual. Types of violent activities include, but are not limited to:

- i. Verbal threats to attack.
- ii. Sending or leaving threatening notes or electronic communication.
- iii. Making threatening physical gestures.
- iv. Wielding a weapon.
- v. Hitting, pinching or unwanted touching which is not accidental.
- vi. Throwing an object.
- vii. Blocking normal movement or physical interference with or without the use of equipment.
- viii. Sexual violence.

ix. Any attempt to engage in the type of conduct outlined above.

h) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, AMAC adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and shall be subject to disciplinary action, and possible sanction, pursuant to AMAC's *Discipline and Complaints Policy*. AMAC will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by AMAC or any other sport organization.

i) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport of swimming, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES).

j) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.

k) In the case of adults, avoid consuming legal intoxicants in situations where minors are present and take reasonable steps to manage the responsible consumption of legal intoxicants in adult-oriented social situations associated with AMAC events.

l) Respect the property of others and not willfully cause damage.

m) Promote swimming in the most constructive and positive manner possible.

n) Adhere to all federal, provincial, municipal and host country laws.

Board/Committee Members and Staff:

11. In addition to section 10 (above), AMAC's Board Members, Committee Members, and Staff will have additional responsibilities to:

a) Function primarily as a member of the board and/or committee(s) of AMAC; not as a member of any other particular member or constituency.

b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of AMAC business and the maintenance of Member confidence.

c) Ensure that AMAC's financial affairs are conducted in a responsible manner with due regard for all fiduciary responsibilities.

d) Conduct themselves professionally, lawfully and in good faith in the best interests of AMAC.

e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.

f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others.

g) Keep informed about AMAC activities, the provincial swimming community, and general trends in the sectors in which it operates.

- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which AMAC is incorporated.
- i) Respect the confidentiality appropriate to issues of a sensitive nature.
- j) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.
- k) Respect the decisions of the majority.
- l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- m) Have a thorough knowledge and understanding of all AMAC governance documents.
- n) Conform to the bylaws and policies approved by AMAC, in particular this *Code of Conduct and Ethics* as well as the *Conflict of Interest Policy* and *Confidentiality Policy*.

Coaches:

12. In addition to section 10 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes.
- b) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments.
- c) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs.
- d) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
- e) Act in the best interest of the athlete's development as a whole person.
- f) Respect other coaches and, should an athlete desire to change coaches, support and cooperate with the other coach in the exchange of information.
- g) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by AMAC's *Screening Policy*.
- h) Report any ongoing criminal investigation, conviction, or existing bail conditions.
- i) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco.
- j) Respect other athletes and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after solicited by the athlete or first receiving approval from the coaches who are responsible for the athletes.
- k) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete.

l) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. Coaches need to establish and follow procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches 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.

m) Dress professionally, neatly, and appropriately.

n) Use appropriate language, taking into account the audience being addressed.

Athletes :

13. In addition to section 10 (above), athletes will have additional responsibilities to:

a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train, or compete.

b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, events, activities, or projects.

c) Properly represent themselves and not attempt to enter a competition for which they are not eligible by reason of age, classification, or other reason.

d) Adhere to AMAC's rules and requirements regarding clothing and equipment.

e) Never ridicule a participant for a poor performance or practice.

f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators.

g) Dress in a manner representative of AMAC; focusing on neatness, cleanliness, and discretion. Designated official clothing, if applicable, must be worn when traveling and competing.

h) Act in accordance with AMAC's policies and procedures and, when applicable, additional rules as outlined by coaches or chaperones.

Officials:

14. In addition to section 10 (above), officials will have additional responsibilities to:

a) Maintain and update their knowledge of the rules and rules changes.

b) Work within the boundaries of their position's description while supporting the work of other officials.

c) Act as an ambassador of AMAC by agreeing to enforce and abide by Swimming Canada and AMAC rules and regulations.

d) Respect the rights, dignity, and worth of all individuals.

e) Conduct themselves openly, professionally, lawfully, and in good faith in the best interests of AMAC.

f) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.

g) Respect the confidentiality required by issues of a sensitive nature, which may include disqualifications, discipline processes, appeals, and specific information or data about Members.

h) Promote a team spirit by respecting people's differences, valuing diversity of opinion, and working with others to achieve the best decisions for athletes in competitions.

i) Dress in proper attire for officiating.

Parents/Guardians

11. In addition to section 10 (above), parents/guardians of athletes at events will have additional responsibilities to:

- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence.
- b) Never ridicule an athlete for a poor performance or practice.
- c) Provide positive comments that motivate and encourage athletes' continued effort.
- d) Respect the decisions and judgments of officials and encourage athletes to do the same.
- e) Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport.
- f) Keep off the competition area and not interfere with events or calls.

Policy Created (adapted from Swim Alberta): October 2020

Policy Adopted: October 2020

Policy Review Date: October 2023

Appendices:

Appendix A: Athlete Code of Conduct Agreement

Preamble:

This code outlines the expectations regarding, and potential discipline resulting from, inappropriate behaviour during any/all Alberta Marlin Aquatic Club (AMAC) functions.

All AMAC members are required to:

- 1) Prepare to do your best performance at all times.
- 2) Maintain high standards of behaviour, politeness and sportsmanship at all times.
- 3) Obey curfews and schedule, and punctually attend all team meetings/functions.
- 4) Keep all team areas, including sleeping areas neat, orderly and clean.
- 5) Use of alcoholic beverages is PROHIBITED.
- 6) Use of drugs banned or restricted by the IOC, FINA, SNC or an act of Parliament is PROHIBITED.
- 7) Acknowledge that injury or illness which, in the opinion of the Head Coach or acting competition Head Coach, may compromise one's ability to perform at one's best may result in one's removal from that competitive opportunity.
- 8) Inappropriate behaviour includes:
 - Curfew violations.
 - Unsportsmanlike conduct (including use of inappropriate language or offensive gestures).
 - Public misconduct (including abuse of facilities).
 - Use of alcohol or drugs (as defined in 6 & 7 above).
 - Sexual activity.
 - Disrespectful verbal and physical conduct towards teammates (including non-consensual "initiation rituals").

Any contravention of the above will be dealt with in accordance with the AMAC disciplinary policies and may result in any of the following:

- Verbal warning by the coach.
- Verbal warning by the Head Coach.
- Loss of AMAC privileges, including being scratched from the remainder of the competition.
- Removal from the team and being sent home at the parent's expense on the next flight or bus.
- A meeting with the parents, swimmer and Head Coach.
- A written formal warning from the executive and/or the Head Coach.
- Suspension from specified AMAC subsidies/grants.
- Suspension from specified further competitions.
- Suspension from training for a specified period of time.
- Expulsion from the Alberta Marlins Aquatic Club.

By signing below, I acknowledge that I have read and agreed to abide by the above conditions.

Name: _____

Date: _____

Athlete Signature: _____

Parent Signature (if minor): _____

Appendix B: Parent Code of Conduct Agreement

The Alberta Marlin Aquatic Club and Swim Alberta have adopted the Canadian Swim Coaches and Teachers Association's Code of Professional Conduct. This Code defines the appropriate parameters for interactions and obligations, and thus identifies a standard of behaviour. The Code of Conduct also identifies AMAC's commitment to making everyone's involvement in the Club a positive experience. All AMAC members are expected to consistently display high personal standards and agree to abide by the Code.

By signing this code, I agree to:

- Respect and treat all persons equally regardless of their gender, ability, cultural background or religion.
- Practice teamwork with all parents, swimmers and coaches by supporting the values of Discipline, Loyalty, Commitment and Hard Work.
- Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at meets and practices.
- Know my role and maintain self-control at all times. Swimmers – Swim Coaches – Coach Officials – Officiate Parents – Parent
- Not coach or instruct the team or any swimmer at a practice or meets (from the stands or any other area) or interfere with coaches on the pool deck.
- Understand that AMAC Coaching Staff have developed a training plan for individuals/swim groups, and that obtaining outside additional training/coaching for a swimmer without consent/involvement of AMAC Coaching Staff during the swim season is detrimental to swimmer development, and the program in its entirety.
- Understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
- Abide by Swim Alberta and SNC Harassment Policy. (See Websites)
- Maintain open communication between parents, swimmers and coaches emphasizing goal-setting and focusing on the performance expectations and behaviour of both the swimmer and the parents.
- Meet with the coaches/swimmers/parents during prearranged times and will not interfere with practices. (Pool time is too valuable).
- Provide positive reinforcement to all swimmers in all situations - team spirit, team loyalty and unity
- Actively participate on the Board of Directors and/or in organizing and running meets and other team events.
- Display a favourable image and non-disruptive behaviour to the swimmers and our organization
- Not interrupt or confront coaching staff on the pool deck during practice or competitions.
- Not display abusive language towards coaches, swimmers, parents, officials or your own children or any of the swimmers.
- Understand financial commitments and requirements to pay according to the financial policies.
- Abide by all club policies. Should I conduct myself in such a way that brings discredit or discord to Alberta Marlin Aquatic Club, I will voluntarily subject myself to disciplinary action.

Alberta Marlin Aquatic Club and the Board of Directors maintain the right to terminate any membership with/without cause in the interest of our vision, mission and objectives.

Signature _____

Print Name _____

Date _____

Signature _____

Print Name _____

Date _____