

## WVFHC CODE of CONDUCT and ETHICS

October 2012

### *Supplements the WVFHC Junior Division Player, Parent, and Coaches Codes of Conduct*

<http://www.wvfhc.com/webapps/contentmgr/portal?pageref=conduct>

#### **Definitions**

1. The following terms have these meanings in this Code:
  - a) “*Member*” – All categories of membership defined in Article 3 of the Bylaws of the West Vancouver Field Hockey Club (WVFHC) as well as all individuals employed by, or engaged in activities with, WVFHC including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of WVFHC.

#### **Purpose**

2. The purpose of this Code is to ensure that all members of WVFHC adhere to common standards of personal conduct and commit to clear performance expectations in carrying out WVFHC business. WVFHC supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.
3. Conduct that violates this Code may be subject to sanctions pursuant to the Discipline section of the Bylaws of WVFHC (sections 5 and 6).

#### **Application of this Code**

4. This Code applies to Members’ conduct during WVFHC business, activities, and events including, but not limited to, meetings, day-to-day operations, practices, games, tryouts, training camps, competitions, tournaments, and travel associated with WVFHC activities.
5. Conduct arising within the business, activities, or events organized by entities other than WVFHC (such as other clubs, provincial or national associations, and affiliates) will be dealt with pursuant to the policies of those other entities unless WVFHC is asked by those other entities and accepts that it be dealt with under WVFHC policies.
6. This Code also applies to Members’ conduct outside of WVFHC’s business, activities, and events when such conduct adversely affects relationships within WVFHC (and its work and sport environment) and is detrimental to the image and reputation of WVFHC. Such applicability will be determined by WVFHC at its sole discretion.

#### **Background**

7. WVFHC is committed to providing an environment that promotes equitable opportunities and prohibits harassment. Harassment is a form of discrimination that is prohibited by human rights legislation in each province of Canada. Harassment affects the lives of many people and it is humiliating and degrading. Harassment undermines self-esteem and performance. It creates an intimidating, hostile or offensive environment for sport, recreation, and athletic activity. Harassment can diminish athletic performance, become a barrier to the full and fair participation in sport, and even result in complete withdrawal from sport. WVFHC will not tolerate any form of harassment and is committed to taking all necessary steps to ensure harassment does not occur at any WVFHC events.

#### **Responsibilities: All Members**

8. Members have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of WVFHC members and other individuals by:

- i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, gender identity, 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 field hockey and the spirit of those rules
- b) 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, nicknames, comments, innuendo, catcalls, whistles, or taunts
  - iv. Linking skills with gender or sexual orientation
  - v. Leering or other suggestive or obscene gestures
  - vi. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - vii. Joking; including practical, awkward, cruel, embarrassing, and that which endanger a person's safety or negatively affect performance
  - viii. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
  - ix. Any form of hazing
  - x. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - xi. Physical or sexual assault
  - xii. 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
  - xiii. Retaliation or threats of retaliation against an individual who reports harassment to WVFHC
- c) 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. Persistent unwanted contact
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, WVFHC 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 WVFHC's Bylaws. WVFHC will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by WVFHC or any other sport organization
- e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- f) In the case of adults, avoid consuming alcohol in situations where minors are present

- g) Take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with WVFHC events
- h) Respect the property of others and not willfully cause damage
- i) Promote field hockey in the most constructive and positive manner possible
- j) Adhere to all federal, provincial, municipal and host country laws
- k) Comply, at all times, with WVFHC's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

**Responsibilities: Board/Committee Members and Staff**

9. In addition to section 8 (above), WVFHC'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 WVFHC; 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 WVFHC business and the maintenance of Member confidence
  - c) Ensure that WVFHC's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of WVFHC
  - 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 WVFHC activities, 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 WVFHC 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 and resign if unable to do so
  - 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 WVFHC governance documents
  - n) Conform to the bylaws and policies approved by WVFHC, including risk management policies

**Responsibilities: Coaches**

10. In addition to section 8 (above), and the Codes of Conduct adopted by WVFHC Junior Division for junior division coaches, 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) Make distinctions between harassment and the use of discipline in training; whereby training involving touching or other physical contact shall only occur in an appropriate setting and only after verbal consent has been sought and received
- c) Be consistent in taking any corrective or punitive action without using derogatory slang, offensive terms, or harassment
- d) 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
- e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- f) Act in the best interest of the athlete's development as a whole person
- g) Respect other coaches
- h) Report whether they are the subject of any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- 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 athletes participating with other teams and, in dealings with them, not encroach upon topics or 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
- k) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship 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. This is accomplished by establishing and following 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
- o) Adhere to WVFHC's rules and requirements regarding clothing, equipment, and facility use.
- m) Use inoffensive language, taking into account the audience being addressed
- n) Conform to WVFHC risk management policies

### **Responsibilities: Athletes**

11. In addition to section 8 (above), and the Codes of Conduct adopted by WVFHC Junior Division for junior division participants, athletes will have additional responsibilities to:
- a) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all games, practices, training sessions, tryouts, tournaments, and events
  - b) Properly represent themselves and not attempt to play with a team for which they are not eligible by reason of age, classification, or other reason
  - c) Adhere to WVFHC's rules and requirements regarding clothing, equipment, and facility use.
  - d) Never ridicule a participant for a poor performance or practice
  - e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators
  - f) Act in accordance with WVFHC's policies and procedures and, when applicable, additional rules as outlined by coaches

### **Responsibilities: Officials**

12. In addition to section 8 (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 WVFHC by agreeing to enforce and abide by club, provincial and national rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals
- f) Conduct themselves openly, professionally, lawfully, and in good faith in the best interests of WVFHC, athletes, coaches, other officials, and parents
- g) Be fair, considerate, independent, honest, and impartial in all dealings with others
- h) Respect the confidentiality required by issues of a sensitive nature, which may include forfeits, discipline processes, appeals, and specific information or data about Members
- i) Dress in proper attire for officiating

### **Complaint Procedure**

11. A person who experiences any of the behaviour prohibited by any section of this *Code of Conduct and Ethics* may submit a complaint to the WVFHC Board of Directors.