

CODE OF CONDUCT AND ETHICS

* Indicates a section that has been adapted from the UCCMS.

Purpose

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

Application of this Code

2. This Code applies to any Participant's conduct during the business, activities, and events of the CFF including, but not limited to competitions, practices, evaluations, treatment or consultations (i.e., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
3. This Code also applies to Participants' conduct outside of the business, activities, and events of the CFF when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of the CFF. Such applicability will be determined by the CFF at its sole discretion.
4. *This Code applies to Participants active in the sport and those who are no longer active in the sport when any claim regarding a potential breach of this Code occurred when the Participant was active in the sport.
5. In addition, breaches of this Code may occur when the Participants involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Participant(s).
6. Any Participant who violates this Code may be subject to sanctions pursuant to the *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy*, a Participant who violates this Code during a competition may be removed from the competition or training area, and the Participant may be subject to further sanctions.

Persons in Authority and Maltreatment

7. *When they are a Person in Authority, Participants are responsible for knowing what constitutes Maltreatment. The categories of Maltreatment are not mutually exclusive, nor are the examples provided in each category an exhaustive list. Rather, what matters for the assessment of the Maltreatment is whether the conduct falls into one or more of the categories, not into which category it falls. Abuse, assault, Harassment, bullying, and hazing can be experienced in more than one category of Maltreatment.
8. *Maltreatment can be any of the prohibited behaviours and conduct, provided the Maltreatment occurs in any one or a combination of the following situations (The physical location(s) where the alleged Maltreatment occurred is not determinative):

- a) Within a sport environment;
 - b) When the Participant alleged to have committed Maltreatment was engaging in sport activities;
 - c) When the Participants involved interacted due to their mutual involvement in sport; or
 - d) Outside of the sport environment where the Maltreatment has a serious and detrimental impact on another Participant.
9. *It is a violation of the Code for sport administrators or other Persons in Authority to place Participants in situations that make them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and coach to share a hotel room when traveling, hiring a coach who has a past history of Maltreatment, assigning guides and other support staff to a para-Athlete when the guide or support staff has a reputation for Maltreatment or assigning such a guide or support staff to a para-Athlete in the absence of consultation with the para-Athlete.

Responsibilities

10. Participants have a responsibility to:
- a) Conduct themselves in a manner consistent with the True Sport principles.
 - b) *Refrain from any behaviour that constitutes Maltreatment, Discrimination, Harassment, Workplace Harassment, or Workplace Violence.
 - c) Maintain and enhance the dignity and self-esteem of other Participants 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, coaches, officials, organizers, volunteers, employees, or other Participants;
 - 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; and
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
 - d) 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. More specifically, the CFF adopts and adheres to the Canadian Anti-Doping Program. The CFF will respect any sanction imposed on a Participant as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.
 - e) 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.
 - f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - g) Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or events of the CFF.
 - h) In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event.
 - i) In the case of adults, not consume cannabis in the Workplace or in any situation associated with the events of the CFF (subject to any requirements for accommodation), not consume alcohol during training, competitions, or in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations.
 - j) When driving a vehicle:
 - i. Have a valid driver's license;

- ii. Not be under the influence of alcohol or illegal drugs or substances;
- iii. Have valid car insurance; and
- iv. Refrain from holding a mobile device.
- k) Respect the property of others and not wilfully cause damage.
- l) Promote sport in the most constructive and positive manner possible.
- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a para-classification, competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
- n) Adhere to all federal, provincial/territorial, municipal and host country laws
- o) Comply, at all times, with the by-laws, policies, procedures, and rules and regulations of the CFF, as adopted and amended from time to time.
- p) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving a Participant to the CFF, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method.

Directors, Committee Members, and Staff

11. In addition to section 10 (above), Directors, Committee Members, and staff of the CFF will have additional responsibilities to:
- a) Function primarily as a Director or Committee Member or staff member of the CFF.
 - b) Ensure their loyalty prioritizes the interests of the CFF.
 - c) Act with honesty and integrity and conduct themselves in a manner consistent with the True Sport principles and with the nature and responsibilities of the business and the maintenance of Participants' confidence.
 - d) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
 - e) Comply with the *Screening Policy*.
 - f) Conduct themselves openly, professionally, lawfully and in good faith.
 - g) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
 - h) Behave with decorum appropriate to both circumstance and position.
 - i) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
 - j) Respect the confidentiality appropriate to issues of a sensitive nature.
 - 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 governance documents.

Coaches and Instructors

12. In addition to section 10 (above), coaches and instructors 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, either consciously or unconsciously. Coaches and instructors will:
- a) *Avoid any behaviour that abuses the Power Imbalance inherent in the coaching position to (i) establish or maintain a sexual relationship with an Athlete that they are coaching, 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) 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) Support the coaching staff of a training camp, provincial/territorial 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 coaches and sport specialists 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 the *Screening Policy*.
- j) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions to the CFF, including those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method.
- k) 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.
- l) Respect Athletes competing for other jurisdictions 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.
- m) Not engage in a sexual or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority.
- n) Disclose any sexual or intimate relationship with an athlete over the age of majority to the CFF and immediately discontinue any coaching involvement with that athlete.
- o) 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.
- p) Dress professionally.
- q) Use inoffensive language, taking into account the audience being addressed.

Athletes

13. In addition to section 10 (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 their best abilities in all competitions, practices, training sessions, and evaluations.
- 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 with professionalism at competition venues, medal presentations, and/or any event where public or media interaction can be expected.
- g) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

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) Not publicly criticize other officials.
- c) Work within the boundaries of their position's description while supporting the work of other officials.
- d) Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations.
- e) Take ownership of actions and decisions made while officiating.
- f) Respect the rights, dignity, and worth of all Participants.
- g) Act openly, impartially, professionally, lawfully, and in good faith.
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- i) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Participants.
- j) Comply with the *Screening Policy*.
- k) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or the CFF at the earliest possible time.
- l) When writing reports, set out the actual facts to the best of their knowledge and recollection.
- m) Dress in proper attire for officiating.

Parents/Guardians and Spectators

15. In addition to section 10 (above), parents/guardians and spectators at events will abide by the following principles with respect to all athletes, including their own children or children in their official care:

- 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 for making a mistake during a competition or practice.
- d) Respect the decisions and judgments of officials, and encourage Athletes to do the same.
- e) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm.
- f) Respect and show appreciation to all competitors, and to coaches, officials and other volunteers.
- g) Never harass competitors, coaches, officials, parents/guardians, or other spectators.

Provincial/Territorial Member Organization and Clubs

16. Provincial/Territorial Member Organization Members of the CFF and Clubs will:

- a) Work with the CFF to align their respective policies and governing documents on the issues of Safe Sport and Participant Conduct, with the aim of upholding the principles underlying this Code, to the extent permissible by requirements established by governments in each jurisdiction.
- b) Pay all required dues and fees by the prescribed deadlines.
- c) Recognize that their websites, blogs and Social Media accounts may be seen as extensions of the CFF and must reflect the CFF's values and principles underlying this Code.

- d) Ensure that all Athletes and coaches participating in sanctioned competitions and events of the CFF are registered and in good standing.
- e) Have well-defined hiring practices and standards in place including interviews, reference checks, and screening procedures to ensure Athletes have a healthy and safe sport environment.
- f) Ensure that any possible or actual misconduct is investigated promptly and thoroughly.
- g) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated, regardless of the position or authority of the offender.
- h) Advise the CFF immediately of any situation where a complainant has publicized a complaint in the media.
- i) Provide the CFF with a copy of all decisions rendered pursuant to the organization's policies for complaints and appeals.

Policy History	
Approved	March 21, 2021
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