



Canadian Fencing Federation

Code of Conduct

Preamble

The Code of Conduct of the Canadian Fencing Federation seeks to guard our standards of behaviour. It does not refer to operational details, but is indicative of the high standards of transparency, integrity and respect that Federation wishes to portray to all internal and external stakeholders of the fencing community in Canada and abroad.

The CFF strives to maintain a standard of excellence in all its operations, communications and relationships. All members of the CFF should support the maintenance of this high standard at all times.

Purpose

1. The purpose of the CFF Code of Conduct is to set a standard of behaviour that is upheld and supported by all persons involved in, or associated with, fencing in Canada.
2. The Code of Conduct is a voluntary code, to be enforced by the will of the organisation, its members and partners, to maintain the standards laid down in the code.

Scope and Applicability

3. This Code of Conduct applies equally to all the CFF representatives, including all Provincial/Territorial federations, associations or branches, licence-holders, High Performance Program athletes, athletes representing Canada at international or national events whether they are part of the High Performance Programme, athletes who are not part of the High Performance Programme, certified and recognized coaches, certified and recognized officials, volunteers, members of the Board of Directors of the CFF, members, officers, committee members, paid staff members, voluntary staff members and other appointed representatives of the CFF.

4. The Code of Conduct applies equally to minors as well as adults.
5. This Code of Conduct supersedes any previous Codes of Conduct of the Canadian Fencing Federation effective the date of approval of the policy by the Board of Directors.

Interpretation

6. Where there is a conflict between the CFF Code of Conduct and statutory legislation, the latter will take precedence. In all cases, unless specifically stated by the hosting country where an event is taking place, Canadian statutory legislation will take precedence. In cases where local laws are enforced, advice will be sought on site through Canadian Department of Foreign Affairs, Trade and Development (DFATD) consular officials.

The Working Environment

7. All employees and volunteers of the CFF have the right to work or serve in a healthy and secure work place, free from discrimination, harassment or other unacceptable behaviours, and where their efforts are supported and respected by all those associated with the sport of fencing in Canada.

Principles

8. The following principles will be the cornerstone of the Code of Conduct of the CFF, and will be reflected in all operations of the Federation, both internally and externally:
 - a. **Sportsmanship:** We will up-hold the highest standards of sportsmanship in all matters, be they directly related to instructional or competitive circumstances, or in business dealings or arrangements within or on behalf of the CFF.
 - b. **Honesty:** We will ensure that all policies, rules and regulations are accessible, comprehensible and reliable, and that all rules and regulations are applied fairly and equitably at all times and in all circumstances.
 - c. **Respect:** We will work together to ensure a climate of mutual respect between various stakeholders and groups of stakeholders, recognising the contributions of employees and volunteers in the promotion of the sport of fencing in Canada.
 - d. **Clarity and Transparency:** We will ensure that the CFF acts in accordance with its governance structure and policy framework, in a fair and transparent manner, whilst keeping all stakeholders informed of changes and issues which could affect their employment, volunteer status or athletic endeavours.

The CFF Policy Framework and the Code of Conduct

9. As part of the process of developing the Code, the CFF has developed a policy framework related to the expected standard of behaviour of all persons associated with the

Federation. All of the required policy documents have been approved by the Board of Directors and will be subject to regular (biennial) review. These policy documents include:

- a. Conflict of Interest Policy.
- b. Policy on Discrimination and Harassment.
- c. Dispute Resolution Policy and Procedures
- d. Policy on Access and Equity.
- e. Policy on Official Languages.

10. All documents which make up the CFF Policy Framework are considered to be 'evergreen' documents, and will be revised and updated outside the approved review cycle, if circumstances so dictate. Other documents may be added to the policy framework, at the direction of, and upon approval of, the Board of Directors of the CFF.

Confidentiality of the Board of Directors

11. All members of the CFF will respect the confidentiality of discussions during meetings of the Board of Directors, committees, etc, in order to preserve the ability to conduct such meetings in an open and frank manner.

12. Decisions of the Board of Directors shall be reported as if they are all unanimous, and individual votes will be held confidential. Should a minority report be presented, it will be recorded as such, but any final vote will posted as a vote by the whole Board.

13. Members departing a sanctioned committee of the CFF, including the Board of Directors, whether that departure be voluntary or not, will respect the confidentiality of the discussions of committees to which he or she was party as a member of that committee.

Standard of Conduct of those subject to the Code of Conduct

14. No person shall engage in any activities which will discredit the sport of fencing, the CFF, provincial or territorial organisations, or any other group or individual associated with fencing in Canada, including but not limited to the following activities, of which there is a more comprehensive list contained in the HPP Athlete's Agreement:

- Using banned substances;
- Conducting or engaging in questionable and/or unethical behaviour;
- Encouraging others to engage in illegal or inappropriate behaviours; or

- Engaging in any conduct that is likely to discredit the CFF or that calls into question the person's ability to carry out his or her duties in an open and transparent manner or that threatens an athlete's ability to compete at the highest levels.

Acceptance of the Code of Conduct and High Performance Programme Athlete Agreement

15. All athletes, officials, and volunteers will be required to sign an agreement, acknowledging personal acceptance of the Code of Conduct and its provisions prior to participation in, or attendance at, officially sanctioned events where they are representing Canada, a province or territory, the Canadian Fencing Federation, or a Provincial or Territorial fencing organisation, be the event held in Canada or in another country.
16. In the case of minors, a responsible parent or guardian will be required to sign both the Code of Conduct and the Athlete's Agreement prior to the minor participating in an event.
17. High Performance Programme athletes will also be required to sign a specific agreement acknowledging their responsibilities to respect the rules and regulations governing the competition to be attended, as well as off-piste behaviour.
18. A sample HPP Agreement is attached as Annex A.

Disciplinary Committee

19. Where a contravention or breach of the Code of Conduct or any of its constituent parts is believed to have occurred, anyone may report such incident to the attention of the President of the CFF or the Executive Director, depending on the circumstances of the believed contravention or breach. An ad-hoc Disciplinary Committee shall be convened to conduct a thorough review, and will be authorised to impose administrative or disciplinary actions in accordance with the provisions of the Code of Conduct as applicable and/or warranted. The ad hoc committee will be instated only to resolve a particular incident and will be terminated upon completion of its mandate.
20. A sample of Terms of Reference for an ad hoc Disciplinary Committee is attached at Annex B.
21. If deemed necessary, the Board of Directors may direct the formation of a standing Disciplinary Committee to review, vary or confirm the decisions of ad hoc Disciplinary Committees; to advise on the imposition of additional sanctions on individuals; or to advise the Board on requirements for future actions. The Standing Committee Terms of Reference should be approved by the President, the Board of Directors or the Executive Director of the CFF, as applicable, in accordance with the CFF polity on Committee Structures.
22. Where the incident takes place during a competition either in Canada or overseas, whether involving an athlete, official or CFF employee or volunteer, the matter shall be referred to the most senior CFF representative present for resolution on-site. However, this does not preclude further action by the CFF. Depending on the circumstances and the site of the

infraction, the senior CFF representative may be the Chef de Mission, Team Manager, Assistant Team Manager, High Performance Committee Representative, Head Coach or programme coach.

23. Where the incident takes place during a fencing event, the matter shall be dealt with in accordance with the rules and regulations of the appropriate fencing jurisdiction. However, this does not preclude further action by the CFF.

24. The ad hoc Disciplinary Committee should include at least the following:

- a. The Senior CFF representative, as listed in paragraph 22, to serve as Chair of the committee;
- b. An athlete's representative who is not a competing athlete and who is of legal age;
- c. A coach representing a different weapon; of the alleged violator; and
- d. Legal counsel, if possible and deemed necessary by the Committee Chair.

25. All members of the ad hoc Disciplinary Committee will be required to declare any actual or potential conflict of interest prior to the Committee being convened.

26. For an incident that takes place outside Canada, or if an insufficient number of appropriate members of the CFF are available to participate in an ad hoc Disciplinary Committee on site, links by telephone for the duration of a meeting will be arranged.

27. Detailed records from a hearing of an ad hoc Disciplinary Committee will be submitted to the President or Executive Director of the CFF, as appropriate, within two days of the Committee's hearing.

Disciplinary Actions imposed by ad hoc Disciplinary Committees

28. Disciplinary actions for violating the Code of Conduct within the authority of the ad hoc Disciplinary Committee may include, but not be limited to:

- a. Suspension of a specified duration from CFF-sponsored events or activities;
- b. Cancellation or reduction of points in cases of rankings or selection, as applicable;
- c. For a member of the High Performance Programme, suspension from the Programme;
- d. For a carded athlete, withdrawal of funding;
- e. For an athlete, official or volunteer attending an international event outside Canada, immediate removal of accreditation, expulsion from the event, removal from team accommodations, and/or return to Canada at the expense of the individual involved;

- f. For an athlete, official or volunteer attending a national or international event inside Canada, immediate removal of accreditation, expulsion from the event, removal from team accommodations, and return to the home club at the expense of the individual involved;
 - g. For an elected official, suspension or dismissal from the Board of Directors or other elected body; or
 - h. Presentation and acknowledgement of a letter of reprimand from the CFF or any other sports organisation, including but not limited to Sports Canada, the Canadian Olympic Committee, the Fédération Internationale d'escrime, or the International Olympic Committee.
29. Where the athlete involved is a minor, he or she will immediately be released to his or her legal guardian at the expense of the individual involved.
30. Administrative actions within the authority of the ad hoc Disciplinary Committee may include, but not be limited to:
- a. For an employee, dismissal from the paid position or termination without notice of an employment contract;
 - b. Removal from a post or position within the CFF organization; or
 - c. Submission and publication of a written or verbal apology.
31. If required, an ad hoc Disciplinary Committee can impose an interim sanction, which can then be referred to the standing Disciplinary Committee of the CFF for ratification, variation or review.

Standing Disciplinary Committee of the CFF

32. The President of the CFF has the authority to create a Standing Disciplinary Committee which will be charged, inter alia, with reviewing the actions of an ad hoc Disciplinary Committee and making recommendations to the CFF for the imposition, ratification, variation or appeal of sanctions imposed by the ad hoc Committee.
33. The Standing Committee has the power to vary a decision made by an ad hoc Disciplinary Committee, should the circumstances so warrant.

Timeliness of Actions

34. Where an incident warrants the creation of a Disciplinary Committee, the Terms of Reference of the Committee will include the timelines for resolution of the incident, and the affected party(-ies) will be informed of response times, deadlines for appeal, etc. An ad hoc

Disciplinary Committee should be convened within 48 hours of an alleged breach of the Code of Conduct.

35. If more time is required to investigate an incident, for the imposition of sanctions, or for an appeal or review of the imposition of sanctions, all parties will be so informed in accordance with timelines laid out in the Terms of Reference of the Disciplinary Committee.

36. Unless otherwise stated in the Terms of Reference of the ad hoc or Standing Disciplinary Committee, sanctions will be enforced immediately once a decision has been reached.

Appeal of Disciplinary Action for a Violation of the Code of Conduct

37. An athlete, employee, volunteer or official found to be in violation of the CFF Code of Conduct has the right to appeal an applied sanction, in accordance with the CFF Dispute Resolution Policy and Procedures. The appeal may be made to the President of the CFF, the Executive Director, or an external dispute resolution organisation, as is commensurate with the violation and the imposed sanction.

38. Unless otherwise stated, appellant must file to be heard within 60 days of the rendering of a decision by the Committee is reached particularly where a sanction has been applied. In the case where the Standing Committee decide a new or different sanction, the appeal must be filed within 60 days of the imposition of the new or different sanction.

39. Where the person who has allegedly violated the Code of Conduct is a minor, the appeal may be filed on his or her behalf by a competent adult in line with the same timelines listed above.

Referral to the Sport Dispute Resolution Centre of Canada (SDRCC)

40. Should the affected party(-ies) believe that the imposed sanctions or actions are unfair or overly severe, an Appeal can be made in accordance with the Appeals Policy, and the matter can be referred to the SDRCC for resolution. The CFF will not fund members for any such appeal.

41. This policy is to be approved by the Board of Directors of the CFF and shall be reviewed every two years or upon change of the President of the CFF.

Recommended for Approval:



February 12, 2014

Brad Goldie
President, Canadian Fencing Federation

Date

Approved by the Board of Directors, **February 12, 2014**