



BC ADAPTIVE SNOWSPORTS Code of Conduct and Ethics

NOTE: In addition to the conduct standards contained in this Code, BC Adaptive Snowsports adopts and accepts all the terminology and language in the B.C. Universal Code of Conduct (BC UCC) located [here](#). Participants are required to adhere to both this Code and the BC UCC. Alleged violations of either this Code or the BC UCC can be reported pursuant to BC Adaptive Snowsports' *Discipline and Complaints Policy*.

Definitions

1. The following terms have these meanings in this Code:
 - a) **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of BCAS who are subject to the BC UCC and the policies of BCAS, as well as all people employed by, contracted by, or engaged in activities with, BCAS including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers.
 - b) **“Workplace”** - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, BCAS's office, events sanctioned by BCAS, work-related social functions, work assignments outside the BCAS's offices, work-related travel, and work-related meetings, conferences or training sessions

Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within BCAS' programs, activities, and events) by making Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with BCAS' core values. BCAS supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

Application of this Code

3. This Code applies to Participants' conduct during BCAS' business, activities, and events including, but not limited to, camps, training sessions, education sessions, and travel associated with BCAS' activities, the BCAS office environment, and any meetings.
4. A Participant who violates this Code may be subject to sanctions pursuant to BCAS' *Discipline and Complaints Policy*.
5. An employee of BCAS found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client, volunteer, participant or other third party during working hours, or at any BCAS event, will be subject to appropriate disciplinary action.
6. This Code also applies to Participants' conduct outside of BCAS' business, activities, and events when such conduct adversely affects relationships within BCAS (and its work and sport environment) and is detrimental to the image and reputation of BCAS. Such applicability will be determined by BCAS at its sole discretion.

Responsibilities

7. Participants have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of BCAS members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - 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 the sport and activity 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. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
 - iii. Leering or other suggestive or obscene gestures
 - iv. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - v. Practical jokes which endanger a person's safety, or negatively affect performance
 - vi. Any form of hazing
 - vii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - viii. Unwelcome sexual flirtations, advances, requests, or invitations
 - ix. Physical or sexual assault
 - x. 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
 - xi. Retaliation or threats of retaliation against an individual who reports harassment to BCAS
- c) Refrain from any behaviour that constitutes **workplace harassment**, where workplace harassment is defined as vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:
 - i. Bullying
 - ii. Repeated offensive or intimidating phone calls or emails
 - iii. Inappropriate sexual touching, advances, suggestions or requests
 - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
 - v. Psychological abuse
 - vi. Personal harassment
 - vii. Discrimination
 - viii. Intimidating words or conduct (offensive jokes or innuendos)
 - ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- d) Refrain from any behaviour that constitutes **workplace violence**, where workplace violence is defined

as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:

- i. Verbal threats to attack a worker
 - ii. Sending to or leaving threatening notes or emails for a worker
 - iii. Making threatening physical gestures to a worker
 - iv. Wielding a weapon in a workplace
 - v. Hitting, pinching or unwanted touching of a worker which is not accidental
 - vi. Throwing an object at a worker
 - vii. Blocking normal movement or physical interference of a worker, with or without the use of equipment
 - viii. Sexual violence against a worker
 - ix. Any attempt to engage in the type of conduct outlined above
- e) 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
- f) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, BCAS adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the BCAS' *Discipline and Complaints Policy*. BCAS will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by BCAS or any other sport organization
- g) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, 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)
- h) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- i) Refrain from consuming tobacco products, or recreational drugs while participating in BCAS' programs, activities, or events
- j) In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult- oriented social situations associated with BCAS' programs and events
- k) Respect the property of others and not willfully cause damage
- l) Promote the sport in the most constructive and positive manner possible
- m) When driving a vehicle with a Participant:

- i. Not have their license suspended;
 - ii. Have the appropriate license required by the vehicle type or by the transportation of other individuals as part of a work responsibility
 - iii. Not be under the influence of alcohol or illegal drugs or substances; and
 - iv. Have valid car insurance
- n) Adhere to all federal, provincial, municipal and host country laws
 - o) Comply, at all times, with BCAS' bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

Directors, Committee Members, and Staff

8. In addition to section 7 (above), BCAS' Directors, Committee Members, and Staff will have additional responsibilities to:
 - a) Function primarily as a Director or Committee Member of BCAS; 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 BCAS' business and the maintenance of Participants' confidence
 - c) Ensure that BCAS' 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 BCAS
 - 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
 - g) Keep informed about BCAS' activities, the provincial sport community, and general trends in the sectors in which they operate
 - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which BCAS is incorporated
 - 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 a thorough knowledge and understanding of all BCAS governance documents
 - m) Conform to the bylaws and policies approved by BCAS

Instructors

9. In addition to section 7 (above), instructors have many additional responsibilities. The instructor-participant relationship is a privileged one and plays a critical role in the personal and athletic development of the participant.

Instructors 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. Instructors 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 participants
- b) Prepare participants systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm participants
- c) Avoid compromising the present and future health of participants by communicating and cooperating with medical professionals in the diagnosis, treatment, and management of participants' medical and

psychological treatments

- d) Provide participants (and the parents/guardians of minor participants) with the information necessary to be involved in the decisions that affect the participant
- e) Act in the best interest of the participant's development as a whole person
- f) Comply with the CADS' *Criminal Record Check and Vulnerable Sector Check Policy*, if applicable
- g) Report to BCAS any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- h) 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
- i) Not engage in a sexual relationship with a participant under 18 years old, or an intimate or sexual relationship with a participant over the age of 18 if the instructor is in a position of power, trust, or authority over the participant. In any case, notification must be given to the organization if any relationship exists between an adult participant and an instructor.
- j) Recognize the power inherent in the position of instructor and respect and promote the rights of all participants. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Instructors 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
- k) Dress professionally, neatly, and inoffensively
- l) Use inoffensive language, taking into account the audience being addressed

Parents/Guardians, Spouses/Partners, and Attendees

10. In addition to section 7 (above), parents/guardians, partners/spouses, and attendees at events will:

- a) Encourage participants to adhere to the rules of the event facility 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 session
- d) Provide positive comments that motivate and encourage participants' continued effort
- e) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- f) Respect and show appreciation to all participants, and volunteers
- g) Not harass participants, volunteers, parents/guardians, or other event attendees

Volunteers

11. In addition to section 7 (above), volunteers will have additional responsibilities to:

- a) Support participants and other volunteers
- b) Serve as a representative of BCAS
- c) Carry out volunteer duties to the best of their abilities