



## Canmore Nordic Ski Club

### Code of Conduct Policy

Policy No. CNSC 2024-01

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#### **Policy Statement**

It is the policy of the Canmore Nordic Ski Club (“Club”) that its employees and members shall adhere to the Code of Conduct Policy that supports the Club’s values.

1. This policy applies to all employees and members of the Club as well as the parents or guardians of Club members who are minors.
2. This policy applies during all Club events including, but not limited to races, training, meetings, travel, fundraisers, camps and social events.

#### **Definitions**

The following terms have these meanings for the purposes of this Policy:

1. “Individuals associated with the Club” refers to all categories of the Club’s membership, as well as all individuals engaged in activities with the Club, including but not limited to athletes, their parents or guardians, coaches, race officials, volunteers, directors, committee members, and administrators.
2. “Minor Infraction” refers to a single breach of the Code of Conduct policy that has a limited impact. It may include, for example, a single instance of disrespectful or rude behavior, unsportsmanlike conduct, a minor disturbance after curfew, etc.
3. “Major Infraction” refers to a single breach of the Code of Conduct policy that is of a significant nature and that has an impact on the Club and its members. It may include, for example, physical violence, vandalism, theft, bullying, activities that endanger the safety of others, possession and or consumption of alcohol and/or drugs etc., or repeated minor infractions.

#### **Purpose**

The purpose of this Code of Conduct Policy is to ensure a safe and positive environment within the Club, its programs, activities and events, by ensuring that all individuals associated with the Club are aware that there is an expectation of appropriate behavior at all times that is consistent with the values of the Club.

The Club is committed to providing an environment in which all individuals are treated with respect. Further, the Club supports equal opportunities and prohibits discriminatory practices. Individuals associated with the Club are expected to conduct themselves at all times in a manner consistent with the values of the Club which include fairness, integrity, open communication and mutual respect.

Conduct that contravenes this Policy may be subject to sanction pursuant to this policy as outlined below.

### **Application of this Policy**

This Policy applies to all individuals associated with the Club with respect to conduct that may arise during the course of the Club's business, activities and events, including but not limited to, the office and work environment, competitions, practices, training camps, travel, and any meetings.

This Policy also applies to conduct that may occur outside of the Club's business, activities and events when such conduct adversely affects the Club's relationships with external actors, such as the Club's sponsors, Alberta Parks, the Town of Canmore, Nordiq Alberta, and is detrimental to the Club's image and reputation.

### **General Responsibilities**

All individuals associated with the Club have a responsibility to:

1. Maintain and enhance the dignity and self-esteem of Club members and other individuals associated with the Club by:
  - a. demonstrating respect for all individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
  - b. focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
  - c. consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
  - d. acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
  - e. consistently treating individuals fairly and reasonably; and
  - f. ensuring that the rules of cross country skiing, and the spirit of such rules, are adhered to.
  
2. Not engage in any behavior that constitutes harassment or assault, 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 behavior that constitute harassment include, but are not limited to:
  - a. written or verbal abuse, threats or outbursts;
  - b. the display of visual material which is offensive or which one ought to know is offensive;
  - c. unwelcome remarks, jokes, comments, innuendos or taunts;
  - d. leering or other suggestive or obscene gestures;
  - e. condescending or patronizing behavior which is intended to undermine self esteem, diminish performance or adversely affect working conditions;
  - f. practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
  - g. any form of hazing;
  - h. physical or sexual assault;
  - i. intimidation or bullying;
  - j. behaviors such as those described above that are not directed towards individuals or

- groups but have the same effect of creating a negative or hostile environment; and
- k. retaliation or threats of retaliation against an individual who reports harassment.
3. Not engage in any behavior that constitutes sexual harassment or assault, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
    - a. sexist jokes;
    - b. display of sexually offensive material;
    - c. sexually degrading words used to describe a person;
    - d. inquiries or comments about a person's sex life;
    - e. unwelcome sexual flirtations, advances, propositions or invitations;
    - f. persistent unwanted contact;
    - g. any behavior that may constitute sexual assault; and
    - h. abuse of power or authority in an attempt to coerce another person to engage in inappropriate activities.
  4. In the case of adults, take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with Club events.
  5. Respect, and not wilfully cause damage to, the Club's property and the property of others.
  6. Not engage in the use of non-approved drugs and prohibited substances.
  7. Comply at all times with the bylaws, policies, rules and regulations of the Club, as adopted and amended from time to time.
  8. Adhere to all Federal, Provincial, Municipal or host country laws.

## **Coaches**

In addition to the above General Responsibilities section, Coaches have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:

1. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment.
2. 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.
3. Support the present and future health of athletes by communicating and cooperating with sport medicine professionals, on request, in the diagnosis, treatment and management of athletes' medical and psychological situation and by supporting the implementation of athlete treatment plans.
4. Under no circumstances provide, promote or condone the use of non-approved drugs or prohibited substances.
5. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise.

6. At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years and at no time engage in 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.
7. Where an athlete has qualified for a training camp, provincial team, national team, etc., the Coach will support the program, applicable coaching staff and the team.
8. Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
9. Act in the best interest of the athlete's development as a whole person.

## **Athletes**

In addition to the above General Responsibilities section, Athletes have additional responsibilities to:

1. Participate and appear on time in all competitions, practices, training sessions, events, activities or projects.
2. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
3. Provide consent for Coaches to communicate with the Athletes' sports medicine professionals related to Club events.
4. Not engage, in the case of minor athletes, in the consumption or possession of alcohol.
5. Not engage in the consumption or possession of illicit drugs.
6. Abide by curfew regulations at Club events as defined by the coach responsible for the athlete.

## **Board of Directors**

In addition to the General Responsibilities section above, the Club's Board of Directors have additional responsibilities in the conduct of their duties to:

1. Be fair and objective.
2. Avoid situations in which a conflict of interest may arise.
3. Make independent judgments.

## **Reporting**

Alleged infractions and disputes relating to the implementation of the Code of Conduct Policy or any athlete agreement shall be dealt with in a timely manner.

All infractions reported to the Club will be dealt with in confidence and documented by the Club.

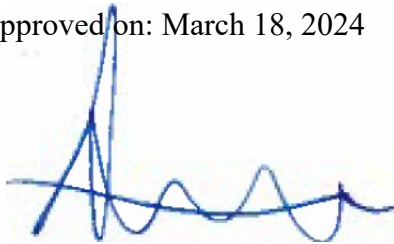
In the event of a minor infraction, the following steps shall be taken:

1. The complainant is encouraged to address the alleged infraction directly with the individual(s) who they consider responsible, or their parent or guardian in the case of a minor.
2. If step 1 is not possible, or the complainant is not comfortable for any reason with addressing the alleged infraction directly, a coach, program coordinator and/or member of the Club should be asked to assist in addressing the alleged infraction with the individual(s) considered responsible or their parent or guardian in the case of a minor.
3. If step 2 is not possible, the alleged infraction should be reported to the Program Director and Club President who will assist in resolving the situation.

In the event of a major infraction, the following steps shall be taken:

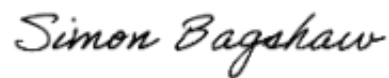
1. The alleged infraction should be reported to the Club President and Program Director as soon as possible.
2. The Club President and Program Director will gather information from the concerned parties and assess whether a major infraction has occurred.
3. If the alleged infraction involves a minor, the parents or guardians will be informed and consulted during the information gathering by the Club President.
4. In the event that the Club President finds that a major infraction has occurred, they will strike a Review Committee, made up of the President, the Program Director and one other Board member that will determine what disciplinary action should be taken. This may include:
  - a. removal of athlete from training or a Club event;
  - b. suspension from training, racing or Club events, the duration of which will be determined by the severity of the infraction;
  - c. expulsion from the Club (with no program fee refund).
5. If a Club member is removed from an away race or training camp or other out-of-town activity for a major infraction, they will be personally liable for any travel, accommodation or other costs associated with the event, including their share of the coaching costs, incurred by the Club on their behalf, as well as their return travel and associated costs.
6. If resolution of the infraction is not possible at Club level, the complainant or a third party who is reporting an incident, should contact the Nordiq Alberta or Nordiq Canada Independent Third Party (ITP) complaint receiver to report the alleged infraction and be informed of possible follow-up action.

Approved on: March 18, 2024



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President



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Executive Member