



CODE OF CONDUCT AND ETHICS

Definitions

1. The following terms have these meanings in this Code:

“Individuals” – Individuals employed by, or engaged in activities with, BC Wheelchair Basketball Society (BCWBS) including, but not limited to, athletes, coaches, referees, officials, sport science and medical personnel, volunteers, managers, administrators, committee members, parents or guardians, and Directors and Officers of the BCWBS.

“Workplace” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, BCWBS’s office, competitions and events sanctioned by BCWBS, work-related social functions, work assignments outside the BCWBS’s offices, work-related travel, and work-related conferences or training sessions.

Purpose

1. The purpose of this Code of Conduct and Ethics is to ensure a safe and positive environment within BCWBS programs, activities, and events, by making all individuals aware that there is an expectation at all times of appropriate behaviour consistent with the values of BCWBS. BCWBS supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.
2. BCWBS accepts all language contained in the British Columbia Universal Code of Conduct (BC UCC)
3. BCWBS is committed to providing an environment in which all individuals are treated with respect and believes that wheelchair basketball plays a fundamental and integral role in the physical, social, and mental well-being of an individual. Further, BCWBS supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of BCWBS that include fairness, integrity, open communication, and mutual respect.
4. Conduct that violates this Code of Conduct and Ethics may be subject to sanctions pursuant to BCWBS’s policies related to discipline and complaints.

Scope and Application

1. This code applies to the Individuals defined above, relating to conduct that may arise during the course of BCWBS business, activities and events, including but not limited to, office environment, competitions, practices, tournaments, training camps, social media, travel, and any work-related meetings.
2. This Code applies to Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Participant was active in the sport.

3. A Participant who violates this Code may be subject to sanctions pursuant to BCWBS's *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to BCWBS's *Discipline and Complaints Policy*, a Participant who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the competition.
4. An employee of BCWBS found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third-party during business hours, or at any event of BCWBS, will be subject to appropriate disciplinary action subject to the terms of BCWBS's *Human Resources Policy Handbook* as well as the employee's Employment Agreement (if applicable).
5. This Code also applies to Participants' conduct outside of BCWBS's business, activities, and events when such conduct adversely affects relationships within BCWBS (and its work and sport environment) and is detrimental to the image and reputation of BCWBS. Such applicability will be determined by BCWBS at its sole discretion.

Persons in Authority and Maltreatment

1. *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.
2. *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.
3. *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.
4. **Responsibilities** Participants have a responsibility to:
 - a) Be aware of this code of conduct and understand the standards of behaviour outlined within it
 - b) Maintain and enhance the dignity and self-esteem of BCWBS Members and other Participants by:
 - i. Treating each other with the highest standards of respect and integrity; regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, and 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, and members.
 - iii. Consistently demonstrating the spirit of sportsmanship, sports leadership, and ethical conduct.
 - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory.
 - v. Consistently treating individuals fairly and reasonably.
 - vi. Ensuring that the rules of the sport, and the spirit of such rules, are adhered to.
- c) 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 where hazing is defined as *"Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."*
 - 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 the BCWBS
- d) 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

- e) 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
- f) 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
- g) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, BCWBS 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 BCWBS's *Discipline and Complaints Policy*. BCWBS will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by BCWBS or any other sport organization.
- h) 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.
- i) Refrain from the use of power or authority to coerce another person to engage in inappropriate activities.
- j) Refrain from consuming tobacco products, or recreational drugs while participating in the BCWBS programs, activities, competitions, or events:

- i. In the case of adults, avoid consuming alcohol in competitions and situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult- oriented social situations associated with the BCWBS's events.
- ii. Respect the property of others and not wilfully cause damage
- iii. Promote the sport in the most constructive and positive manner possible.
- k) When driving a vehicle with an Individual:
 - Not have his or her license suspended;
 - i. Have the appropriate licence required by the vehicle type or by the transportation of other individuals as part of a work responsibility.
 - ii. Not be under the influence of alcohol or illegal drugs or substances; and
 - iii. Have valid car insurance
 - iv. Refrain from using any handheld device
- l) Adhere to all federal, provincial, laws.
- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
- n) Comply, at all times, with BCWBS's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time.

Board of Directors /Committee Members and Staff

- 5. In addition to section 7 (above), Board and Committee Members will:
 - a) Function primarily as a member of the board and/or committee(s) of BCWBS; not as a member of any other member or constituency.
 - b) Act with honesty and integrity and conduct himself or herself in a manner consistent with the nature and responsibilities of BCWBS business and the maintenance of Member confidence.
 - c) Ensures that the financial affairs of BCWBS are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities.
 - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of BCWBS.
 - 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 the activities of BCWBS, the sport community, and general trends in the sectors in which it operates.
 - h) Exercise the degree of care, diligence and skill required in the performance of his or her duties pursuant to the laws under which BCWBS is incorporated.
 - i) Respect the confidentiality appropriate to issues of a sensitive nature.
 - j) Ensure that all Participants 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 to be diligent in preparation for, and participation in, discussions at such meetings.
 - m) Have a thorough knowledge and understanding of all BCWBS governance documents.
 - n) Conform to the bylaws and policies approved by BCWBS.

Coaches

6. In addition to section 7 (above), coaches have 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) Meet the highest standards of credentials, integrity, and suitability, including but not limited to such considerations established by BCWBS Screening Policy, so that the community is satisfied it has minimized the risk of an unsafe environment.
 - b) 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.
 - 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 problems;
 - e) 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.
 - f) Where an athlete has qualified for a training camp, provincial team, national team, etc., the Coach will support the program, applicable coaching staff and BCWBS.
 - g) Report 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, alcoholic beverages, cannabis and/or tobacco.
 - i) Respect all other teams and athletes from other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved.
 - j) 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.
 - k) Dress professionally, neatly and inoffensively.
 - l) Not use offensive language, considering the audience being addressed.

Athletes

7. In addition to section 7 (above), athletes will have additional responsibilities to:
 - a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
 - b) Participate and appear on time, well-nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities, or projects.
 - c) Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification, or other reason.
 - d) Adhere to BCWBS's rules and requirements regarding clothing and equipment.

- e) Never ridicule a participant for a poor performance or practice.
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators.
- g) Dress in a manner representative of BCWBS with focus being on neatness, cleanliness, and discretion. Designated official clothing, if applicable, must be worn when traveling and competing.
- h) Act in accordance with BCWBS's policies and procedures and, when applicable, additional rules as outlined by coaches or chaperones.
- i) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.

Officials

15. In addition to paragraph 7 (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 BCWBS by agreeing to enforce and abide by national and provincial rules and regulations.
 - d) Take ownership of actions and decisions made while officiating.
 - e) Respect the rights, dignity, and worth of all Participants.
 - f) Not publicly criticize other officials or any club or association.
 - 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 ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Participants.
 - j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time.
 - k) When writing reports, set out the facts.
 - l) Dress in proper attire for officiating.

Parents/Guardians and Spectators

16. In addition to section 7 (above), parents/guardians and spectators at events will:
- 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 performance or practice.
 - d) Provide positive comments that motivate and encourage participants' continued effort.
 - e) Respect the decisions and judgments of officials and encourage athletes to do the same.
 - f) Respect an official's or staff member's judgment or honesty.
 - g) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm.
 - h) Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers.
 - i) Not harass competitors, coaches, officials, parents/guardians, or other spectators.

Clubs

17. As a member Clubs will:

- a) Adhere to all of BCWBS 's governing documents and, where necessary, amend their own rules to comply or align with those of BCWBS.
- b) Pay all required dues and fees by the prescribed deadlines.
- c) Ensure that all Athletes and coaches participating in sanctioned competitions and events of BC Wheelchair Basketball Society are registered and in good standing.
- d) Ensure that any possible or actual misconduct is investigated promptly and thoroughly.
- e) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated, regardless of the position or authority of the offender.
- f) Advise BCWBS immediately of any situation where a complainant has publicized a complaint in the media.
- g) Provide BCWBS with a copy of all decisions rendered pursuant to the organization's policies for complaints and appeals.

Volunteers

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

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

Signed: -----

Print name: -----

Date: -----