



Biathlon Alberta

Code of Conduct

CODE OF CONDUCT

DEFINITIONS

1. The following terms have these meanings in this Code:
 - a) “*Individuals*” – Individuals employed by, or engaged in activities with, Biathlon Alberta including, but not limited to, registered participants, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of Biathlon Alberta.

PURPOSE

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

APPLICATION OF THIS CODE

3. This Code applies to Individuals’ conduct during Biathlon Alberta’s business, activities, and events including, but not limited to its office environment, competitions, practices, tryouts, training camps, travel, and any meetings of Biathlon Alberta.
4. Complaints of breach of this Code will be considered in accordance with [Biathlon Alberta’s Dispute Resolution Policy](#) – General Grievance Procedure.
5. Any individual having an Employment Agreement with Biathlon Alberta and found to have breached this Code of Conduct will be subject to appropriate disciplinary action according the terms of their Employment Agreement.. Violations could result in a warning, reprimand, access restrictions, suspensions and other disciplinary actions up to an including termination of employment contract, and eviction from Biathlon Alberta.
6. This Code also applies to Individuals’ conduct outside of Biathlon Alberta’s business, activities, and events when such conduct adversely affects relationships within Biathlon Alberta (and its work and sport environment) and is detrimental to the image and reputation of Biathlon Alberta. Such applicability will be determined by Biathlon Alberta at its sole discretion.

RESPONSIBILITIES

7. Individuals have a responsibility to:

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- a) Maintain and enhance the dignity and self-esteem of Biathlon Alberta registered participants 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, religious belief, 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 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. Additional information can be found in the [Biathlon Alberta Harassment Policy](#). Types of behaviour that constitute harassment include, but are not limited to:
- i. Written or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - vii. Any form of hazing.
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - ix. Unwelcome sexual flirtations, advances, requests, or invitations
 - x. Physical or sexual assault
 - xi. 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
 - xii. Retaliation or threats of retaliation against an individual who reports harassment to Biathlon Alberta
- c) 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 that detrimentally affects the sport environment or leads to adverse consequences for those to whom the conduct is directed. Additional information can be found in the [Biathlon Alberta Harassment Policy](#). Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Display of sexually offensive material

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- 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
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Biathlon Alberta adopts and adheres to the Canadian Anti-Doping Program. Biathlon Alberta will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Biathlon Alberta or any other sport organization
 - e) 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)
 - f) Refrain from the malicious use of online social media networks or any public media domain, including texting. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
 - g) Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Biathlon Alberta programs and competitions
 - h) In the case of adults, avoid consuming alcohol and recreational drugs in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Biathlon Alberta's events
 - i) Respect the property of others and not wilfully cause damage
 - j) Promote biathlon in the most constructive and positive manner possible
 - k) Adhere to all federal, provincial, municipal and host country laws
 - l) Comply, at all times, with Biathlon Alberta's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
 - 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.

BOARD/COMMITTEE MEMBERS AND STAFF

8. In addition to section 7 (above), Biathlon Alberta's Directors, Committee Members, and Staff will:
- a) Function primarily as a member of the board and/or committee(s) of Biathlon Alberta; not as a member of any other particular club or constituency
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Biathlon Alberta's business and the maintenance of member confidence
 - c) Ensure that Biathlon Alberta's 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 Biathlon Alberta
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism

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- 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 Biathlon Alberta's 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 Biathlon Alberta is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Ensure that all members 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 be diligent in preparation for, and participation in, discussions at such meetings
- m) Have a thorough knowledge and understanding of all Biathlon Alberta governance documents
- n) Conform to the bylaws and policies approved by Biathlon Alberta

COACHES

9. In addition to section 7 (above), coaches 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, consciously or unconsciously. Coaches 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 athletes
 - b) 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
 - c) 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
 - d) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
 - e) Act in the best interest of the athlete's development as a whole person
 - f) Respect other coaches
 - g) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by Biathlon Alberta's screening procedures
 - h) 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
 - i) 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
 - j) 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 after first receiving approval from the coaches who are responsible for the athletes

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- k) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- l) 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
- m) Dress professionally, neatly, and inoffensively
- n) Use inoffensive language, taking into account the audience being addressed

ATHLETES

10. In addition to section 7 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program
- b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c) 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
- d) Adhere to Biathlon Alberta'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 athletes, officials, coaches, or spectators
- g) Dress in a manner representative of Biathlon Alberta; focusing on neatness, cleanliness, and discretion. Designated official clothing, if applicable, must be worn when travelling and competing
- h) Act in accordance with Biathlon Alberta's policies and procedures and, when applicable, additional rules as outlined by coaches or managers
- i) Abide by the detailed *Biathlon Alberta - Athlete Code of Conduct* when representing Biathlon Alberta at any camp, clinic, tour, competition or related activity.

OFFICIALS

11. In addition to section 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 Biathlon Alberta 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 individuals
- f) Not publicly criticize other officials or any association
- g) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of Biathlon Alberta, athletes, coaches, other officials, and parents

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- 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 disqualifications, discipline processes, and appeals.
- j) Accept an assignment to officiate at a competition only if one intends to honour that commitment. If, for any reason, one is unable to attend, let the person in charge of the officials know as soon as possible.
- k) Dress in proper attire for officiating