



Triathlon Alberta Code of Conduct and Ethics

Definitions

- 1) The following terms have these meanings in this Code:
 - a. “Individuals” – All categories of membership defined in the Triathlon Alberta’s Bylaws as well as all individuals employed by, or engaged in activities with, the Triathlon Alberta including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of Triathlon Alberta, and parents/guardians of athletes

Purpose

- 2) The purpose of this code is to ensure a safe and positive environment (within Triathlon Alberta programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behaviour consistent with the values of the Triathlon Alberta that include excellence, integrity, inclusion, and collaboration. Further, the Triathlon Alberta supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.
- 3) Conduct that violates this Code may be subject to sanctions pursuant to the Triathlon Alberta’s Discipline and Complaints Policy.

Application of the Code

- 4) This Code applies to Individual’s conduct during the Triathlon Alberta’s business, activities, and events including, but not limited to, competitions, practices, training camps, travel associated with the Triathlon Alberta activities, and any meetings.
- 5) This Code also applies to Individual’s conduct outside of the Organization’s business, activities, and events when such conduct adversely affects relationships within the Organization and/or its Members (and its work and sport environment) and is detrimental to the image and reputation of the Triathlon Alberta. Such jurisdiction will be determined by the Triathlon Alberta at its sole discretion.
- 6) An Individual who violates this Code may be subject to sanctions pursuant to the Triathlon Alberta’s Discipline and Complaints Policy
- 7) An employee of the Triathlon Alberta found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Triathlon Alberta’s Human Resources Policy, as well as the employee’s Employment Agreement, as applicable. Violations could result in a warning, reprimand, access restrictions, suspension, and other disciplinary actions up to and including termination of employment/contract.

Individuals

- 8) Individuals have a responsibility to:
 - a. Maintain and enhance the dignity and self-esteem of Triathlon Alberta Members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin,



- nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status.
 - 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 Triathlon 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 outburst.
 - 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 defined as any potentially or actual humiliating, degrading, abusive, or dangerous activity expected of an athlete by a more senior individual, which does not contribute to any positive development, but is required to be accepted as part of a team, regardless of the 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
 - 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 the Triathlon 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. 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
- d. 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
- e. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Triathlon Alberta adopts and adheres to the Canadian Anti-Doping Program. The Triathlon Alberta will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping program, whether imposed by the Triathlon Alberta or any other sport Association.
- f. 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).
- g. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- h. Refrain from consuming alcohol, tobacco products, or recreational drug use while participating in the Triathlon Alberta's programs, activities, competitions, or events. 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 the Triathlon Alberta's events.
- i. Respect the property of others and not wilfully cause damage
- j. Adhere to all federal, provincial, municipal and host country laws
- k. Comply, at all times, with the Triathlon Alberta's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- l. Refrain from any behaviour that constitutes Workplace Harassment or Workplace Violence, where workplace harassment is defined as conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; and 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; or statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker. Workplace matters 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 or workplace violent include, but are not limited to:

Workplace Harassment

- 1) Bullying
- 2) Repeated offensive or intimidating phone calls or emails
- 3) Inappropriate touching, advances, suggestions or requests
- 4) Displaying or circulating offensive pictures, photographs or materials
- 5) Psychological abuse
- 6) Discrimination
- 7) Intimidating words or conduct (offensive jokes or innuendos)
- 8) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning

Workplace Violence

- 1) Verbal threats to attack a worker
- 2) Sending to or leaving threatening notes or emails
- 3) Making threatening physical gestures
- 4) Wielding a weapon
- 5) Hitting, pinching, or unwanted touching which is not accidental
- 6) Blocking normal movement or physical interference, with or without the use of equipment
- 7) Sexual violence
- 8) Any attempt to engage in the type of conduct outlined above

Board/Committee Members and Staff

- 9) In addition to section 8 (above), Triathlon Alberta Board Members, Committee Members, and Staff will have additional responsibilities to:
 - a. Function primarily as a member of the board and/or committee(s) of the Triathlon Alberta; 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 Triathlon Alberta business and the maintenance of Member confidence
 - c. Ensure that the Triathlon Alberta's financial affairs are conducted in a responsible manner with due regard for all fiduciary responsibilities
 - d. Conduct themselves professionally, lawfully and in good faith in the best interests of the Triathlon Alberta
 - 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 Triathlon Alberta activities, the provincial triathlon 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 their duties pursuant to the laws under the Triathlon 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
- 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 of the Triathlon Alberta governance documents
- n. Confirm to the bylaws and policies approved by the Triathlon Alberta, in particular this Code of Conduct and Ethics as well as the Conflict of Interest Policy and Confidentiality Policy

Coaches

10) In addition to section 8 (above), coaches must adhere to the Minimum Coaching Requirements Policy along with additional responsibilities. 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. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
- e. Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- f. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- g. Act in the best interest of the athlete's development as a whole person
- h. Report to the Triathlon Alberta 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 athletes playing with 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 coaches who are responsible for the athletes
- k. Dress professionally, neatly, and inoffensively
- l. Use inoffensive language, taking into account the audience being addressed
- m. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in the 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



- n. Not engage in a sexual relationship with an athlete under 18 years of age, 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
- o. Refrain from using their power or authority to coerce another person to engage in or tolerate sexual or harmful activities
- p. Refrain from conduct that causes physical or emotional harm to individuals
- q. Prevent the use of power or authority in an attempt, successful or not, to coerce another person to engage in or tolerate sexual activity

Athletes

- 11) In addition to section 8 (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 their carded athlete requirements
 - b. Participate and appear on-time, well nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, 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 the Triathlon Alberta rules and requirements regarding clothing and equipment
 - e. Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
 - f. Dress in a manner representative of the Triathlon Alberta; focusing on neatness, cleanliness, and discretion
 - g. Act in accordance with the Triathlon Alberta's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Officials

- 12) In addition to section 8 (above), officials will have additional responsibilities to:
- a. Maintain and update their knowledge of the rules and rule(s) changes
 - b. Work within the boundaries of their position's description while supporting the work of other officials
 - c. Act as an ambassador of the Triathlon 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 club or the Alberta Triathlon Association
 - g. Act openly, impartially, professionally, lawfully, and in good faith
 - h. Be fair, equitable, considerate, independent, honest, and impartial in all dealings
 - 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 individuals
 - j. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Triathlon Alberta at the earliest possible time
 - k. When writing reports, set out the true facts



- I. Dress in proper attire when officiating

Parents/Guardians and Spectators

13) In addition to section 8 (above), Parents/Guardians and Spectators at events will:

- a. Encourage athletes to play by 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 athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athletes' coach
- e. Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole
- f. Respect the decisions and judgments of officials, and encourage athletes to do the same
- g. Never question an officials' or staffs' judgment or honesty
- h. Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
- i. Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers
- j. Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators