



Code of Conduct and Ethics Policy

Manitoba Track and Field Association Inc. (Athletics Manitoba)

Definitions

1. In this Code of Conduct and Ethics Policy the following terms mean:
 - a) “Association” – Athletics Manitoba
 - b) “Individuals” – All categories of membership defined in the Association’s Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, managers, officials, volunteers, and committee or board members of the Association.
 - c) “Social media” – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, and Twitter
 - d) “Branded social media” – Official social media engagement by the Association including the Association’s Facebook page(s), Twitter feed, photo sharing accounts, YouTube channels, blogs, message boards, or other social media engagement; both those that exist currently and those that will be created by the Organization in the future
 - e) “Representative” – All individuals employed by, or engaged in activities on behalf of, the Association. Representatives include, but are not limited to, staff members, contract personnel, volunteers, medical personnel, researchers, administrators, committee members, and directors and officers of the Association.

Purpose

2. The purpose of this Code is to ensure a safe and positive environment within the Association programs, activities, and events by making Individuals aware that there is an expectation of appropriate behavior consistent with the Association’s mission (*Athletics Manitoba promotes performance excellence, long-term development of athletics and sport for life in Manitoba*) and mission (*inspiring participation, achieving excellence and maximizing potential*). The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

Application of this Code

3. This Code applies to Individuals’ conduct during Association business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Association activities, Board of Director meetings and any other Association meetings. This Policy does not apply to any Association employees as such matters are governed by the Association’s policies that expressly apply to its employees.
4. An Individual who violates this Code may be subject to sanctions pursuant to the Association’s *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the Association’s *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, and the Individual may be subject to sanctions pursuant to the Association’s policies.
5. This Code also applies to Individuals’ conduct outside of the Association’s business, activities, and events, including electronic communications, when such conduct adversely affects relationships within the Association (and its work and sport environment) and is detrimental to the image and reputation of the Association. Such applicability will be determined by the Association at its sole discretion.



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Responsibilities

6. Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of Individuals and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, ethnic origin, race, place of origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status
 - ii. Focusing comments, criticism or disciplinary actions appropriately
 - iii. Demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Treating individuals courteously and with respect for their personal dignity
 - vi. Adhering to the Association's rules and policies and the spirit of those rules and policies
- 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. The display of visual material which is offensive or which a reasonable person 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. Retaliation or threats of retaliation against an individual who reports harassment to the Association
 - ix. Bullying
 - x. Offensive or intimidating phone calls or emails
 - xi. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
 - xii. Psychological abuse
 - xiii. Discrimination
 - xiv. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating
 - xv. 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



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- 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. Sexual violence
 - iii. Display of sexually offensive material
 - iv. Sexually degrading words used to describe a person
 - v. Inquiries or comments about a person's sex life
 - vi. Unwelcome sexual flirtations, advances, or propositions
 - vii. Inappropriate sexual touching, advances, suggestions or requests
 - 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
- d) Refrain from any behaviour that constitutes **violence**, where violence is defined as the exercise of physical force, that causes or could cause physical injury; an attempt to exercise physical force that could cause physical injury; or a statement or behaviour that it is reasonable to interpret as a threat to exercise physical force. Types of behaviour that are applicable to this section include, but are not limited to:
- i. Verbal threats to attack
 - ii. Sending to or leaving threatening notes or emails
 - iii. Making threatening physical gestures
 - iv. Wielding a weapon
 - v. Hitting, pinching or unwanted touching which is not accidental
 - vi. Throwing an object
 - vii. Blocking normal movement or physical interference, with or without the use of equipment
 - viii. Any attempt to engage in the type of conduct outlined above
- e) Abstain from the use of illegal drugs or the use of performance-enhancing drugs or methods. The Association 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 Association's *Discipline and Complaints Policy*. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Association or any other sport organization
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) While acting in the capacity as either a coach or volunteer responsible for supervising activities and/or athletes, refrain from consuming recreational drugs, intoxicants or alcohol.
- h) Respect the property of others and not willfully cause damage
- i) Adhere to all federal, provincial, municipal and host country laws
- j) Comply, at all times, with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- k) Treat coaches, officials and peers with respect
- l) Report to the Association any ongoing criminal investigation, conviction, or existing bail conditions involving yourself, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance

Volunteers



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7. In addition to section 6 (above) volunteers have additional responsibilities. Volunteers are a critical part of the organization and the organization's success is directly related to volunteers carrying out their assigned responsibilities. Volunteers will:
- Act with honesty and integrity while carrying out any assigned responsibilities
 - Comply with both the letter and the spirit of any training or orientation provided by the Association
 - Take responsibility for actions and decisions. Follow reporting lines to facilitate the effective resolution of problems
 - Prudently manage and allocate assets and resources, both financial and material
 - Use inoffensive language
 - Dress professionally, neatly, and inoffensively
8. Volunteers will **not:**
- Exceed the authority of assigned position
 - Encourage athletes to consume illegal drugs, alcohol or performance-enhancing drugs
 - Engage in a sexual relationship with an athlete?

Coaches

9. In addition to section 6 (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:

- 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
 - 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
 - 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
 - Support the coaching staff of a training camp, provincial team, or national team, should an athlete qualify for participation with one of these programs
 - Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
 - Act in the best interest of the athlete's development as a whole person
 - Meet the coaching credentials, as required by the Association
 - 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 the coaches who are responsible for the athletes
 - 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
 - Dress professionally, neatly, and inoffensively
 - Use inoffensive language
10. Coaches will **not:**
- Exceed the authority of assigned position



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- b) Provide athletes with, or promote, encourage or condone the use by athletes of illegal drugs, alcohol, or performance enhancing substances or methods.
- c) Engage in a sexual relationship with an athlete?

Athletes (with the assistance of their caregivers when necessary)

11. In addition to section 6 (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 and be 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 the Association'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 the Association, focusing on neatness, cleanliness, and discretion
- h) Act in accordance with the Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers
- i) Refrain from consuming illegal drugs, alcohol or performance enhancing substances or methods while participating in the Association competitions.

Officials

12. In addition to section 6 (above), officials will have additional responsibilities to:

- a) 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 officials know as soon as possible;
- b) Be fair and objective;
- c) Avoid situations in which a conflict of interest may arise;
- d) Be as impartial, unobtrusive and inconspicuous as possible;
- e) Conduct all events according to the rules of the PSO and the IAAF;
- f) Make independent judgments.



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Parents/Guardians and Spectators

12. In addition to paragraph 6 (above), parents/guardians of Individuals and Spectators at events will:

- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence;
- b) Never ridicule a participant for a poor performance or practice;
- c) Respect the decisions and judgments of officials and encourage athletes to do the same;
- d) Not question the judgment or honesty of an official or an PSO staff member;
- e) Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport and;
- f) Keep off of the competition area and not interfere with events or calls.

Social Media – External

13. PREAMBLE

- a) The Association is aware that Stakeholder interaction and communication occurs frequently on Social Media and is a tool for The Association to engage its Stakeholders. The Association cautions Stakeholders that any conduct falling short of the standard of behaviour required by the Association's Code of Conduct will be subject to the disciplinary sanctions identified within the Association's Discipline and Complaints Policy.

14. CONDUCT AND BEHAVIOUR

- a) Per the Association's *Discipline and Complaints Policy and Code of Conduct*, the following Social Media conduct may be considered minor or major infractions at the discretion of the Case Manager:
- b) Posting a disrespectful, hateful, insulting, or otherwise negative comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at Stakeholders or at other persons connected with the Association.
- c) Posting a disparaging or harmful comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at the Association.
- d) Creating or contributing to a Facebook group, webpage, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the Association or its reputation.
- e) Posting a picture, altered picture, or video on Facebook, Tumblr, Twitter, YouTube, or other social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at Stakeholders or at other persons connected with the Association.
- f) Any instance of cyber-bullying or cyber-harassment between one Stakeholder and another Stakeholder (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious behavior, pranks or jokes, threats, posing as another person, spreading rumors or lies, or other harmful behavior.
- g) Acting as any other person other than the Stakeholder.



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15. In addition to the Conduct and Behavior section above, Stakeholders have a responsibility to:
- Use casual, respectful and friendly language, and never say anything online that a Stakeholder would not say in front of individuals to whom they respect
 - Be truthful and in the case of an inadvertent mistake, make every effort to correct the mistake as soon as possible
 - Refrain from the use of profanity and hateful language
 - Refrain from venting frustrations about a race, event or decisions or actions by other Stakeholders
 - Understand that what is posted on Social Media becomes a permanent public record
 - Understand that it is not productive to get into an argument with anyone online or via Social Media
 - Understand that the Association relies on volunteer efforts of organizers and will be respectful of this and show appreciation when appropriate and avoid public criticism at all times
 - Understand that Stakeholders are ambassadors for sport and will act in a manner that positively promotes sport

STAKEHOLDER RESPONSIBILITIES

16. Stakeholders must be aware that their Social Media use may be monitored by the Association or by the Stakeholder's local associations.
17. When using Social Media, a Stakeholder must model appropriate behaviour benefitting the Stakeholder's status as an athlete and a Stakeholder of the Association.
18. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Stakeholder from being subject to the Association's *Discipline and Complaints Policy*.
19. Any individual who believes that the Social Media use by another Stakeholder is inappropriate or may violate the Association's policies and procedures should report the matter to the Association in the manner outlined by the Association's *Discipline and Complaints Policy*.

Social Media – Internal

Purpose

20. The Association encourages the use of social media by its Representatives to enhance effective communication, build the Association brand, and interact with members and clients. Since there is so much ambiguity in the use of social media, the Association has included this section in the Code of Conduct to inform its representatives about boundaries and standards for Representatives' social media use.



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Application of this Policy

21. This Policy applies to all Representatives.

Representatives' Responsibilities

22. In their capacity as an Association representative, Association Representatives will not:

- a) Use social media for the purpose of fraud or any other activity that contravenes the laws of Canada, the Association's *Code of Conduct and Ethics*, or any other applicable jurisdiction
- b) Impersonate any other person or misrepresent their identity, role, or position with the Association
- c) Display preference or favouritism with regard to athletes, coaches, or other individuals associated with the Association
- d) Upload, post, email, or otherwise transmit:
 - i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another person's privacy, or otherwise objectionable
 - ii. Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others
 - iii. Any material that infringes on the patent, trademark, trade secrets, copyright, or other proprietary right of any other party
 - iv. Any material that is considered Association's confidential information or intellectual property, per the Association's *Confidentiality Policy*

23. Representatives shall refrain from discussing matters related to the Association or its operations on Representatives' personal social media. Instead, matters related to the Association or its operations should be handled through more official communication channels (like email) or through the Association-branded social media.

24. Representatives shall use their best judgment to respond to controversial or negative content posted by other people on the Association-branded social media. In some cases, deletion of the material may be the most prudent action. In other cases, responding publicly may be preferred. If a Representative questions the correct action to take, the Representative shall consult with another Representative who has more decision-making authority at the Association.

25. Representatives shall use a clear and appropriate writing style.

26. Representatives must use their best judgement when using their personal social media to interact with athletes, parents/guardians of athletes, coaches, and other individuals affiliated with the Association. The Association does not prescribe social media rules for Representatives' personal social media use but instead trusts and encourages Representatives to develop their own personal social media strategy (informed by Association's *Code of Conduct and Ethics*) for communication.



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27. Representatives who create external websites, Facebook pages, or other social media related to the Association activities must abide by the following conditions:
- Must follow Section 22 of this Policy when posting material
 - Must obtain consent (per Association's *Privacy Policy*) before posting personal information (as defined in the Association's *Privacy Policy*) or pictures of athletes or other individuals
 - Must contain a hyperlink to the Association website

Association Responsibilities

28. The Association will:
- Ensure that Representatives only use the Association-branded social media in a positive manner when connecting with others
 - Properly vet and understand each social medium before directing Representatives to engage with, or create, Association-branded social media
 - Monitor Representatives' use of the Association-branded social media

Enforcement

29. Failure to adhere to this Policy may permit discipline in accordance with the Association's *Discipline and Complaints Policy*, legal recourse, or termination of the employment/volunteer position.

Athletics Manitoba

Board Approval Date: July 6, 2015