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Definitions

The following terms have these meanings in this Code:

- “CASSA” – will mean the Canadian Amateur Synchronized Swimming Association Inc.
- “Individuals” – All categories of membership defined in the Organization’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, any director, officer, committee member, volunteer, coach, athlete, official, referee, manager and member within the Organization or its Members.
- “Members” – The Regional Training Centre – Ontario and any Competitive, Recreational, Scholastic, University synchronized swimming club or Trillium awards program provider
- “Organization” – Synchro Swim Ontario.

Purpose

The purpose of this Code is to ensure a safe and positive environment (within the Organization’s programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with this Code. The Organization 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

1. This Code applies to an Individuals’ conduct during the Organization’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Organization’s activities, the Organization’s office environment, and any meetings.
2. An Individual who violates this Code may be subject to sanctions pursuant to the Organization’s *Discipline and Complaints Policy*.
3. An employee of the Organization found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Organization’s *Human Resources Policy* as well as the employee’s Employment Agreement
4. This Code also applies to an Individuals’ conduct outside of the Organization’s business, activities and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by Organization at its sole discretion.

Responsibilities

1. All Individuals have a responsibility to maintain and enhance the dignity and self-esteem of the Organization and Individuals by:
 - a. Demonstrating respect regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - b. Focusing comments or criticism appropriately and avoiding public criticism of Individuals or the Organization
 - c. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - d. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory



- e. Consistently treating individuals fairly and reasonably
- f. Ensuring adherence to the rules of synchronized swimming and the spirit of those rules.

Harassment Policy

- 2. All Individuals have a responsibility to:
 - a. Refrain from any behaviour that constitutes harassment. 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
 - 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.

Workplace Harassment or Workplace Violence

- b. 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; 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. 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

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails
- iii. Inappropriate touching, advances, suggestions or requests
- iv. Displaying or circulating offensive pictures, photographs or materials
- v. Psychological abuse
- vi. Discrimination
- vii. Intimidating words or conduct (offensive jokes or innuendos)
- viii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.



Workplace Violence

- ix. Verbal threats to attack a worker
- x. Sending to or leaving threatening notes or emails
- xi. Making threatening physical gestures
- xii. Wielding a weapon
- xiii. Hitting, pinching or unwanted touching, which is not accidental
- xiv. Blocking normal movement or physical interference, with or without the use of equipment
- xv. Sexual violence
- xvi. Any attempt to engage in the type of conduct outlined above.

Sexual Harassment

- 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.

Other Responsibilities

- 3. All Individuals have a responsibility to:
 - a. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. The Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization.
 - b. 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).
 - c. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - d. Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Organization programs, activities, competitions, or events.
 - e. 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 Organization's events.
 - f. Respect the property of others and not willfully cause damage.
 - g. Adhere to all federal, provincial, municipal and host country laws.
 - h. Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of FINA, CASSA and the Organization, as adopted and amended from time to time, including any contracts or athlete agreements executed with the Organization.



Code of Conduct for Directors, Committee Members and Employees

4. In addition to sections one (1) through four (4) above, the Organization's Directors, Committee Members and Employees will have additional responsibilities to:
- a. Function primarily as a Member of the board and/or committee(s) of Organization; 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 the Organization's business and the maintenance of Individuals' confidence
 - c. Ensure that the Organization'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 Organization
 - 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
 - g. Keep informed about the Organization'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 the Organization is incorporated
 - i. Respect the confidentiality appropriate to issues of a sensitive nature
 - j. Respect the decisions of the majority and resign if unable to do so
 - k. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - l. Have a thorough knowledge and understanding of all Organization governance documents
 - m. Conform to the bylaws and policies approved by Organization.

Coach Code of Conduct

5. In addition to sections one (1) through four (4) 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. 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 or 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. Comply with the Organization's *Police Records Check Policy*
- i. Report to the Organization any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j. 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 or tobacco
- k. Respect athletes registered with other Members and, in dealings with them, not encroach upon topics or actions that are deemed to be within the realm of 'coaching' unless first receiving approval from the coaches who are responsible for the athletes
- l. Never solicit, either overtly or covertly, athletes (or the parents or guardians of minor athletes) registered with other Members unless first receiving approval from the coaches who are responsible for the athletes
- m. 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
- n. 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
- o. Dress professionally, neatly, and inoffensively
- p. Use inoffensive language, taking into account the audience being addressed.

Athlete Code of Conduct

- 6. In addition to sections one (1) through four (4) 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, 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 Organization's 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 Organization focusing on neatness, cleanliness, and discretion
 - g. Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

Code of Conduct for Officials

- 7. In addition to sections one (1) through four (4) 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 the Organization 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 Organization
- 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 Organization at the earliest possible time
- k. When writing reports, set out the true facts
- l. Dress in proper attire for officiating.

Code of Conduct for Parents/Guardians and Spectators

8. In addition to sections one (1) through four (4) 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 participants' continued effort
 - e. Respect the decisions and judgments of officials, 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 athlete's coach
 - f. Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
 - g. Respect the decisions and judgments of officials, and encourage athletes to do the same
 - h. Never question an officials' or Synchro Ontario staffs' judgment or honesty
 - i. Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
 - j. Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
 - k. Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators.

Complaint Procedure

If you have a general question about the Organization's Code of Conduct and Ethics, please contact the Executive Director at 416 679 9522. Copies of Synchro Swim Ontario's Discipline and Complaints Policy, Dispute Resolution Policy and Appeal Policy are available on www.synchroontario.com. These documents form part of the Synchro Swim Ontario Code of Conduct and Ethics.