



## Code of Conduct and Ethics – Westacres Tennis Club

“Organization” refers to: The Westacres Tennis Club

### Definitions

1. The following terms have these meanings in this Code:
  - a) “*Individuals*” – Individuals employed by, contracted by, or engaged in activities with the Organization including, but not limited to, members, athletes, coaches, instructors, convenors, officials, volunteers, administrators, committee members, directors and officers of the Organization, spectators at events, and parents/guardians of participants

### Purpose

2. 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 the Organization’s core values. 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

3. This Code applies to Individuals’ conduct during the Organization’s business, programs and activities including, but not limited to, any activity on or within reasonable vicinity of the tennis courts, (games, competitions, practices, clinics, training camps, social events), travel associated with the Organization’s business, programs and activities, the Organization’s general environment, and any meetings.
4. An Individual who violates this Code may be subject to sanctions pursuant to the Organization’s *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the Organization’s *Discipline and Complaints Policy*, an Individual who violates this Code may be removed from the tennis courts and denied access, and the Individual may be subject to any additional discipline associated with the particular activities of the Organization.
5. Any contractor/volunteer/manager/director of the Organization found to have engaged in acts of violence or harassment against any other member, worker, contractor, volunteer, directors, customer, supplier, client or other third party, will be subject to appropriate disciplinary action subject to the terms of the Organization’s *Discipline and Complaints Policy*.
6. This Code also applies to 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 the Organization at its sole discretion.

### Responsibilities

7. Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of the Organization members 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, gender identity, gender expression, sex, and sexual orientation
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, directors, 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. 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 participation 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 the Organization
- 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 the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- e) Refrain from consuming alcohol, tobacco products, or recreational drugs while on the tennis courts
- f) 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
- g) Respect the property of others and not wilfully cause damage
- h) Promote the sport in the most constructive and positive manner possible
- i) Adhere to all federal, provincial, municipal and host country laws
- j) Comply, at all times, with the Organization's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

### **Board/Committee Members**

8. In addition to section 7 (above), the Organization's Directors, and Committee Members will have additional responsibilities to:
- a) Function primarily as a member of the board and/or committee(s) of the 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 the 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 and be fair, equitable, considerate, and honest in all dealings with others
- g) 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
- h) Respect the confidentiality appropriate to issues of a sensitive nature
- i) Ensure that all members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- 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 the Organization governance documents
- m) Conform to the bylaws and policies approved by the Organization, in particular this *Code of Conduct and Ethics* as well as the *Conflict of Interest Policy* and *Confidentiality Policy*

### **Coaches & Instructors**

9. In addition to section 7 (above), coaches and instructors (also known as tennis professionals) have many additional responsibilities. The coach-athlete or instructor-participant relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete/participant. Coaches/instructors 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/instructors 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/participants
  - b) Refrain from using training methods or techniques that may harm athletes/participants
  - c) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete/participant
  - d) Act in the best interest of the athlete's/participant's development
  - e) Respect other coaches/instructors
  - f) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Organization
  - 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, alcohol and/or tobacco
  - i) Not engage in a sexual relationship with any athlete/participant
  - j) Recognize the power inherent in the position of coach/instructor 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/instructors 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 inoffensively
  - l) Use inoffensive language, taking into account the audience being addressed