

Archers and Bowhunters Association of Manitoba

CODE OF CONDUCT

*** This Code of Conduct replaces and supersedes all pre-existing alternate codes of conduct (Specifically, A.B.A.M. HARASSMENT POLICY & GUIDELINES) posted on the PSO's website prior to November 30, 2014. ***

Definitions

1. The following terms have these meanings in this Code:
 - a) “*Individuals*” – All categories of membership defined in PSO’s By-laws, as well as, all individuals engaged in activities with the PSO, including but not limited to, clubs, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the PSO, spectators of PSO events and parents of PSO members.
 - b) PSO (Provincial Sport Organization) – Archers and Bowhunters of Association of Manitoba
 - c) NSO (National Sport Organization) – Archery Canada

Purpose

2. The purpose of this Code of Conduct ("Code") is to ensure a safe and positive environment (within PSO programs, activities, and events) by making all Individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the values of the PSO, as set out in section 3 of this Code.
3. The PSO is committed to providing an environment in which all individuals are treated with respect. The PSO supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of the PSO that include fairness, integrity, accountability, excellence, accessibility, innovation, and respect.
4. Conduct that violates this Code may be subject to sanctions pursuant to the PSO’s Discipline and Complaints Policy.

Application of this Code

5. This Code applies to conduct that may arise during the course of PSO business, activities, and events, including but not limited to: its office environment, competitions, practices, training camps, tryouts, travel, and any meetings of the PSO.
6. This Code also applies to the conduct of Individuals that may occur outside of the PSO’s business, activities, events, and meetings when such conduct adversely affects relationships within the PSO (and its work and sport environment) and is detrimental to the image and reputation of the PSO. Such applicability will be made by the PSO in its sole discretion.

Responsibilities

7. All Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of PSO 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 and members
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership and ethical conduct
 - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of Archery and the spirit of those rules

- b) Refrain from any behavior 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 behavior 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 behavior 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 where hazing is defined as "*Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior team-mate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking 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 team-mate 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. Behaviors 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 PSO
- c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior 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) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the PSO adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and shall be subject to disciplinary action, and possible sanction, pursuant to the PSO Discipline and Complaints Policy. The PSO will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the PSO 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 of competitive Archery, 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 use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with PSO events
- h) Respect the property of others and not willfully cause damage
- i) Promote Archery in the most constructive and positive manner possible
- j) Adhere to all federal, provincial, municipal and host country laws

- k) Comply at all times with the bylaws, policies, procedures, rules and regulations of the PSO, as adopted and amended from time to time.

Board/Committee Members and Staff

- 8. In addition to paragraph 7 of the PSO Code of Conduct (above), Board and Committee Members and Staff will:
 - a) Function primarily as a member of the board and/or committee(s) of the PSO; not as a member of any other particular member or constituency
 - b) Act with honesty and integrity and conduct himself or herself in a manner consistent with the nature and responsibilities of PSO business and the maintenance of Member confidence
 - c) Ensures that the financial affairs of the PSO are conducted in a responsible and transparent manner with due regard for his or her fiduciary responsibilities
 - d) Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the PSO
 - 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 activities of the PSO, the provincial sport 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 his or her duties pursuant to the laws under which the PSO 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 to be diligent in preparation for, and participation in, discussions at such meetings
 - m) Have a thorough knowledge and understanding of all PSO governance documents
 - n) Conforms to the bylaws and policies approved by the PSO, in particular this Code of Conduct as well as, for Directors, the Conflict of Interest Policy and Confidentiality Agreement

Clubs

- 9. In addition to paragraph 7 of the PSO Code of Conduct (above), Clubs will:
 - a) Deliver their services in compliance with the constitution, bylaws, policies, rules, regulations and procedures of the PSO, and, where necessary, amend their own rules to comply with those of the PSO

- b) Ensure that all athletes and coaches participating in sanctioned competitions are registered Members, in Good Standing, of their respective organizations
- c) Engage only authorized coaches and sanctioned athletes

Coaches

10. In addition to paragraph 7 of the PSO Code of Conduct (above), coaches have 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) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the PSO Screening Policy, so that the community is satisfied it has minimized the risk of an unsafe environment
- b) 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
- c) 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, alcoholic beverages and/or tobacco
- d) 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 first receiving approval from the coach who is responsible for the team or athlete(s) involved
- e) Not engage in a sexual relationship with an athlete of under the age of 18 years, or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete
- f) 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
- g) Dress professionally, neatly and inoffensively
- h) Use inoffensive language, taking into account the audience being addressed

Athletes

11. In addition to paragraph 7 of the PSO Code of Conduct (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete
- b) Participate and appear on time, well nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities, or projects
- c) Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification, or other reason

- d) Adhere to the PSO'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 PSO with focus being on neatness, cleanliness, and discretion. Designated official clothing, if applicable, must be worn when traveling and competing
- h) Act in accordance with the PSO's policies and procedures and, when applicable, additional rules as outlined by coaches or chaperones

Officials

12. In addition to paragraph 7 of the PSO Code of Conduct (above), officials will have additional responsibilities to:

- a) Accept an assignment to officiate at a match 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
- f) Make independent judgments

Parents/Guardians and Spectators

13. In addition to paragraph 7 of the PSO Code of Conduct (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
- f) Keep off of the competition area and not interfere with events or calls

Archers and Bowhunters of Association of Manitoba

Board Approval Date: November 30, 2014