



Club Code of Ethics

SKATE CANADA CLUB CODE OF ETHICS

1.0 SKATE CANADA MISSION STATEMENT

Skate Canada is an Association dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and/or achievement.

2.0 PURPOSE OF CODE

The Club Code of Ethics has been developed to aid volunteer club executive members, club staff and club members in achieving an appropriate level of ethical behaviour that will help them operate an efficient and successful Skate Canada Member Club.

To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials, volunteers and club staff) must share a common vision and understanding of their role, as their actions ultimately contribute to, or undermine, the existence of a positive skating environment. All volunteer club executive members, club staff and club members are responsible for establishing and maintaining ethical behaviour.

3.0 ETHICAL OBLIGATIONS TO THE SPORT AND SKATE CANADA

- 3.1) At all times conduct oneself in a manner which does not have a material adverse effect on the sport of skating, or on the goodwill and reputation of Skate Canada. Support and promote Skate Canada, its programs and the sport of skating.
- 3.2) Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations and programs so as to be able to produce a positive skating environment in a professional manner.
- 3.3) Initiate and support actions that are required to meet the needs of the athletes, the club/school and skating in general with coaches, judges/evaluators and Skate Canada.
- 3.4) Recognize and support the importance of quality Skate Canada Programs in the club. To ensure these quality programs, facilitate the needs of your professional coaches and staff.
- 3.5) Ensure that all participants and professional coaches on club ice and on club committees are registered members of Skate Canada.

4.0 ETHICAL OBLIGATIONS TO ALL INDIVIDUALS

- 4.1) Exhibit the important character traits of honesty, integrity, fairness, reliability/ dependability and cooperation when dealing with all participants in the sport so as to bring credit to the sport and the Association.
- 4.2) Treat everyone fairly within the context of their activity regardless of skating ability and participation goals.
- 4.3) Be a positive role model and encourage sportsmanship by demonstrating respect, courtesy, and positive support for all athletes, coaches, officials and volunteers at all times. Do not engage in

actions (verbal or physical) that unfairly disadvantage a given athlete (or athletes) over another. Actively encourage athletes to learn and uphold the rules of their sport and the spirit of such rules.

- 4.4) Refrain from engaging in conduct which constitutes personal harassment or abuse of power in relation to another Skate Canada member. For these purposes:
- a) "Personal harassment" is defined as improper conduct (comment, conduct, or gestures), which is directed toward an individual, and which is offensive or harmful to that individual, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted.
 - b) "Abuse of power" is defined as conduct which involves the improper use of power, trust or authority inherent in a position held, which is directed toward an individual, and which endangers the job or performance of the individual, or undermines his or her job or performance, or in any way interferes with or influences the performance or career of that individual.
 - c) This conduct includes verbal, psychological and physical forms of behaviour, is demeaning, belittling, or causes personal humiliation or embarrassment, and may be on a one-time or continuous basis.
 - d) This conduct does not have to be made with the intent to harass or to abuse power, as the case may be, to constitute harassment or abuse of power;
 - e) The conduct takes place at or during the course of any Skate Canada business or skating activity or event (including business or skating activities or events of member organizations); or, outside of those situations, when the conduct occurs between members of Skate Canada, and the conduct adversely affects the Skate Canada skating environment.
- 4.5) Refrain from engaging in conduct which constitutes discriminatory or sexual harassment. Discriminatory and sexual harassment, whether verbal, physical, or institutional, is unacceptable and will not be tolerated by Skate Canada.
- a) Discriminatory harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to or motivated by the race, national or ethnic origin, colour, religion, age, marital status, family status, disability, or pardoned conviction of that individual or group of individuals, and which is offensive to that individual or group of individuals, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.
 - b) Sexual harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to the sex or sexual orientation of that individual or group of individuals, and which might reasonably be expected to cause offense or humiliation to that individual or group of individuals, or which might reasonably be perceived by the individual or group of individuals as placing a condition of a sexual nature on employment, or on any opportunity for training or advancement. Sexual harassment may be directed at members of the same sex or the opposite sex. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

5.0 ETHICAL OBLIGATIONS TO ATHLETES / PARENTS

- 5.1) Provide up-to-date quality Skate Canada skating programs to all members in accordance with delivery standards prescribed by Skate Canada.
- 5.2) With the assistance of the club's professional coaching team, provide the athlete and parent(s) with the information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives.
- 5.3) Be athlete-centred in all club decision making ensuring that each athlete is able to participate and progress at his/her own level and that no athlete is held back.
- 5.4) Communicate regularly and effectively with the athlete and parent(s) as to changes in Skate Canada rules or club regulations, or other important or relevant information affecting the athlete's participation in the sport.
- 5.5) Clearly outline all club programs including cost and method of payment prior to providing any services as agreed or contracted by an athlete/parent.
- 5.6) Clearly outline all club policies including parent responsibilities, athlete conduct, athlete grouping criteria, safety rules, carnival fees, test days, fees and fundraising activities, etc.
- 5.7) Ensure that a sufficient number of qualified coaches as per Skate Canada Program Delivery Standards are available to teach all Skate Canada programs within the club, including private and group instruction.
- 5.8) Inform all members regarding the club's constitution and by-laws and requirements for the club's Annual General Meeting.
- 5.9) Implement an appeal process to deal with customers requesting special consideration.
- 5.10) Be aware of the influence one can exercise over an athlete and never abuse this trust or position of power.
- 5.11) Never advocate or condone the use of illegal drugs, banned or performance enhancing substances.
- 5.12) Abstain from the consumption of alcoholic beverages or use of tobacco in the presence of athletes in the training environment. Club executives and members should be role models for athletes and encourage healthy habits.

6.0 ETHICAL OBLIGATIONS TO PROFESSIONAL COACHES

- 6.1 Hire only Skate Canada professional coaching members who have paid the current Skate Canada coaching membership fees.
- 6.2) Follow the Professional Coach Recruitment Guidelines and communicate the club's expectations and the professional coach's responsibilities prior to the beginning of the skating year.

- 6.3) Provide a reasonable contract to professional coaches which does not infringe upon their right to earn a living. Negotiate those contracts in good faith and honour their terms. Refrain from firing a coach for unjust reasons.
- 6.4) Refrain from criticizing a professional coach's teaching methods and judgement regarding an athlete's readiness for testing, competition preparation, and skill development unless done so with the coach's knowledge or permission.
- 6.5) Refrain from soliciting, directly or indirectly, a professional coach's athlete(s) for another professional coach.
- 6.6) Respect the coach/athlete and/or coach/parent relationship and promote good communication between these individuals.
- 6.7) Provide accurate information when advertising to attract coaches to a location.
- 6.8) Respect the selection of the coaches in the club for the Club Coach Representative position on the Club Board of Directors.
- 6.9) Hold club executive meetings at a convenient time so as to permit the Club Coaching Representative to attend.
- 6.10) Involve the Club Coach Representative in the process of developing policies, procedures and regulations for the operation of the club, to monitor the club's programs and overall performance.
- 6.11) Provide equal opportunity for all coaches to display a resume, flyer, brochure, or advertisement for their coaching services and/or lesson availability on a club bulletin board, club web site or club newsletter.

7.0 VIOLATION OF CLUB CODE OF ETHICS

- 7.1) Clubs must develop, implement and use a dispute resolution process.
- 7.2) All violations are to be dealt with according to the Dispute Resolution Process of the Club involved and/or Section as specified in the CSE policy. Contact your Club or Section Office for a copy of the Dispute Resolution Process to be followed.
- 7.3) If the Club's Dispute Resolution Process has been exhausted and the matter is not resolved, either party may direct their concern in writing to the Section Chairperson.
- 7.4) The matter will then be referred to the Section Conflict/Dispute Resolution Committee which shall consist of at least three persons in accordance with the Section's Dispute Resolution process.
- 7.5) The Section Conflict/Dispute Resolution Committee will review the matter and, if necessary, meet with the parties involved.
- 7.6) The Section Conflict/Dispute Resolution Committee shall attempt to assist the parties in helping them to resolve the concern. The Committee shall then provide a recommendation and that decision is final and absolute.
- 7.7) A fee may be charged by the Section to the parties involved.