



Coaching Association of Canada
Association canadienne des entraîneurs

2451, promenade Riverside
Ottawa (Ontario)
K1H 7X7

613.235.5000
Télécopieur : 613.235.9500

2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

613.235.5000
Fax: 613.235.9500

Code of Conduct and Ethics

(the “Code”)

The Coaching Association of Canada (the “CAC”) has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (“UCCMS”), as amended from time to time, which shall be incorporated into this Code by reference as if set out in full herein. Any modifications or amendments made to the UCCMS by the Sport Dispute Resolution Centre of Canada (“SDRCC”) shall come into effect immediately upon their adoption by the SDRCC and automatically without the need for any further action by the CAC.

The CAC has designated specific Participants within the CAC as UCCMS Participants. A full list of designated individuals is available at www.coach.ca

It is important to note that the Code applies to all Participants, **but not all Participants are UCCMS Participants** and subject to the Office of the Sport Integrity Commissioner (OSIC) Process.

A. Purpose

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of the CAC by making all Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with the CAC’s core values, mission, and policies.
2. The CAC and Participants support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

B. Application – General

3. This Code applies to conduct that occurs within the CAC environment, i.e., during the course of any CAC-related business, activity, Event, seminars, congress or conference hosted by the CAC, as well as to training or certification programs or sessions, whether in person or virtual. To be clear, this Code only applies where the aforementioned activities are being delivered directly by CAC, and does not apply if the training is being hosted or delivered by other external organizations, such as where a National Sport Organization (“NSO”) or Provincial/Territorial Coaching Representative (“PTCR”) hosts NCCP Training.

4. This Code also applies to the conduct of all Participants outside of the business, activities, or Events of the CAC mentioned in Section 3 when such conduct adversely affects the CAC's relationships (and the work and sport environment) or is detrimental to the image and reputation of the CAC. Such applicability will be determined by the CAC at its sole discretion.
5. In addition, this Policy will apply to breaches of the Code that occurred when the Participants involved interacted due to their mutual involvement with the CAC, if the breach occurred outside of the CAC's business, activities or Events, if the breach has a serious and detrimental impact on the Participant(s).
6. This Code applies to Participants active in the CAC or who are no longer actively involved in the CAC where any claim regarding a potential breach of this Code occurred when the Participant was active in the CAC.
7. For the avoidance of doubt, this Code does not apply to coaches, who shall be subject to the policies of the sport organization (i.e., the national sport organization, provincial or territorial sport organization) that has authority over the coach. Sanctions imposed by the OSIC or any sport organization with authority over a coach shall be automatically implemented by the CAC, as provided in the Discipline and Complaints Policy.

C. Prohibited Behaviours

8. All Participants must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and the Code.
9. Participants are responsible for knowing what actions or behaviours constitute Prohibited Behaviours and Maltreatment.
10. Prohibited Behaviours under the UCCMS include, but are not limited to:
 - a. Physical Maltreatment
 - b. Psychological Maltreatment
 - c. Neglect
 - d. Sexual Maltreatment
 - e. Grooming
 - f. Boundary Transgressions
 - g. Discrimination
 - h. Failing to Report
 - i. Aiding and Abetting
 - j. Retaliation
 - k. Interference with or Manipulation of Process
 - l. False Reports

In addition to the Prohibited Behaviours as defined by the UCCMS, this Code sets out other expected standards of behaviour and conduct for all Participants and any failure to respect these expected standards of behaviour by a Participant may constitute a breach of this Code.

D. Responsibilities of Participants

11. All Participants have a responsibility to:

- a. Refrain from any behaviour that constitutes Maltreatment and Prohibited Behaviour under this Code and the UCCMS.
- b. Maintain and enhance the dignity and self-esteem of other Participants by:
 - i. Treating each other with fairness, honesty, respect and integrity;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or other Participants;
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct; and
 - iv. Ensuring adherence to the rules of the sport and the spirit of those rules.
- c. Refrain from the use of power or authority to coerce another person to engage in inappropriate activities.
- d. Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the business, activities, or Events of the CAC.
- e. In the case of Minors, not consume alcohol, tobacco, or cannabis at any Event.
- f. In the case of individuals who are not Minors, not consume cannabis in the Workplace or in any situation associated with the business, activities or Events of the CAC (subject to protections under applicable human rights legislation), not consume alcohol in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations.
- g. When driving a vehicle:
 - i. Have a valid driver's license;
 - ii. Obey traffic laws;
 - iii. Not be under the influence of alcohol or illegal drugs or substances;
 - iv. Have valid car insurance; and
 - v. Refrain from engaging in any activity that would constitute distracted driving.

- h. Respect the property of others and not wilfully cause damage.
- i. Promote sport in the most constructive and positive manner possible.
- j. Refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a para-classification, competition and/or not offer, receive or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a competition or para- classification. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages.
- k. Adhere to all applicable federal, provincial/territorial, municipal and host country laws.
- l. Comply with the bylaws, policies, procedures, rules, and regulations of the CAC, as applicable, and as adopted and amended from time to time.

E. Directors, Committee Members, and Employees

12. In addition to section D (above), directors, committee members, and employees of the CAC will have additional responsibilities to:
- a) Comply with the CAC Director Code of Conduct, as amended from time to time by the CAC.
 - b) Function primarily as a director, committee member or employee of the CAC and ensure to prioritize their duty of loyalty to the CAC (and not to any other organization or group) while acting in this role.
 - c) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of a Participant's confidence.
 - d) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
 - e) Conduct themselves openly, professionally, lawfully and in good faith.
 - f) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism influence their decision-making on behalf of the CAC.

- g) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
- h) Maintain required confidentiality of organizational information.
- i) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- j) Have a thorough knowledge and understanding of all governance documents.

G. Retaliation, Retribution or Reprisal

13. It is a breach of this Code of Conduct and Ethics for any Participant to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that Participant from filing, in good faith, a complaint pursuant to any CAC policy. It is also a breach of this Code of Conduct and Ethics for a Participant to file a complaint for the purpose of retaliation, retribution or reprisal against any other Participant. Any Participant found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

H. Privacy

14. The collection, use and disclosure of any personal information pursuant to this Policy is subject to the CAC's Privacy Policy.

I. Definitions

15. Terms in this Code are defined as follows:

- a. ***Bullying*** – Offensive behaviour and/or abusive treatment of a Participant that typically, but not always, involves an abuse of power.
- b. ***Event*** – an event sanctioned by the CAC, which may include a social Event
- c. ***Harassment*** – A course of vexatious comment or conduct against a Participant or group, which is known or ought reasonably to be known to be unwelcome.
- d. ***OSIC*** – Office of the Sport Integrity Commissioner, an independent division of the SDRCC which comprises the functions of the Sport Integrity Commissioner

- e. **Participant(s)** – Refers to any CAC employee, board member, contractor, volunteer, administrator, or committee member.
- f. **Person in Authority** – Any Participant who holds a position of authority within the CAC including, but not limited to senior staff, board members, committee members, or directors and officers.
- g. **Power Imbalance** – as defined in the UCCMS
- h. **UCCMS** – Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time by the SDRCC
- i. **UCCMS Participant** – A Participant affiliated with the CAC who has been designated by the CAC as a UCCMS Participant and who has signed the required consent form. For the CAC, UCCMS Participants include CAC employees, board members, volunteers, Sport Leadership speakers and participants and contractors.
- j. **Vulnerable Participant** – as defined in the UCCMS
- k. **Workplace** – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions.
- l. **Workplace Harassment** – A course of vexatious comment or conduct against a Participant in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions.
- m. **Workplace Violence** – The use of or threat 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.

Effective Date		Approval
January 20, 2023	This document is the standalone code of Conduct (replacing the Code of Conduct and Ethics with Reporting Procedures). It is aligned with the code of conduct applied in across the system and compliant with the UCCMS.	December 2, 2022
Review Cycle		
Four years	As required.	