

SECTION II: COMPLIANCE, ETHICS AND MEMBER CONDUCT		
<b>Policy Number and Name:</b> <b>II-01: CODE OF CONDUCT</b>	<b>Date of Approval:</b> April 5, 2020	<b>Activation Date:</b> April 23, 2020
<b>Approved By:</b> Board of Directors	<b>Version:</b> Replacing Section 18 of the AGF Policies and Procedures – September 2018 version.	
<b>Review Cycle:</b> Reviewed annually by the President/Chief Executive Officer. Recommended amendments to be approved by the Board of Directors, or a committee delegated by the Board of Directors.		

## 1. General

This Code does not contain all of the conduct-related requirements applicable to the relationship between AGF and its Members. There are a number of other AGF manuals, handbooks and other policies that apply to Members which may be specific to a particular discipline (i.e. women’s artistic gymnastics) or activity (i.e. team manager duties, team travel). In addition, some Members may be subject to additional non-AGF standards or codes, which may impose further requirements (for example, the Coaching Association of Canada). Members subject to those standards or codes are expected to adhere to those standards and codes, in addition to this Code.

## 2. Definitions

Capitalized terms have the following meanings in this Code:

- 2.1 **“AGF Activities”** means all events that are sanctioned, sponsored or otherwise supported by AGF. Events include, but are not limited to, those ordinarily arising in the course of AGF’s business and incident thereto (whether in person, over the phone or online), such as: competitions, practices, training camps, travel associated with AGF activities, and any meetings. For the purposes of this Code, **“AGF Activities”** also includes other non-AGF events and circumstances outside of the foregoing, when such conduct adversely affects relationships within AGF (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of AGF. Such applicability will be determined by AGF, in its sole discretion.
- 2.2 **“Bylaws”** means the bylaws of AGF, as the same may be amended from time to time.
- 2.3 **“Code”** means this Code of Conduct.
- 2.4 **“GymCan”** means the national sports organization that governs gymnastics in Canada.
- 2.5 **“Members”** has the meaning set forth in the Bylaws (which for clarity includes individuals and organizations such as clubs, as the context requires), and includes but is not limited to registered participants such as coaches, athletes, parents and/or guardians of athletes and officials.

- 2.6 **“Member Clubs”** has the meaning set forth in the Bylaws.
- 2.7 **“Other Individuals”** means any other person employed by or engaged in activities with AGF, including but not limited to: directors, officers, committee members and staff of AGF; judges and other officials; volunteers; team managers; and administrators.
- 2.8 **“Position of Trust”** means a job or position in which one individual may exercise power or authority over another individual, such as a team manager or coach.
- 2.9 **“Safe Sport Environment”** means a safe, inclusive, open, observable and transparent sporting environment for all of AGF’s Members, supported by policies and procedures based upon and consistent with best practices as established by youth sporting organizations in Canada from time to time.
- 2.10 **“Vulnerable Individual”** means a person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed.

### 3. Purpose

- 3.1 **General:** AGF has adopted this Code as part of its broader commitment to promote gymnastics activities for individuals of all ages and abilities throughout the Province of Alberta, and to provide support to and assist Member Clubs in promoting and maintaining safe and positive sporting environments for its Members. This Code serves to make Members and Other Individuals aware that there is an expectation, at all times, of appropriate conduct and behaviour at AGF Activities and at other activities as set forth in Section 4.2.
- 3.2 **Safe Sport Environment:** AGF advocates for a sport culture in which participants are supported in their physical, psychological, social, and emotional development and well-being. AGF, as primarily a youth-serving organization, recognizes that it has a special position in the gymnastics community in Alberta, which implies a responsibility to develop policies, procedures and standards that assist its Members in achieving a Safe Sport Environment, free from all forms of abuse, harassment and discrimination, and which prioritizes the welfare, safety, and rights of every participant at all times.
- 3.3 **Minimum Expectations:** This Code sets out the minimum expectations for acceptable conduct for all Members (including Member Clubs) and Other Individuals covered under the scope of AGF’s jurisdiction. Conduct that is contrary to this Code will not be tolerated and may be subject to disciplinary sanctions pursuant to applicable policies and procedures.

### 4. Application of this Code of Conduct

- 4.1 **Generally:** This Code applies broadly to all Members of AGF, to all AGF Activities, to Other Individuals and to other activities as set forth in Section 4.2. Where members of other provincial, national or other sport organizations are participating in an AGF Activity, the Code shall apply to such persons.

- 4.2 **Application to Other Activities:** This Code also applies to Member conduct outside of AGF Activities when such conduct adversely affects relationships within AGF (and its work and sport environment) and/or among its Members or is detrimental to the image and reputation of AGF. Such applicability will be determined by AGF, in its sole discretion.
- 4.3 **Membership Compliance Condition:** As set forth in the Bylaws, membership in AGF is conditional upon compliance, in all material respects, with this Code and the Bylaws and other policies of AGF. Members and prospective members of AGF may be denied membership, suspended for a definite or indefinite period of time, or expelled from AGF (in all cases in accordance with any policy or procedure with respect to membership contained in the Bylaws and other applicable policies), if their conduct is not held to the minimum standards described in with this Code and the Bylaws and other policies of AGF.

## 5. Responsibilities and Obligations – General

Members and Other Individuals participating in AGF Activities and at other activities to which this Code applies have the following responsibilities:

- 5.1 **Compliance:** To comply with all applicable laws in the jurisdiction where the AGF Activity is taking place (i.e. host province or host country), and comply with AGF’s Bylaws, policies and procedures, including but not limited to this Code and the rules of each specific discipline or program within AGF, and the spirit of those rules.
- 5.2 **Display Respect:** To promote and represent the sport of gymnastics as constructively and positively as possible, including through displaying respect for all individuals involved in the sport. Specifically, Members have a responsibility to assist in supporting the dignity and self-esteem of Members and other individuals, by:
- 5.2.1 Demonstrating respect towards individuals, regardless of body type, physical characteristics, athletic ability, and without discrimination or harassment of any kind.
  - 5.2.2 Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or other individuals.
  - 5.2.3 Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct.
  - 5.2.4 Appropriately acting to correct or prevent practices that are discriminatory.
  - 5.2.5 Consistently treating individuals fairly and reasonably.
  - 5.2.6 Demonstrating respect for, and not intentionally causing damage to, property and equipment used or encountered in connection with participating in AGF Activities.
  - 5.2.7 Respect all judges, coaches and volunteers and refrain from attempting to intimidate, embarrass, or improperly influence any individual responsible for judging or administering a competition or making any selection decisions.

- 5.3 **No Abuse, Maltreatment, Harassment or Discrimination:** To refrain from any behaviour that constitutes abuse, maltreatment, harassment or discrimination, as described in the ***Abuse, Maltreatment & Discrimination Policy***.
- 5.4 **Interactions with Vulnerable Individuals:** When interacting with Vulnerable Individuals, or when in a Position of Trust over an individual, to implement practical approaches to these interactions, including but not limited to:
- 5.4.1 Limiting physical interactions to non-threatening and non-sexual touching, i.e. high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc. Hugs are permitted so long as these are brief and in public, for example following a successful routine in competition.
  - 5.4.2 Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power with one individual).
  - 5.4.3 Ensuring that parents/guardians are aware that some non-personal communication between persons in a Position of Trust and Vulnerable Individuals (e.g. coaches and athletes) may take place electronically (e.g. texting) and that this type of communication is now considered to be commonplace, especially with other older Vulnerable Individuals (e.g. teenagers), and that such communication is required to be respectful and consistent with this Code and AGF's ***Social Media Policy***.
  - 5.4.4 Ensure that the "Rule of Two" is followed wherever possible, as set forth in the ***Safe Sport Policy***.
- 5.5 **Anti-Doping:** To comply with all anti-doping policies and procedures established by GymCan or other applicable governing bodies, and not use, direct or imply use, possess, distribute, or promote the use of performance-enhancing drugs or substances, whether such drugs or substances are legal, prescribed, controlled or illegal. Any infraction of applicable anti-doping policies or procedures will be considered an infraction of this Code, and may be subject to disciplinary action imposed by AGF which may be in addition to any disciplinary action imposed by GymCan or the other applicable governing body.
- 5.6 **Alcohol, Drugs and other Mood-Altering Substances:** Members are prohibited from reporting to any AGF Activities under the influence of alcohol, non-prescription or illegal drugs or mood-altering substances, including without limitation recreational cannabis.
- 5.6.1 Consumption (vaping, smoking, eating, or ingesting by any other means) of cannabis, any other mood-altering substance, and any illegal substance, is prohibited at all times during AGF Activities. Alcohol may be consumed by adults from time to time at AGF-related business, social, and recreational events, provided consumption is professionally reasonable and kept to a minimum. Under no circumstances will adults operate a motor vehicle if their abilities to do so are in any way impaired.
  - 5.6.2 Where minors are present, adults shall take reasonable steps to manage the responsible consumption of legal intoxicants in adult-oriented social situations associated with AGF

Activities. Under no circumstances shall any adult provide, promote, or condone the use or consumption of alcohol, drugs (other than properly prescribed medications) or performance-enhancing substances by a minor.

5.6.3 Minors are prohibited from consuming (vaping, smoking, eating, or ingesting by any other means) alcohol, tobacco, cannabis, any other mood-altering substance, and any illegal substance at all times.

5.7 **Coercion:** If in a Position of Trust, refrain from the use of power or authority in any attempt to coerce another person to engage in inappropriate activities.

## 6. Additional Responsibilities – Coaches

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. In addition to the general responsibilities and obligations set forth herein, coaches have the following additional responsibilities when participating in AGF Activities and at other activities to which this Code applies:

6.1 **Certification:** Coach, supervise, and teach skills to athletes that are appropriate to, and within the scope of, the current level of NCCP training and certification. Accurately represent coaching and professional credentials, such as NCCP certification, post secondary credentials, and other training (e.g. first aid certification). Adhere to AGF's background and police check policies. Report any ongoing criminal investigation, conviction, or existing bail conditions to AGF, whether or not such criminal activity relates to your status as a coach, in order that AGF may evaluate any appropriate restrictions.

6.2 **Athlete Safety and Support:** 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. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the management of athletes' medical and psychological treatments. Report any medical problems for athletes selected to represent AGF in a timely fashion, when such problems may limit their ability to travel, train, or compete when representing AGF. Provide athletes (and the parents/guardians of minor athletes) with all necessary information to be involved in the decisions that affect the athlete.

6.3 **Interactions with Minors:** Subject to Section 5.4.3 above, refrain from one-on-one personal communication with minor athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications.

6.4 **Support for Other Coaches and Clubs:** Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs. Respect other coaches and, should an athlete desire to change member clubs, support and cooperate with the other coach in the exchange of pertinent information.

- 6.5 **Prohibited Relationships:** Under no circumstance shall a coach engage in a sexual relationship of any kind with an athlete under 18 years old, or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a Position of Trust over the athlete.
- 6.6 **Interaction with other Manuals or Handbooks:** Adhere to the requirements of applicable manuals and handbooks when coaching at an AGF Activity, for example with respect to attire, interactions with other coaches and team managers etc.

## 7. Additional Responsibilities – Athletes

In addition to the general responsibilities and obligations set forth herein, athletes have the following additional responsibilities when participating in AGF Activities and at other activities to which this Code applies:

- 7.1 Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train, or compete when representing AGF.
- 7.2 Participate and appear on-time and prepared to participate to their best abilities.
- 7.3 Properly represent themselves and not attempt to enter a competition for which they are not eligible by reason of age, classification, or other reason.
- 7.4 Adhere to AGF's rules and requirements regarding clothing and equipment.
- 7.5 Never ridicule a participant for a poor performance or practice.
- 7.6 Act in a sportsmanlike manner and not engage in violence, foul language, or gestures to other athletes, officials, coaches, or spectators.
- 7.7 Adhere to AGF uniform policy (in program handbooks).
- 7.8 Act in accordance with AGF's policies and procedures and, when applicable, additional rules as outlined by coaches or chaperones or program handbooks.

## 8. Additional Responsibilities – Parents / Guardians

In addition to the general responsibilities and obligations set forth herein, parents and guardians of athletes have the following additional responsibilities when observing or participating in AGF Activities and at other activities to which this Code applies:

- 8.1 Encourage athletes to follow the sport rules and behavioral expectations and resolve conflicts without resorting to hostility or violence.
- 8.2 Respect the decisions and judgments of officials and encourage athletes to do the same.
- 8.3 Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport.

## **9. Additional Responsibilities – Judges and Officials**

In addition to the general responsibilities and obligations set forth herein, judges and other officials have the following additional responsibilities when participating in AGF Activities and at other activities to which this Code applies:

- 9.1 Maintain and update their knowledge of the rules and rules changes.
- 9.2 Work within the boundaries of their position's description while supporting the work of other officials.
- 9.3 Conduct all events according to the rules of AGF, GymCan and the Fédération Internationale de Gymnastique (FIG), as applicable.
- 9.4 Act professionally and support AGF as an ambassador.
- 9.5 Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- 9.6 Respect the confidentiality required by issues of a sensitive nature, which may include disqualifications, discipline processes, appeals, and specific information or data about Members.
- 9.7 Dress in proper attire for judging and officiating as per the judge's sections of each respective AGF Program Handbook.
- 9.8 Be completely unbiased and refrain from allowing anything to influence or give the appearance of affecting their judgment in rendering fair and impartial scores.
- 9.9 Refrain from criticizing other judges' judgments or decisions to coaches, teams, or affiliates.

## **10. Additional Responsibilities – AGF Staff, Board Members and Committee Members**

In addition to the general responsibilities and obligations set forth herein, AGF staff, board members, committee members and other individuals acting on behalf of AGF have the following additional responsibilities when participating in AGF Activities and at other activities to which this Code applies:

- 10.1 When conducting AGF business, function primarily as a member of AGF or the AGF board and/or committee(s), as applicable, not prioritizing the goals or interests of any other organization or constituency.
- 10.2 Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of AGF business and the maintenance of Member confidence.
- 10.3 Ensure that AGF's financial affairs are conducted in a responsible manner with due regard for all fiduciary responsibilities.
- 10.4 Conduct themselves professionally, lawfully and in good faith in the best interests of AGF.

- 10.5 Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- 10.6 Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others.
- 10.7 Keep informed about AGF activities, the provincial gymnastics community, and general trends in the sectors in which it operates.
- 10.8 Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to Alberta law.
- 10.9 Respect the confidentiality appropriate to issues of a sensitive nature.
- 10.10 Ensure that all AGF Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.
- 10.11 Respect the decisions of the majority.
- 10.12 Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- 10.13 Have a thorough knowledge and understanding of all AGF's governance documents.
- 10.14 Conform to the Bylaws and policies approved by AGF, in particular this Code as well as any policies with respect to privacy and confidentiality.

## 11. Privacy

In order to implement and enforce this Code and other policies and procedures of AGF, AGF may from time to time be required to obtain and use personal information relating to Members as well as other affected parties, in particular where a complaint has been filed pursuant to the ***Complaints, Hearings and Discipline Policy & Procedure***. Where disciplinary action is undertaken as a result of the outcomes from the ***Complaints, Hearings and Discipline Policy & Procedure***, AGF may, in its discretion, disclose the outcomes to other amateur sport organizations or other organizations or institutions that need to know the information or where required or permitted by applicable law.

## 12. Member Compliance Declaration

As a condition of membership with AGF, each Member is required to comply with this Code and other AGF policies and procedures at all times in connection with AGF Activities.