



Policy:

Code of Conduct for Volunteers

Ratified May 2022

Code of Conduct for Volunteers

“Organization” refers to BC Speed Skating Association dba Speed Skating BC (SSBC)

Definitions

1. The following terms have these meanings in this Code:
 - a. “*Individuals*” – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, officials, volunteers, parents and guardians, administrators, committee members, and directors and officers of the Organization
 - b. “*Workplace*” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the physical or virtual office space, work-related social functions, work assignments outside the Organization’s offices, work-related travel, and work-related conferences or training sessions.

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 and the **BC Universal Code of Conduct (BC UCC)**. Speed Skating BC accepts all language contained in the British Columbia Universal Code of Conduct (BC UCC). A copy of the code can be obtained [here](#).
Speed Skating BC supports the creation of a sport environment that is accessible, inclusive, respects their participants personal goals and is free from all forms of Maltreatment. Maltreatment in all its forms is a serious issue that undermines the health, wellbeing, performance and security of individuals, communities, and society.

Application of this Code

3. This Code applies to Individuals’ conduct during Speed Skating BC’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Speed Skating BC’s activities, office environment, and any meetings.
4. An Individual who violates this Code may be subject to sanctions pursuant to Speed Skating BC’s ***Discipline, Arbitration and Appeals Policies***. In addition to facing possible sanction pursuant to ***Speed Skating BC’s Discipline, Arbitration and Appeals Policies***, an Individual who violates this Code during a competition may be

ejected from the competition, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the competition.

5. An employee or contractor of Speed Skating BC found to have engaged in acts of maltreatment, violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any Speed Skating BC event, will be subject to appropriate disciplinary action subject to the terms of Speed Skating BC's **Employment Policy** as well as the employee's Employment Agreement (if applicable).
6. This Code also applies to Individuals' conduct outside of Speed Skating BC'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 Speed Skating BC. 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, employees, or members
 - iii. Consistently demonstrating the spirit of sport and the values of Speed Skating BC, leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are 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 are outlined in **Speed Skating BC's Harassment Policy**

- c. Refrain from any behaviour that constitutes **workplace harassment**, where workplace harassment is defined as vexatious comment or conduct against a worker in a workplace – a comment or conduct 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 function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:
 - i. Bullying
 - ii. Repeated offensive or intimidating phone calls or emails
 - iii. Inappropriate sexual touching, advances, suggestions or requests
 - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
 - v. Psychological abuse
 - vi. Personal harassment
 - vii. Discrimination
 - viii. Intimidating words or conduct (offensive jokes or innuendos) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.

- d. Refrain from any behaviour that constitutes **workplace violence**, where workplace violence is defined as the exercise 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. Types of behaviour that constitute workplace harassment include, but are not limited to:
 - i. Verbal threats to attack a worker
 - ii. Sending to or leaving threatening notes or emails for a worker
 - iii. Making threatening physical gestures to a worker
 - iv. Wielding a weapon in a workplace
 - v. Hitting, pinching or unwanted touching of a worker which is not accidental
 - vi. Throwing an object at a worker
 - vii. Blocking normal movement or physical interference of a worker, with or without the use of equipment
 - viii. Sexual violence against a worker
 - ix. Any attempt to engage in the type of conduct outlined above

- e. Abstain from any behaviour that constitutes **physical maltreatment**, where physical maltreatment is defined by the **BC UCC**, as contact or non-contact infliction of physical harm. Types of behaviour that constitute physical maltreatment include, but are not limited to:
 - i. Contact behaviours such as deliberately punching, kicking, beating, biting, striking, strangling or slapping another.
 - ii. Non-contact behaviours such as
 - 1. isolating a person in a confined space;
 - 2. forcing a person to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a hard surface);
 - 3. the use of exercise for the purposes of punishment;
 - 4. withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep;
 - 5. denying access to a toilet;
 - 6. providing alcohol to a Minor Participant;
 - 7. providing illegal drugs or non-prescribed medications to a Participant;
 - 8. encouraging or knowingly permitting an athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional;
 - 9. encouraging an athlete to perform a skill for which the Participant knows or ought to know that the athlete is not developmentally ready.

- f. Abstain from any behaviour that constitutes **sexual maltreatment**, where sexual maltreatment is defined by the BC UCC as:
 - i. any non-Consensual touching of a sexual nature and/or the Criminal Code offence of sexual assault.
 - ii. participating in, forcing or coercing a person into sexual acts or performing acts on a person that violates their sexual integrity (e.g. hazing).
 - iii. Participating in sexual harassment, which is defined as any comment or conduct of a sexual nature that is unwelcome or that would be objectively perceived as unwelcome by and outside observer.
 - iv. Sexual maltreatment can take place in any form, in person or by means of communications (e.g. online social media or via a third party). Examples of Sexual Maltreatment include as described by the BC UCC:
 - 1. Any sexual solicitation or advance made in the context of a relationship that involves a Power Imbalance where the person



making the solicitation or advance has more power and knows or ought reasonably to know that it is unwelcome.

2. Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance, where the reprisal is made or threatened by a person who has more power in the context of a relationship that involves a Power Imbalance, or if the person to whom the solicitation or advance is made is a Minor;
 3. Questions asked of a person about their sexual preferences, sexual history, sexual organs or sexual experiences, particularly when such questions are asked of a Minor or Vulnerable Participant;
 4. Sexual attention when the person giving the attention reasonably knows or ought to know that the attention is unwanted or unwelcome or where the object of the attention is a Minor. Sexual attention includes but is not limited to comments about a person's appearance, body or clothing that could be objectively perceived by another person as being sexual in nature, practical jokes based on sex; intimidating sexual remarks, propositions, invitations or familiarity.
 5. Unwelcome remarks based on gender which are not of a sexual nature but which are demeaning such as derogatory gender-based jokes or comments
- g. Abstain from the use of non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the **Canadian Anti-Doping Program**. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Organization's ***Discipline, Arbitration and Appeals Policies***. The Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization
- h. Refrain from associating with any person 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) for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport,

- i. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- j. Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Speed Skating BC's programs, activities, competitions, or events with the exception of activities outlined item 7.k.
- k. 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
- l. Respect the property of others and not wilfully cause damage
- m. Promote the sport in the most constructive and positive manner possible
- n. Adhere to all federal, provincial, municipal and host country laws
- o. Comply, at all times, with Speed Skating BC's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

Volunteers

In addition to section 7 (above), volunteers will have additional responsibilities to:

- p. Conduct themselves in a responsible manner consistent with the values of Speed Skating BC including fair play, integrity, dignity, open communication and mutual respect
- q. Treat all individuals and property with dignity, courtesy, and respect, including but not limited to other players, coaches, officials, volunteers, other parents or guardians and all other individuals that are part of the organization.
- r. Work within the boundaries of their position's description while supporting the work of other volunteers.
- s. Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the Organization, athletes, coaches, officials, and parents and guardians.
- t. Honour all commitments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the organizer or association at the earliest possible time
- u. Dress in proper attire for the position you are volunteering for.



- v. Respect the confidentiality required by issues of a sensitive nature, which may include specific information or data about Individuals in accordance with Speed Skating BC's Privacy Policy.