

Section V03	VIASPORT:	
	Code of Conduct	
Approved	Current Version Approved	Date of Last review
September 6, 2018	September 6, 2018	September 6, 2018

1. Purpose and Scope

- 1.1. This Code of Conduct identifies the standard of behaviour that is expected of all BC Sailing participants.
- 1.2. BC Sailing “participants” are defined as individuals who are registered to participate in Sail Canada and BC Sailing programs and activities, including athletes, coaches, officials, employees, contractors, volunteers and parents of participants.
- 1.3. Participants who fail to abide by this Code may be subject to disciplinary procedures and sanction.

2. Responsibilities

- 2.1. All BC Sailing participants are expected to act responsibly, as follows:
 - 2.1.1. To conduct themselves in a sportsmanlike and responsible manner at all times.
 - 2.1.2. To not engage in deliberate cheating that is intended to manipulate the outcome of a competition.
 - 2.1.3. To refrain from comments and behaviours which are disrespectful, offensive, abusive, racist, or sexist.
 - 2.1.4. To not be under the influence of alcohol at any time they are performing their duties.
 - 2.1.5. To not use or be in possession of illicit drugs/narcotics, performance-enhancing drugs or methods or drug paraphernalia.
 - 2.1.6. To not bet or gamble on the outcome of a competition.
 - 2.1.7. To refrain from the use of the power of authority in an attempt, successful or not, to coerce another person to engage in or tolerate sexual activity which includes deliberate or repeated unsolicited sexually oriented comments, anecdotes, gestures or touching that is offensive and unwelcome.
 - 2.1.8. To not breach the privacy of an individual where the individual has a right to expect privacy.
 - 2.1.9. To either declare a conflict of interest or withdraw from participating in the activity that causes a conflict of interest as outlined in the BC Sailing’s Conflict of Interest Policy.
 - 2.1.10. To not attempt to cover up or conceal any conduct of an individual that is, or may be, in breach of any of the codes of conduct.

2.1.11 Athletes and coaches are further subject to the code of conducts specifically developed for athletes and coaches.

2.1.12 Individuals working with minors must be held to a higher standard in their dealings with those who are below the age of majority.

3. Code of Ethics

3.1 In addition to all BC Sailing participants responsibilities, the registered coaches with the Coaching Association of Canada (CAC), Sail Canada and BC Sailing agree to follow the code of ethics of the CAC, Sail Canada and BC Sailing, which describe the standards of behaviour.

4. Confidentiality

4.1. Volunteers, employees and contractors should not use or transmit any confidential information for personal gain while serving with BC Sailing and following the termination of their relationship with the BC Sailing.

4.2. "Confidential information" is information of a highly sensitive, confidential, or, (when designated by a lawyer) privileged nature that may undermine the interests of the BC Sailing or cause negative attention if the matter or matters were to be disclosed, either internally or externally.

5. Disciplinary Procedures

5.1 Alleged infractions reported to BC Sailing Association will be sent to the appropriate governing authority following the appropriate Code of Conduct disciplinary procedure.

5.2. Minor Infractions

5.2.1. Examples of minor infractions and possible disciplinary sanctions are shown in Appendix A.

5.2.2. Procedures for dealing with minor infractions shall be determined at the discretion of the person having delegated authority to make decisions on behalf of the BC Sailing or its Board of Directors, related to BC Sailing programs and activities.

5.2.3. In all situations, however, the individual being disciplined shall be informed of the nature of the infraction and has an opportunity to explain his or her involvement in the incident.

6.2. Major Infractions

6.2.1. Examples of major infractions and possible disciplinary sanctions are shown in Appendix A.

6.2.2. Any participant in a BC Sailing activity may report a major infraction to the

Executive Director of BC Sailing.

- 6.2.3. Upon receipt of a complaint, the Executive Director shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.
- 6.2.4. If the incident is to be dealt with as a minor infraction, the Executive Director will inform the appropriate person in authority as described above and the alleged offender and the matter shall be dealt with according to section 4.1 above.
- 6.2.5. If the incident report is to be dealt with as a major infraction, and a hearing is required, the alleged offender shall be notified as quickly as possible and, in any event, no later than three days from the date of receipt of the incident report, and shall be advised of the procedures outlined in this policy.
- 6.2.6. Within five days of receiving the incident report, the Executive Director shall forward the report to the Case Manager who shall appoint three individuals to serve as a Disciplinary Panel. Where possible, one of the Panel members shall be from the peer group of the alleged offender. None of the Panel members can be involved in the incident and must be independent of those who were involved in it.
- 6.2.7. The Disciplinary Panel shall hold the hearing as soon as possible, but not more than 14 days after the incident report is first received by the Executive Director.
- 6.2.8. The Disciplinary Panel shall govern the hearing as it sees fit, provided that:
 - a) The individual being disciplined shall be given five days written notice (by courier or fax) of the day, time and place of the hearing.
 - b) The Panel may decide to conduct the hearing in person, by telephone or video conference.
 - c) The individual being disciplined shall receive a copy of the incident report.
 - d) Members of the Panel shall select from among themselves a Chairperson.
 - e) A quorum shall be all 3 Panel members.
 - f) Decisions shall be by majority vote; the Chair carries a vote.
 - g) The individual being disciplined shall have the right to present evidence and argument, and may be accompanied by a representative.
 - h) The hearing shall be held in private.
 - i) The Panel may request that witnesses to the incident be present or submit written evidence.
 - j) The Panel shall render its decision, with written reasons, within five days of the Hearing.
 - k) Once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the hearing.

6.2.9. Unless the Disciplinary Panel decides otherwise, any disciplinary sanctions applied shall take effect immediately.

7. Appeals Process

7.1 Any appeal of decisions set out in section four above (by a person having delegated authority or the Disciplinary Panel) will be done according to the BC Sailing's Appeal Process and Dispute Resolution Policy.

APPENDIX A

EXAMPLES OF INFRACTIONS AND POSSIBLE SANCTIONS

1) Examples of Minor Infractions

- a) A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- b) Unsportsmanlike conduct such as angry outbursts or arguing.
- c) A single incident of intentionally being late or, if unintentionally, which results in significant embarrassment to or disruption of the event or activity. Possible Sanctions for Minor Infractions: The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:
 - i) verbal reprimand
 - ii) written reprimand to be placed on file at the national office
 - iii) verbal apology
 - iv) hand-delivered written apology
 - v) team service or other voluntary contribution to BC Sailing
 - vi) suspension from the current competition
 - vii) other sanctions as may be considered appropriate for the offence.

2) Examples of Major Infractions:

- a) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- b) Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- c) Repeated incidents of being late for or absent from BC Sailing events and activities at which attendance is expected or required, whether intentional or not.
- d) Single physically abusive incident.
- e) Activities or behaviour which intentionally, or even if not intentional with wanton disregard for the consequences, interfere with competition or with an athlete's preparation for a competition.
- f) Pranks jokes or other activities that endanger the safety of others.
- g) Deliberate disregard for the rules and regulations under which sailing events are run and organized.