



# WBC Code of Conduct

Effective May 13, 2020

Approval May 12, 2020

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## 1 Definitions

The term “Individuals” used in this code includes individuals employed by, or engaged in activities with the Woodstock Badminton Club including, but not limited to, members, coaches, volunteers, and board members of the Woodstock Badminton Club.

The acronym “WBC” is used to indicate the Woodstock Badminton Club.

## 2 Purpose

The purpose of this Code is to ensure a safe and positive environment within the Woodstock Badminton Club (WBC) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour. WBC supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

## 3 Application of the Code

This Code applies to Individuals’ conduct during all WBC activities. This Code also applies to Individuals’ conduct outside activities, and events when such conduct adversely affects relationships within WBC (and its work and sport environment) and is detrimental to the image and reputation of the WBC.

### 3.1 *Individuals*

Individuals have a responsibility to:

- Maintain and enhance the dignity and self-esteem of WBC members and other individuals by:

- 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
  - Focusing comments or criticism appropriately and avoiding public criticism of individuals
  - Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
  - Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
  - Consistently treating individuals fairly and reasonably
  - Ensuring adherence to the rules of the sport and the spirit of those rules
- 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 that constitute harassment include, but are not limited to:
    - Written or verbal abuse, threats, or outbursts
    - The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances
    - Unwelcome remarks, jokes, comments, innuendo, or taunts
    - Leering or other suggestive or obscene gestures
    - Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
    - Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
    - Any form of hazing
    - Retaliation or threats of retaliation against an individual who reports harassment
    - Bullying
    - Offensive or intimidating phone calls or emails
    - Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
    - Psychological abuse
    - Discrimination
    - Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating
    - Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
- Refrain from any behaviour that constitutes violence, where violence is defined as the exercise of physical force, that causes or could cause physical injury; an attempt to exercise physical force that could cause physical injury; or a statement or behaviour that it is reasonable to interpret as a threat to exercise physical force.

Types of behaviour that are applicable to this section include, but are not limited to:

- Verbal threats to attack
  - Sending to or leaving threatening notes or emails
  - Making threatening physical gestures
  - Wielding a weapon
  - Hitting, pinching or unwanted touching which is not accidental
  - Throwing an object
  - Blocking normal movement or physical interference, with or without the use of equipment
  - Any attempt to engage in the type of conduct outlined above
- Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
    - Sexist jokes
    - Sexual violence
    - Display of sexually offensive material
    - Sexually degrading words used to describe a person
    - Inquiries or comments about a person's sex life
    - Unwelcome sexual flirtations, advances, or propositions
    - Inappropriate sexual touching, advances, suggestions or requests
    - Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
    - Unwelcome sexual flirtations, advances, requests, or invitations
    - Physical or sexual assault
- Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
  - Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
  - Respect the property of others and not wilfully cause damage
  - Promote the sport of badminton and pickleball in the most constructive and positive manner possible
  - Adhere to all federal, provincial, municipal laws
  - Comply, at all times, with WBC bylaws, policies, procedures, and rules and regulations as adopted and amended from time to time.

### **3.2 Board/Committee Members**

WBC board will have additional responsibilities to:

- Function primarily as a member of the WBC board and not as a member of any other particular constituency

- Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities WBC business and the maintenance of Individuals' confidence
- Ensure that WBC financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- Conduct themselves openly, professionally, lawfully and in good faith in the best interests of WBC
- Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
- Keep informed about WBC activities,
- Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the by-laws and Governance under which WBC is governed.
- Respect the confidentiality appropriate to issues of a sensitive nature
- Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- Respect the decisions of the majority and resign if unable to do so
- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- Have a thorough knowledge and understanding of WBC by-laws and governance documents
- Conform to the bylaws and policies approved by WBC

### **3.3 Coaches**

Coaches have many additional responsibilities. 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. Coaches will:

- 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
- Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
- Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- Act in the best interest of the athlete's development as a whole person

- Respect other coaches
- All interactions with WBC members by coaches are to be conducted in a respectful and dignified manner.
- Respect all athletes that are training with another coach and not make disparaging remarks about the other coach.
- Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by WBC Screening Policy
- Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco.
- Provide an initial vulnerable sector check via the appropriate local police services prior to providing any coaching services.
- Respect all athletes competing against their athletes and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- Dress professionally, neatly, and inoffensively