

Manitoba Five Pin Bowling Federation – Code of Conduct & Ethics Policy

“Organization” refers to: Manitoba Five Pin Bowling Federation

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; full member associations, athletes, coaches, proprietors, officials, volunteers, 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 Organization’s office, 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 behavior consistent with the Organization’s core values. The Organization supports equal opportunity, prohibits discriminatory practices and is committed to providing an environment in which all individuals are treated with respect and fairness.

Application Of This Code

3. This code applies to individuals’ conduct during association business, activities and events including, but not limited to, competitions, tournaments, practices, travel associated with association activities, board of directors meetings and any other association meetings. This code also applies to individuals’ conduct outside of the association’s business, activities and events when such conduct adversely affects relationships within the association (and its work and sport environment) and is detrimental to the image and reputation of the association. Such applicability will be determined by the association and its sole discretion.
4. An individual who violates this code may be subject to sanctions pursuant to the Organization’s “Discipline and Complaints Policy”. In addition to facing possible sanction pursuant to the Organization’s “Discipline and Complaints Policy”, an individual who violates this code during a competition may be ejected from the competition or the playing area, 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 particular competition.

This policy will not apply to decisions relating to:

- a) Matters of employment.
 - b) Infractions for doping offences, which are dealt with pursuant to the Canadian Policy on Doping in Sport and the Canadian Doping Control Regulations.
 - c) The rules of 5 pin bowling, which may not be appealed.
 - d) Discipline matters arising during events organized by entities other than the Organization, which are dealt with pursuant to the policies of these other entities, and
 - e) Any decisions made under Paragraphs 6 and 9 of this policy
5. This code also applies to individuals’ conduct outside of the Organization’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 the Organization. Such applicability will be determined by the Organization at its sole discretion.

Responsibilities

6. 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, color, race, citizenship, ethnic origin, place of origin, creed, disability, economic status, religion, political belief, family status, marital status, gender identity, gender expression and sexual orientation.
 - ii. Focusing comments or criticism or disciplinary actions appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees or members.
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership and ethical conduct.
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly 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 behavior 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 behavior that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats or outbursts.
 - ii. Persistent unwelcome remarks, jokes, comments, innuendos or taunts.
 - iii. Leering or other suggestive or obscene gestures.
 - iv. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions.
 - v. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.
 - vi. Any form of hazing is defined as "Any potentially humiliating, degrading, abusive or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team or athletic ability".
 - vii. Unwanted physical contact including, but not limited to, touching, petting, pinching or kissing.
 - viii. Unwelcome sexual flirtations, advances, requests, propositions or invitations.
 - ix. Physical or sexual assault.
 - x. Behaviors such as those described that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment.
 - xi. Retaliation or threats of retaliation against an individual who reports harassment to the Organization.
 - c) Refrain from any behavior that constitutes workplace harassment, where workplace harassment is defined as a vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonable 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 behavior that constitute workplace harassment include, but are not limited to:
 - i. Bullying.
 - ii. Repeated offensive or intimidating phone calls or e-mails.
 - 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).
 - ix. Words or actions which are known or should reasonable be known to be offensive, embarrassing, humiliating, demeaning or intimidating.
- d) Refrain from any behavior 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 behavior 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 behavior 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 e-mails 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) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes.
 - ii. Display of sexually offensive material.
 - iii. Sexually degrading words used to describe a person.
 - iv. Inquiries or comments about a person's sex life.
 - v. Unwelcome sexual flirtations, advances or propositions.
 - vi. Persistent unwanted contact.
- f) Abstain from the 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 and Complaints policy. The Organization will respect any penalty enacted pursuant to the breach of the Canadian anti-doping program, whether imposed by the Organization or any other sport organization.
- g) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport, 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).
- h) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- i) Refrain from consuming tobacco products or recreational drugs while participating in the Organization's programs, activities, competitions or events.
- j) In the case of adults, avoid consuming alcohol in competitions and 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.
- k) Respect the property of others and not willfully cause damage.

- l) Promote the sport in the most constructive and positive manner possible.
- m) When driving a vehicle with an individual:
 - i. Not have his or her license suspended
 - ii. Not be under the influence of alcohol or illegal drugs or substances; and
 - iii. Have valid car insurance
- n) Adhere to all federal, provincial, municipal and host country laws.
- o) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
- p) Comply, at all times with the Organization's bylaws, policies, procedures and rules and regulations as adopted and amended from time to time.

Directors, Committee Members and Staff

7. In addition to section 7 (above), the Organization's directors, committee members and staff will have additional responsibilities to:
- a) Function primarily as a director or committee member of the Organization; not as a member of any other particular member or constituency.
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organization's business and the maintenance of individuals' confidence.
 - c) Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
 - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Organization.
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism.
 - f) Behave with decorum appropriate to both circumstance and position.
 - g) Keep informed about the Organization's activities, the provincial sport community and general trends in the sectors in which they operate.
 - h) Exercise the degree of care, diligence and skill required in the performance of their duties pursuant to the laws under which the Organization is incorporated.
 - i) Respect the confidentiality appropriate to issues of a sensitive nature.
 - j) Respect the decisions of the majority and resign if unable to do so.
 - k) Commit the time to attend meetings and be diligent in preparation for, and participation in discussions at such meetings.
 - l) Have a thorough knowledge and understanding of all the Organization's governance documents.
 - m) Conform to the bylaws and policies approved by the Organization.

Coaches

8. In addition to section 7 (above), 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:
- a) 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.
 - b) 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.
 - c) 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.
 - d) Support the coaching staff of a training camp, provincial team or national team; should an athlete qualify for participation with one of these programs.
 - e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
 - f) Act in the best interest of the athlete's development as a whole person.

- g) Comply with the Organization's Screening Policy, if applicable.
- h) Report to the Organization any ongoing criminal investigation, conviction, existing bail conditions, including those for violence, child pornography, possession, use or sale of any illegal substance.
- i) 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.
- j) Respect athletes playing with other teams and, in dealings with them, no 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.
- k) 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.
- l) 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.
- m) Dress professionally, neatly and inoffensively.
- n) Use inoffensive language, taking into account the audience being addressed.

Athletes

9. In addition to section 7 (above), athletes will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice or compete.
 - b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments and events .
 - c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification or other reason.
 - d) Adhere to the Organization's rules and requirements regarding clothing and equipment.
 - e) Never ridicule a participant for a poor performance or practice.
 - f) Act in a sportsmanlike manner and not display appearances of violence, foul language or gestures to other athletes, officials, coaches or spectators.
 - g) Dress to represent the sport and themselves well and with professionalism.
 - h) Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

Officials

10. In addition to section 7 (above), officials will have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rule changes.
 - b) Work within the boundaries of their position's description while supporting the work of other officials.
 - c) Act as an ambassador of the Organization by agreeing to enforce and abide by national and provincial rules and regulations.
 - d) Take ownership of actions and decisions made while officiating.
 - e) Respect the rights, dignity and worth of all individuals.
 - f) Not publicly criticize other officials or any club or association.
 - g) Assist with the development of less-experienced referees and minor officials.
 - h) Conduct themselves openly, impartially, professionally, lawfully and in good faith in the best interest of the Organization, athletes, coaches, other officials and parents.
 - i) Be fair, equitable, considerate, independent, honest and impartial in all dealings with others.
 - j) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, default, forfeits, discipline processes, appeals and specific information or data about individuals.

- k) Honor all assignments unless unable to do so by virtue of illness or personal emergency and in these cases inform the assignor or association at the earliest possible time.
- l) When writing reports, set out the true facts and do not attempt to justify any decisions.
- m) Dress in proper attire for officiating.

Parents/Guardians, Spectators & Volunteers

11. In addition to paragraph 7 (above), parents/guardians and spectators at events will:
- a) Act with honesty and integrity while carrying out any assigned responsibilities.
 - b) Comply with both the letter and the spirit of any training or orientation provided by the Organization.
 - c) Take responsibility for actions and decision.
 - d) Use inoffensive language.
 - e) Dress professionally, neatly and inoffensively.
 - b) Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence.
 - b) Condemn the use of violence in any form.
 - c) Never ridicule a participant for making a mistake during a performance or practice.
 - d) Provide positive comments that motivate and encourage participants' continued effort.
 - e) Respect the decisions and judgments of officials and encourage athletes to do the same.
 - f) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm.
 - g) Respect and show appreciation to all competitors, coaches & officials.
 - h) Do not harass competitors, coaches, officials, parents/guardians or other spectators.

This policy will be reviewed on an annual basis at the Organization's annual general meeting, where it may be amended, deleted or replaced by a resolution and approved at the meeting. The policy will be signed off by the following members of the executive committee of the Organization.

Date: January 23rd, 2019

Grant Szpak (President): 

Mike Devenney (Vice President): 

Sandi Anderson (Treasurer): 