



# ONTARIO CYCLING ASSOCIATION

## CODE OF CONDUCT AND ETHICS

### Definitions

1. The following terms have these meanings in this Code:
  - a) *"Member"* – All categories of membership defined in Article 2.1 of the OCA *Bylaws* as well as all individuals engaged in activities with the OCA including, but not limited to, athletes, coaches, commissaires, volunteers, event organizers, administrators, committee members, directors and officers of the OCA, and spectators at events.

### Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within OCA programs, activities, and events) by making Members aware that there is an expectation, at all times, of appropriate behaviour consistent with the vision and values of the OCA. Further, the OCA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

### Application of this Code

3. This Code applies to Members' conduct during OCA business and activities, including, but not limited to, races, events, clinics, travel associated with OCA activities, and any meetings.
4. This Code applies to Members' conduct during all cycling sports: track, BMX, road, cyclo-cross, and mountain.
5. A Member who violates this Code may be subject to sanctions pursuant to the OCA's *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the OCA's *Discipline and Complaints Policy*, a Member who violates this Code during an event may be disqualified from the event as per the 'Discipline and Procedures' section of the *OCA Companion Guide*.
6. This Code also applies to Members' conduct outside of the OCA's business, activities, and events when such conduct adversely affects relationships within the OCA (and its work and sport environment) and is detrimental to the image and reputation of the OCA. Such applicability will be determined by the OCA at its sole discretion.

## Responsibilities

7. Members have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of OCA members and other individuals by:
    - i. Demonstrating respect to individuals regardless of gender expression, gender identity, body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, commissaires, 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 cycling 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 that constitute harassment include, but are not limited to:
    - i. Written or verbal abuse, threats, or outbursts
    - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
    - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
    - iv. Leering or other suggestive or obscene gestures
    - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
    - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
    - vii. Any form of hazing
    - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
    - ix. Unwelcome sexual flirtations, advances, requests, or invitations
    - x. Physical or sexual assault
    - xi. 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
    - xii. Retaliation or threats of retaliation against an individual who reports harassment to the OCA
  - c) 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:
    - 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
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the OCA 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 OCA's *Discipline and Complaints Policy*. The OCA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the OCA or any other sport organization
  - e) Refrain from coaching, training, competing with, managing, assisting, or supervising 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)
  - f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
  - g) 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 OCA events
  - h) Respect the property of others and not willfully cause damage
  - i) Promote cycling in the most constructive and positive manner possible
  - j) Adhere to all federal, provincial, municipal and host country laws
  - k) Comply, at all times, with the OCA's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

#### **Board/Committee Members and Staff**

8. In addition to section 7 (above), the OCA's Board Members, Committee Members, and Staff will have additional responsibilities to:
- a) Function primarily as a member of the board and/or committee(s) of the OCA; 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 OCA business and the maintenance of Member confidence
  - c) Ensure that the OCA'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 OCA
  - 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 and be fair, equitable, considerate, and honest in all dealings with others
  - g) Keep informed about OCA activities, the provincial cycling 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 OCA is incorporated
  - i) Respect the confidentiality appropriate to issues of a sensitive nature
  - j) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
  - k) Respect the decisions of the majority and resign if unable to do so
  - l) Commit the time to attend meetings and be diligent in preparation for, and

- participation in, discussions at such meetings
- m) Have a thorough knowledge and understanding of all OCA governance documents
- n) Conform to the bylaws and policies approved by the OCA, in particular this *Code of Conduct and Ethics*

### Coaches

9. 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) 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
  - c) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
  - d) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
  - e) Act in the best interest of the athlete's development as a whole person
  - f) Respect other coaches
  - g) Meet high standards of integrity and suitability
  - h) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or 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 other 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
  - 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

10. 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, train, or compete
  - b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all events, races, training sessions, and clinics
  - c) Properly represent themselves and not attempt to participate in an event for

- which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the OCA's rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for a poor performance or race
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, commissaires, coaches, or spectators
- g) Dress in a manner representative of the OCA; focusing on neatness, cleanliness, and discretion
- h) Act in accordance with the OCA's policies and procedures and, when applicable, additional rules as outlined by coaches or event organizers

### Commissaires

11. In addition to section 7 (above), commissaries will have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rules changes
  - b) Work within the boundaries of their position's description while supporting the work of other commissaires
  - c) Act as an ambassador of the OCA 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 commissaires or any cycling club or association
  - g) Assist with the development of less-experienced commissaires
  - h) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the OCA, athletes, coaches, other commissaires, 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 disqualifications, discipline processes, appeals, and specific information or data about Members
  - k) When writing reports, set out the true facts and not attempt to justify any decisions
  - l) Dress in proper attire for officiating

### Spectators

12. In addition to section 7 (above), spectators at events will have additional responsibilities to:
- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence
  - b) Never ridicule an athlete for a poor performance or race
  - c) Provide positive comments that motivate and encourage athletes' continued effort
  - d) Respect the decisions and judgments of commissaires and encourage athletes to do the same
  - e) Not question the judgment or honesty of an commissaire or an OCA member
  - f) Respect and show appreciation to all competitors and to the coaches, event organizers, commissaires, and other volunteers who give their time to the sport
  - g) Keep off the competition area and not interfere with events or races
  - h) Comply with any disqualification from a race or event as ordered by the commissaire