

HANLAN BOAT CLUB	
CODE OF CONDUCT AND ETHICS	

Effective date	February 2022
Archived date	
Date last reviewed	February 2022
Scheduled review date	January 2025
Replaces and/or amends	
Approved by and date	Board of Directors, February 2022
Appendix(-ces) to this Policy	

Purpose

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of HANLAN BOAT CLUB by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization’s core values and policies. HANLAN BOAT CLUB supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals can safely participate in our sport and are treated with respect and fairness.

Application of this Code

2. This Code applies to any Individual’s conduct during the business, activities, and Events of HANLAN BOAT CLUB including, but not limited to, competitions, practices, evaluations (including time trials or any other form of testing), treatment or consultations (i.e., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings or social Events.
3. This Code also applies to Individuals’ conduct outside of the business, activities, and Events of HANLAN BOAT CLUB when such conduct adversely affects the organization’s relationships (and the work and sport environment) or is detrimental to the image and reputation of HANLAN BOAT CLUB. Such applicability will be determined by the Independent Third Party at its sole discretion.
4. This Code applies to Individuals active in the sport of rowing or who have retired from the sport of rowing where any claim regarding a potential breach of this Code occurred when the Individual was active in the sport.
5. In addition, breaches of this Code may occur when the Individuals involved interacted due to their mutual involvement in the sport of rowing or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).
6. Any Individual who violates this Code may be subject to sanctions pursuant to the *Harassment, Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Harassment, Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be removed from the competition or training area, and the Individual may be subject to further sanctions.

Responsibilities

7. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of other Individuals by:
 - i. Treating each other with the highest standards of respect and integrity;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, umpires, officials, organizers, volunteers, employees, or other participants;
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - iv. Acting to correct or prevent practices that are unjustly discriminatory;
 - v. Consistently treating individuals fairly and reasonably; and
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
 - b) Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Discrimination or any form of Maltreatment
 - c) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
 - d) Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, Events of RCA or a Rowing Organization or representing RCA or a Rowing Organization at any such activities or Events;
 - e) In the case of Minors, not consume alcohol, tobacco, or cannabis at any Event;
 - f) In the case of adults, not consume cannabis in the Workplace or in any situation associated with the Events of RCA or a Rowing Organization (subject to any requirements for accommodation), not consume alcohol during competitions and in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations
 - g) Respect the property of others and not wilfully cause damage
 - h) Promote sport in the most constructive and positive manner possible
 - i) When driving a vehicle or operating a coach boat or safety launch:
 - i. Not have his or her license suspended;
 - ii. Obey traffic laws at all times;
 - iii. Not be under the influence of alcohol, cannabis or illegal drugs or intoxicating substances;
 - iv. Have valid insurance; and
 - v. Refrain from using a mobile device or engaging in any activity that would constitute distracted driving.
 - j) Adhere to all federal, provincial, municipal and host country laws
 - k) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition or para-classification, and/or refrain from offering or receiving any bribe which is intended to manipulate the outcome of a competition
 - l) Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of RCA and Rowing Organizations, as applicable and as adopted and amended from time to time
 - m) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving an Individual to the Independent Third Party, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or Prohibited Substance or Method
 - n) As a Person in Authority, not place an Individual in a situation that makes them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and a coach to share a hotel room when traveling, hiring a coach who the Person in Authority is aware or is made aware has a past history of Athlete Maltreatment, assigning guides and other support staff to a para-Athlete when the guide or support staff has a reputation for Athlete Maltreatment or assigning such a guide or support staff to a para-Athlete in the absence of consultation with the para-Athlete.

Directors, Committee Members, and Staff

8. In addition to section 7 (above), directors, committee members, and staff of HANLAN BOAT CLUB will have additional responsibilities to:
- a) When performing their role as a director or committee member or staff member of HANLAN BOAT CLUB, ensure that they respect their duty of loyalty to HANLAN BOAT CLUB, and refrain from engaging in any activity or behaviour that could constitute a conflict of interest
 - b) Ensure their loyalty prioritizes the interests of HANLAN BOAT CLUB
 - c) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of Individuals' confidence
 - d) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - e) Comply with the *Screening Policy*
 - f) Conduct themselves openly, professionally, lawfully and in good faith
 - g) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - h) Behave with decorum appropriate to both circumstance and position
 - i) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
 - j) Respect the confidentiality appropriate to issues of a sensitive nature
 - 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 knowledge and understanding of all relevant policies and procedures

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, either consciously or unintentionally. 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 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 (where applicable) 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) Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate
 - f) Provide Athletes (and the parents/guardians of minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete
 - g) Act in the best interest of the Athlete's development as a whole person
 - h) Comply with the *Screening Policy*

- i) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or Prohibited Substances or Prohibited Methods and, in the case of minors, alcohol, cannabis, and/or tobacco
- j) Respect Athletes competing for other clubs, provinces or countries and, in dealings with them, not discuss topics or take 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 or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority
- 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 appropriately
- n) Use inoffensive language, and take the audience being addressed into account (e.g., the age/maturity of the participants)

Athletes

10. In addition to section 7 (above), Athletes will have additional responsibilities to:
- a) Adhere to their Athlete Agreement (if applicable)
 - b) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
 - c) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations (including time controls or any other form of testing)
 - d) 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
 - e) Adhere to any rules and requirements regarding clothing and equipment
 - f) Dress to represent the sport and themselves appropriately
 - g) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Umpires

11. In addition to section 7 (above) and section 11.5 in the RCA Rules of Racing, umpires will have additional responsibilities to:
- a) Maintain and update their knowledge of the Rules of Racing and any rule changes
 - b) Not publicly criticize any Individual
 - c) Place the safety and welfare of competitors, and the fairness of the competition above all else
 - d) Strive to provide a fair sporting environment, and at no time engage in Maltreatment of any person on the field of play
 - e) Work within the boundaries of their position's description while supporting the work of other umpires and follow the direction of Chief Umpires
 - f) Act as an ambassador of the sport of rowing by agreeing to enforce and abide by national and provincial rules and regulations
 - g) Take ownership of actions and decisions made while umpiring
 - h) Respect the rights, dignity, and worth of all Individuals
 - i) Act openly, impartially, professionally, lawfully, and in good faith

- j) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- k) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals
- l) Comply with the *Screening Policy*
- m) Honour all assignments unless unable to do so by virtue of illness or personal emergency, in which case they must communicate their situation to the individual(s) responsible for assignments as soon as possible, including, if already at a regatta, the Chief Umpire
- n) When writing reports, set out the actual facts to the best of their knowledge and recollection
- o) Dress in appropriate attire for umpiring
- p) Never umpire at a Canadian regatta that is not sanctioned by RCA

Parents/Guardians and Spectators

12. In addition to section 7 (above), parents/guardians and spectators at Events will, at all times:
- a) 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 during a competition or practice
 - d) Respect the decisions and judgments of umpires and officials, and encourage Athletes to do the same
 - e) Support all efforts to eliminate verbal and physical abuse, coercion, intimidation, and sarcasm
 - f) Respect all competitors, coaches, umpires, officials and other volunteers
 - g) Never harass competitors, coaches, umpires, officials, parents/guardians, or other spectators

Anti-Doping²

13. All Individuals shall:
- a) Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force. More specifically, HANLAN BOAT CLUB adheres to the Canadian Anti-Doping Program. HANLAN BOAT CLUB will respect any sanction imposed on an Individual as a result of a breach of the [Canadian Anti-Doping Program](#) or any other applicable Anti-Doping Rules
 - b) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable anti-doping rules
 - c) Cooperate with any Anti-Doping Organization that is conducting an investigation into any anti-doping rule violation(s)
 - d) Refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, whether or not such conduct constitutes Tampering as defined in the Canadian Anti-Doping Program
14. All Athlete Support Personnel or other Persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to Athletes that fall under HANLAN BOAT CLUB's jurisdiction.

² Any capitalized terms used in this Anti-Doping section shall, unless the context requires otherwise, have the meanings ascribed to them in the Definitions section of the Canadian Anti-Doping Program.

Retaliation, Retribution or Reprisal

15. It is a breach of this *Code of Conduct and Ethics* for any Individual to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that Individual from filing, in good faith, a Report pursuant to any HANLAN BOAT CLUB policy. It is also a breach of this *Code of Conduct and Ethics* for an Individual to file a Report for the purpose of retaliation, retribution or reprisal against any other Individual. Any Individual found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

Privacy

16. The collection, use and disclosure of any personal information pursuant to this Policy is subject to HANLAN BOAT CLUB's Privacy Policy.