



## POLICY AND PROCEDURES

### M 001: Code of Conduct

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Cycling BC is committed to the pursuit of good sport and ensuring that the sport of cycling is practiced in a safe and fair manner. As such, Cycling BC has adopted viaSport's **British Columbia Universal Code of Conduct**.

The most up-to-date version of the BC Universal Code of Conduct can be found at:

<https://viasport.ca/resources/bc-universal-code-of-conduct/>

**1. GOAL** The purpose of this Code of Conduct is to outline minimum expectations with respect to appropriate behaviour consistent with Cycling BC's core values of community, excellence, and safety.

### 2. PRINCIPLES

- Individuals can and typically will be subject to the provisions of more than one code. Although other organizations may have their own conduct standards, this Code reflects the minimum expectation of Cycling BC.
- Conduct that does not meet minimum standards articulated in this Code of Conduct is subject to disciplinary actions.
- Conduct that violates this Code of Conduct may be subject to actions identified in other Cycling BC policies and procedures, and any resulting measures imposed under those policies.
- Cycling BC affiliated Clubs and Teams Members are strongly encouraged to implement a similar code of conduct to govern the conduct of individuals within their jurisdictions.

### 3. FIELD OF APPLICATION

- This policy shall apply to all Members of Cycling BC, including Participants, Staff, and other recognized individuals involved in Cycling BC activities or, as applicable, those of its Members.
- The Code of Conduct is related to conduct that may arise during Cycling BC and/or Member activities. This includes, without limitation, events, programming, and business; for example, training workouts and camps, team travel, office environment, club activities, competitions and events, and any meetings, virtual activities, and social media postings.
- This policy also applies to conduct that occurs outside of Cycling BC activities when such conduct adversely affects relationships within Cycling BC and its work or sport environment or is detrimental to the image and reputation of the organization.

### 4. DEFINITIONS

- Participant: A Participant of Cycling BC is any member, in good standing, who participates in any one of the cycling sports, or who acts as a coach, official, volunteer, support personnel, or Committee Member with Cycling BC or with a Member club or team.
- Member: Individuals who have purchased a membership with Cycling BC in the current year which have met the prescribed financial and administrative obligations.
- Staff: An individual recognized by Cycling BC operating in a full-time, part-time, term, contract, or volunteer capacity.

### POLICY STATEMENT

Facilitating a safe, positive, and inclusive environment is the collective responsibility of everyone involved in the cycling



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community. This Cycling BC Code of Conduct sets out the minimum expectations for acceptable behaviour for all individuals within the scope of this policy. However, Cycling BC anticipates and expects that the conduct of all individuals in the cycling community will exceed these minimum standards.

### PROVISIONS

#### GENERAL CODE OF CONDUCT

**All individuals agree to:** Adhere to all applicable International, Canadian, Provincial, municipal, host country laws, regulations, guidelines or other requirements that have the force of law (“laws”);

1. Treat all individuals with dignity by:
  - i. Demonstrating respect to individuals regardless of actual or perceived body type, physical characteristics, athletic ability, nationality, national origin, religion, religious belief, political belief, economic status, race, ancestry, place of origin, colour, ethnic or linguistic background or origin, citizenship, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, family status, social condition or disadvantage, physical or mental disability, or any other ground of discrimination prohibited by applicable law;
  - ii. Consistently demonstrating the spirit of fair play, sports leadership and ethical conduct including:
    - i. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
    - ii. Acting to prevent or correct practices that are unjustly discriminatory and to encourage those that promote equity and inclusivity;
    - iii. Consistently treating individuals fairly and reasonably and with regard for their physical and psychological well-being;
    - iv. Show concern, empathy and caution towards others who may be sick or injured;
2. Act with integrity and professionalism by:
  - i. Being ethical, considerate, fair, courteous and honest in all dealings with people and organizations;
  - ii. Accepting responsibility for your actions;
  - iii. Operate within the rules and spirit of the sport including being aware of and complying, always with, as applicable:
    - i. National and international guidelines that govern Cycling BC;
    - ii. Cycling BC By-laws, policies, procedures, rules, and regulations;
    - iii. Club and Team by-laws, policies, procedures, rules, and regulations;
  - iv. Refrain from any form of abuse, harassment, or discrimination towards others, including:
    - i. Harassment: comment, conduct, or gesture directed towards an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive;
    - ii. Sexual Harassment: unsolicited sexual advances, flirtation, attention, requests for sexual favours or other verbal or physical conduct of a sexual nature;
    - iii. Abuse: a misuse of power which uses the bonds of intimacy, trust and dependency to make the victim vulnerable, for example to sexual, physical, or psychological maltreatment;
    - iv. Discrimination: an action or a decision that treats a person or a group negatively for reasons such as their race, age, disability, sexual orientation, gender or other grounds enumerated in human rights legislation;
    - v. Grooming: conduct that involves the gradual blurring of boundaries and normalization of inappropriate and sexually abusive behavior;
    - vi. Retaliation: adverse action against an individual for making a good faith report of misconduct;



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- vii. Be alert to the coercive potential of power imbalance in relationships. Never use power or authority, intentionally or unintentionally, in an attempt to coerce another person to engage in inappropriate activities;
3. Do not use, possess, or supply banned substances or practices;
4. Cycling BC adopts and adheres to the Canadian Anti-Doping Program. Infractions under this Program shall be considered an infraction of this Code;
5. Cycling BC will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Cycling BC or any other sport organization;
6. If a minor, do not consume alcohol, tobacco, cannabis, or any other illegal products;  
If an adult, do not consume (vape, smoke, eat, or ingest by any other means) any illegal substance during Cycling BC activities. Alcohol may be consumed in adult-oriented social situations associated with Cycling BC activities, provided consumption is professionally reasonable and kept to a minimum. Under no circumstances may an individual operate a motor vehicle if they have been consuming alcohol or recreational drugs.
7. Use social media responsibly, modeling appropriate behaviour that is expected of representatives of Cycling BC;
8. Respect the property of others and not willfully cause damage;
9. Ensure adherence to Cycling BC's SafeSport Policies, and in particular, the protocols, education, and screening requirements they prescribe;
10. Report any alleged infractions of this Code of Conduct, following the reporting procedures outlined in this policy.

### ROLE-SPECIFIC CODES OF CONDUCT

In addition to abiding by the General Code of Conduct outlined in above, individuals in certain roles within the Cycling BC community are subject to further conduct standards as follows.

#### ATHLETE RIGHTS AND CODE OF CONDUCT

Cycling BC is an athlete-focused organization and, as such, strives to ensure that each athlete's experience is one of quality, safety, inclusion, and enjoyment.

##### Athlete Rights

Athletes should have expectations of their sport as well as the sport having expectations of the athletes. Athletes have the right to:

- i. Participate in a safe, healthy, and inclusive environment;
- ii. Have qualified, experienced, and athlete-focused leadership that attends to the well-being and developmental needs of athletes;
- iii. Participate in a transparent and clean sport environment that has fair officiating, clear rules, and appropriate training and competition schedules;
- iv. Feel empowered, use their voice, and share in the leadership and decision-making of their sport experience;
- v. Have appropriate opportunities for proper preparation for competitions;
- vi. Receive information that is important to athlete well-being and be advised of all opportunities to strive for success;
- vii. Access education related to the sport, participation, welfare and safety, as well as, work or study throughout active participation in cycling, should the athlete wish to do so;
- viii. Be respected, treated with dignity, and safeguarded from abuse, harassment, or discrimination;
- ix. Report misconduct without fear of reprisal;
- x. Know, understand, protect, and advocate for their rights.

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In addition to abiding by the above General Code of Conduct, athletes will have the responsibility to:

- i. Provide complete and accurate information on all declarations required concerning medical conditions and medication that is being taken;
- ii. Participate and appear on-time and to their best abilities in all competitions, training sessions, tryouts and events;
- iii. 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;
- iv. Act in a sporting manner and not display violence, foul language, or gestures to other athletes, officials, coaches, or spectators;
- v. Dress to represent the sport and themselves well and with professionalism;
- vi. Act in accordance with Cycling BC's policies and procedures and, when applicable, additional rules as outlined by coaches or managers;

Athletes engaging in provincial team activities will:

- i. Report any medical conditions in a timely fashion, when such problems may limit their ability to travel, train, or compete;
- ii. Adhere to Cycling BC's rules and requirements regarding clothing and equipment; and

Comply with all other obligations set out in the Athlete Agreement.

### **DIRECTORS, COMMITTEE MEMBERS, AND STAFF CODE OF CONDUCT**

In addition to abiding by the above General Code of Conduct, Directors, Committee Members, and Staff will:

1. Function primarily as a Director or Committee Member or Staff of Cycling BC (as applicable) and not as a member of any other constituency;
2. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Cycling BC's business and the maintenance of individuals' confidence;
3. Ensure that Cycling BC's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities;
4. Conduct themselves transparently, professionally, lawfully and in good faith in the best interests of Cycling BC;
5. Be independent, impartial, and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism;
6. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Cycling BC is incorporated;
7. Respect the confidentiality appropriate to issues of a sensitive nature;
8. Respect the decisions of the majority;
9. Staff must comply with all other obligations set out in HR Policy and HR Handbook;
10. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings;
11. Have a thorough knowledge and understanding of all Cycling BC's governing documents;
12. Conform to the By-laws and policies approved by Cycling BC.

### **COACHES**

In addition to abiding by the above General Code of Conduct, 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



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athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, intentionally or unintentionally. Coaches will:

1. 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;
2. 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 physically or psychologically;
3. 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;
4. Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs;
5. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate;
6. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete;
7. Refrain from one-on-one personal communication with minor athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications;
8. Act in the best interest of the athlete's development as a whole person;
9. Immediately report to Cycling BC any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance;
10. 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, cannabis, and/or tobacco;
11. Respect athletes riding with other teams 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;
12. Not engage in a sexual or intimate relationship with an athlete under the age of majority;
13. Disclose any sexual or intimate relationship with an athlete over the age of majority to Cycling BC and immediately discontinue any coaching involvement with that athlete;
14. Disclose any sexual or intimate relationship with another employee to Cycling BC, where one individual has influence or control over the other's conditions of employment;
15. 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;
16. Dress professionally, neatly, and inoffensively;
17. Use inoffensive language, considering the audience being addressed;
18. Endorse the Coaching Code of Ethics of the Canadian Professional Coaches Association.

### OFFICIALS

In addition to abiding by the above General Code of Conduct, officials will:

1. Maintain and update their knowledge of the rules and rules changes
2. Not publicly criticize other officials or any cycling club or association;
3. Work within the boundaries of their position's description while supporting the work of other officials;
4. Act as ambassadors of Cycling BC by agreeing to enforce and abide by international, national and provincial rules and regulations;
5. Take ownership of actions and decisions made while officiating;



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6. Act openly, impartially, professionally, lawfully, and in good faith;
7. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others;
8. Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about individuals;
9. Honour 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;
10. When writing reports, set out the facts;
11. Dress in proper attire for officiating.

### TEAM PERSONNEL

In addition to abiding by the above General Code of Conduct, team managers, Integrated Support Team members, non-coaching appointees, team delegates, volunteers, and any other personnel have the responsibility to:

1. Embrace the responsibility to facilitate and advocate for a safe, healthy, and inclusive environment;
2. Act in the best interests of all participants involved in programs and activities;
3. Communicate consistently and openly with all members of the community, especially athletes, parents, and legal guardians, and empower them to share in decision-making processes related to athletic development, health, and well-being;
4. Establish and advocate for open and observable environments for training, competition, and medical assistance, treatment, and support;
5. Treat all athletes equally and do not display favouritism, giving special privileges, sending personalized gifts, or creating opportunities to engage privately with a particular athlete or athlete's family outside of the sport context;
6. Refrain from one-on-one personal communication with minor athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications;
7. Abide by all applicable laws, policies, rules, and regulations, and standards of conduct established by the applicable licensing body governing each medical support staff, and maintain membership in good standing with these licensing bodies;
8. Always respect and uphold the confidentiality of personal and/or medical information and share pertinent information with appropriate personnel only;
9. Maintain appropriate records as required by Cycling BC and/or the applicable licensing body in which the individual belongs;
10. Respect officials and volunteers and never attempt to intimidate, embarrass, or improperly influence any individual responsible for officiating or administering a competition.

### REPORTING PROCEDURES

Anyone may report conduct that is perceived to contravene this Code of Conduct, and should do so as soon as possible, in accordance with the reporting procedures set out in the Complaints & Discipline Policy or Whistleblower Policy (currently under review).

### DISCIPLINE

Conduct that violates this Code of Conduct is subject to actions identified in other Cycling BC policies and procedures, including but not limited to the By-laws, the Whistleblower Policy (currently under review), the Complaints & Discipline Policy, the Anti-Doping Rule Violation Policy, and the Safe Sport Policy.