

# Code of Conduct

## Purpose

The purpose of this Code of Conduct is to outline the expectations of Skate Ontario (SO) with regards to providing a safe sport environment in which all individuals and groups are treated with respect and dignity in an environment valuing diversity, equity, and inclusion. All individuals will be aware that SO is instituting a zero-tolerance policy at all times, with the expectation of appropriate behavior consistent with SO's Vision, Mission and Values.

## Application

This SO Code of Conduct applies to all stakeholders, which is defined to include, but is not limited to: all Skate Canada (SC) Member Clubs and Skating Schools registered in the Province of Ontario; Members of the SO Board of Directors; SO committee members; SO staff; all SC member coaches residing in and/or coaching within the Province of Ontario; all officials registered with an Ontario registered SC Member club/skating school and/or participating in a SO sanctioned event; volunteers; all athletes registered with an Ontario SC Member clubs/skating schools; all parents and guardians of those Ontario athletes and all SO consultants and contractors (Stakeholders).

The application of this Code of Conduct extends to all SO business and activities including but not limited to its office environment; meetings; competitions and practices; training camps; tryouts and travel as a member of a SO team or on SO related business. This Code of Conduct may also apply to activities outside of those listed if there is conduct that is deemed, at the sole discretion of SO, to be detrimental to the image or reputation of SO and/or its Stakeholders.

This Code of Conduct has been written to complement the SO Social Media policy. With respect to social media activity, both documents must be applied in the appropriate context.

SO recognizes the independence of all Member clubs and skating schools who, as set out in SO's General Dispute Reporting and Resolution Policy, are to make every reasonable effort to pursue and resolve general disputes originating at the club/skating school level in accordance with their own dispute resolution process before escalation of the general dispute to SO. This Code of Conduct shall apply in those instances where a club or skating school has not established such a policy and procedure and/or the policy and procedure do not meet the standard of this Code of Conduct; or a resolution has not been achieved.

## Responsibilities

It is expected that all Stakeholders have a responsibility to:

- a) demonstrate respect to all individuals and groups, which includes:
  - i. acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
  - ii. demonstrating the spirit of sportsmanship, sport leadership and ethical conduct;
  - iii. avoiding public criticism of any Stakeholder and, when necessary, use appropriate channels to communicate concerns;
- b) ensure the adherence to the rules of the sport;
- c) refrain from any behavior that constitutes harassment, where harassment is defined as negative comment or conduct directed towards an individual or group which is offensive, abusive, racist, sexist, degrading or malicious as defined in the SO Harassment Policy
- d) respect the property of others and not willfully cause damage;
- e) adhere to all federal, provincial, municipal and any applicable host country, laws;

- f) comply at all times with SO by-laws, policies, procedures, rules and regulations as adopted and amended from time to time; and
- g) promote the sport of figure skating in a positive and constructive manner.

## Member Clubs and Skating Schools

In addition to the responsibilities set out in Section 3 of this Code of Conduct, Member Clubs and Skating Schools are obligated to:

- a) ensure that all athletes and coaches participating in their programs and sanctioned events are registered with Skate Canada;
- b) ensure that volunteers, as appropriate or required, are registered with Skate Canada;
- c) develop a dispute resolution process as per SO's General Dispute Reporting and Resolution Policy to deal with general disputes and complaints concerning registrants and coaches within the jurisdiction of the club/school; and
- d) conduct the organization as an ambassador of SO maintaining a supportive, constructive, and inclusive environment.

## Board and Committee Members

In addition to the responsibilities set out in Section 3 of this Code of Conduct, Board and committee members are obligated to:

- a) be familiar with SO's Vision, Mission and Values;
- b) be familiar with SO By-laws;
- c) be familiar and comply with the legislation and government policies under which SO is governed including:
  - i. the Ontario Corporations Act; and
  - ii. the Ontario Sport Recognition Policy;
- d) be aware of any conflicts of interest and place the interests of SO ahead of any interest they may have in any individual, Member Club/School or other organization;
- e) respect and support all decisions made by the Board/committee whether or not they may have had a dissenting opinion;
- f) unless otherwise authorized by the President or Executive Director of SO, refrain from speaking publicly in a manner which may be perceived as a formal representation of the organization;
- g) maintain confidentiality on all matters discussed during meetings (including votes) except as disclosed in the minutes of any such meeting or as otherwise made public; and
- h) not engage in activities or accept appointments or elections to an office in any organization whose activities are likely to be in conflict with SO.

## Coaches

In addition to those responsibilities set out in Section 3 of this Code, coaches are obligated to:

- a) be familiar with and conduct oneself in accordance with the standards of Skate Canada and the International Skating Union and accept responsibility for delivering coaching services in a safe and professional manner;
- b) maintain membership with Skate Canada;
- c) be familiar with and abide by the SO Accreditation at Events Policy and all on-site security protocols;
- d) at all times, accurately represent one's technical, education and professional credentials and resumes;
- e) negotiate all contracts (including with Clubs/Skating Schools and skaters/parents) accurately and in good faith and invoice only for services rendered (not anticipated);
- f) understand that a coach becomes the base coach of an athlete from the moment that an athlete contracts that coach, whether individually or in a group and that other coaches must initiate discussion about an athlete's training only through the base coach – a coach may not solicit or cause an athlete to be solicited;
- g) respect that a coach may respond directly to athletes or parents/guardians who approach them to inquire about their services, experience, qualifications and philosophy/methods;

- h) respect the fact that an athlete/parent/guardian has the right to contract the services of another coach to replace or supplement an athlete's instruction;
- i) be a positive role model and demonstrate the characteristics of respect, courtesy, honesty, integrity, fairness and dependability;
- j) encourage skaters to learn and uphold the rules of the sport;
- k) maintain the best interests (including physical and emotional) of each individual athlete at all times and not disadvantage one skater to promote another;
- l) communicate regularly with the skater and their parents/guardians with regards to realistic goals and progress as well as any other matters concerning the skater's participation in the sport; and
- m) participate in any self-promotional activities that do not violate other clauses of this Code of Conduct.

## Athletes

In addition to the responsibilities set out in Section 3 of this Code of Conduct:

- a) any athlete representing Ontario on a team or in a competition or other activity shall:
  - i. report in a timely manner, any injury or medical condition that would affect their performance or ability to compete, travel or train;
  - ii. appear on time, well-nourished with clothing and equipment as required, in order to participate to the best of their ability;
  - iii. accurately represent oneself when applying for entry to a competition, training camp or other activity;
  - iv. dress in a presentable manner representative of SO, the focus being on neatness, cleanliness, and discretion. Designated clothing, if applicable, must be worn when travelling to and from a competition.
- b) athletes on provincial teams shall abide by any additional policies that may be imposed by coaches or team managers (chaperones);
- c) athletes shall comply at all times with any contracts or athlete agreements executed with SO – either by the athlete or on their behalf; and
- d) athletes shall keep confidential any such information about fellow athletes or others gained through skating activities.

## Officials

(Judges/Referees, Technical Panels, Data Specialists)

In addition to those responsibilities set out in Section 3 of this Code of Conduct, officials should:

- a) exhibit the important characteristics of integrity, honesty, objectivity, reliability/dependability, and co-operation when dealing with all participants in the sport;
- b) be knowledgeable of and adhere to, the standards of officiating and reporting requirements as defined by Skate Canada, the International Skating Union and SO;
- c) maintain technical knowledge of figure skating to ensure accuracy and objectivity;
- d) assess performances without bias or prejudice;
- e) assess performances independently and refrain from sharing marks or assessments with others until the completion of the event or as otherwise published;
- f) at a judges' meeting or when otherwise applicable, discuss marks in an impartial and technically sound manner while respecting the assessment of others;
- g) be unobtrusive, inconspicuous and mindful of the potential influence over skaters, coaches and parents;
- h) never publicly criticize the marks or assessment of another official or the performance of another skater;
- i) declare a conflict of interest on occasions when applicable, and should refrain from officiating where the perception of a conflict of interest may be present;
- j) accept assignments to officiate with the sincere intention of attending; and
- k) immediately upon becoming aware of any breach or possible breach of ethics by any official, report such breach in writing to the SO Executive Director or designate.

## Parents/Guardians and Spectators

In addition to those responsibilities set out in Section 3 of this Code of Conduct, parents/guardians and spectators should:

- a) be respectful and supportive of all athletes, coaches, officials, volunteers and staff;
- b) accept and respect the decisions and judgements of the officials and encourage athletes to do the same;
- c) encourage athletes to obey all rules and regulations, have respect for others and resolve any conflicts in an appropriate manner pursuant to the Club/Skating School's General Dispute Reporting and Resolution Policy;
- d) stress the importance of participation and remember that athletes are involved for their own enjoyment and development and not for any other purpose; and
- e) maintain a supportive and constructive atmosphere for other Stakeholders.