

**ALBERTA RACQUETBALL ASSOCIATION (“ARA”)
CODE OF CONDUCT AND ETHICS**

Definitions

1. The following terms will have these meanings in this Policy:
 - a) “*Individuals*” – All categories of membership within ARA, as well as all individuals engaged in activities with ARA, including but not limited to, directors, officers, committee members, volunteers, tournament directors, league organizers, players, coaches, officials, referees, administrators, and spectators.

Preamble

2. Membership in ARA and participation in its activities brings with it many benefits and privileges that are balanced by an Individual’s responsibilities and obligations. This Policy defines the parameters for these responsibilities and obligations, and thus identifies a standard of behavior that is expected of all Individuals.

Purpose

3. The purpose of this Code of Conduct and Ethics policy is to ensure a safe and positive environment within ARA programs, activities and events, by making all Individuals aware that there is an expectation of appropriate behavior, consistent with the values of ARA, at all times.
4. Conduct that violates this Code of Conduct and Ethics policy may be subject to sanctions pursuant to ARA’s policies related to discipline and complaints.

Application of this Policy

5. This policy applies to an Individual’s conduct that may arise during the course of ARA’s business, activities, and events, including but not limited to, office environment, tournaments, competitions, practices, training camps, travel, and any meetings.
6. This policy applies to conduct that may occur outside of ARA’s business and events when such conduct adversely affects relationships within ARA’s work and sport environment and is detrimental to the image and reputation of the ARA.

Responsibilities

7. ARA is committed to providing an environment in which all individuals are treated with respect. All Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of all Individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, economic status or any other reason;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individuals;
 - iii. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct;
 - iv. Caring and respecting the property and assets of ARA and all Individuals;
 - v. Consistently treating individuals fairly, reasonably and with respect and refraining from negative remarks or conduct; and
 - vi. Ensuring that the rules of racquetball, and the spirit of such rules, are adhered to.
 - 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. The display of visual material which is offensive or which one ought to know is offensive;
 - iii. Unwelcome remarks, jokes, comments, innuendos or taunts;
 - iv. Leering or other suggestive or obscene gestures;

- v. Condescending or patronizing behavior 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; or
 - ix. Retaliation or threats of retaliation against an individual who reports harassment.
- c) 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;
 - vii. Sexual assault.
- d) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- e) Manage the responsible consumption of alcoholic beverages situations associated with ARA events. Alcohol consumption has not been properly managed if conduct results in inappropriate behavior or confrontations with other individuals.
- f) In the case of minors, refrain from possessing or consuming alcohol and/or tobacco products.
- g) Abstain from the non-medical use, control, or possession of drugs or performance-enhancing drugs or methods in accordance with CCES and WADA.
- h) Comply at all times with the Constitution, Bylaws, policies, rules and regulations of the ARA, as adopted and amended from time to time, with any contracts or agreements executed with or by ARA, and any directives or sanctions imposed by ARA.

Coaches

8. In addition to paragraph 7 above, **Coaches** have additional responsibilities. Coaches will at all times:
- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of players, including educating players as to their responsibilities in contributing to a safe environment.
 - b) Prepare players systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm players.
 - c) Avoid compromising the present and future health of players by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of players' medical and psychological problems.
 - d) Under no circumstances provide, promote, or condone the use of drugs or performance-enhancing substances or methods, and in the case of minors, alcoholic beverages, and/or tobacco products.
 - e) Accept and promote players' personal goals and refer players to other coaches and sports specialists as appropriate and as opportunities arise.
 - f) At no time engage in an intimate or sexual relationship with a player of under the age of 18 years and at no time engage in an intimate or sexual relation with a player over the age of 18 if the coach is in a position of power, trust, or authority over the player.
 - g) Discourage inappropriate physical or emotional intimacy with a player, regardless of the player's age.
 - h) Refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
 - i) Act in the best interest of the player's development as a whole person.
 - j) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport.

Players

9. In addition to paragraph 7 above, **Players** will have additional responsibilities to:
 - a) Report any medical problems in a timely fashion, where such problems may limit the player's ability to travel, train or compete.
 - b) Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification, or other reasons.
 - c) Adhere to all ARA's rules and requirements regarding travel, hotels, clothing, and equipment.
 - d) Adhere to terms and conditions of all contracts and agreements executed with ARA;
 - e) Report to all ARA mandatory training camps, training sessions, appointments and events; unless absent upon the consent of ARA because of reasonable grounds;
 - f) During all competitions and camps:
 - i. Respect any and all curfews set by coaches, managers and/or chaperones;
 - ii. Ensure that their travel itinerary to and from competition/training complies with the expectations of the team manager;
 - iii. Adhere to the room list assigned by the Team Manager and not share rooms with others not assigned to a specific room.

Officials

10. In addition to paragraph 7 above, **Officials** will have additional responsibilities to:
 - a) Adhere to the rules of ARA.
 - b) Be fair and objective.
 - c) Avoid situations which a conflict of interest may arise.
 - d) Make independent judgments.