



Alberta Bicycle Association- Code of Conduct

Purpose

- to act with professionalism and integrity in all situations
- to ensure a safe and positive environment at all ABA programs, activities and events
- to support equal opportunity, prohibit discriminatory practices and provide an environment in which all individuals are treated with respect

Application of this Code

- This Code applies to Members' conduct during ABA business and activities, including, but not limited to, races, events, clinics, travel associated with ABA activities, and any meetings.
- This Code applies to Members' conduct during all cycling sports: BMX, Cyclo-cross, Mountain, Recreation, Road and Track.
- A Member who violates this Code may be subject to sanctions pursuant to the ABA's *Discipline and Complaints Policy*.
- This Code also applies to Members' conduct outside of the ABA's business, activities, and events when such conduct adversely affects relationships within the ABA (and its work and sport environment) and is detrimental to the image and reputation of the ABA. Such applicability will be at the sole discretion of the ABA.

1. Code of Conduct

- 1.1. ABA members and employees are responsible for their actions and accountable for the consequences of their actions or inactions.
- 1.2. ABA members and employees must not be in a conflict of interest or permit any influence that could conflict with the best interest of the ABA or prejudice the ABA's reputation.
- 1.3. It is the responsibility of members to:
 - 1.3.1. Demonstrate 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.
 - 1.3.2. comments or criticism must be appropriate, public criticism of athletes, coaches, commissaires, organizers, volunteers, employees, or members is forbidden.
 - 1.3.3. consistently demonstrate the spirit of sportsmanship, sport leadership, and ethical conduct
 - 1.3.4. Act, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - 1.3.5. Consistently treat individuals fairly and reasonably
 - 1.3.6. Ensure adherence to the rules of cycling and the spirit of those rules
 - 1.3.7. Refrain from any behaviour that constitutes harassment. For definitions and behaviour please refer to the ABA's *Harassment Policy*
 - 1.3.8. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods
 - 1.3.9. 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)

- 1.3.10. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- 1.3.11. Respect the property of others and not willfully cause damage
- 1.3.12. Promote cycling in the most constructive and positive manner possible
- 1.3.13. Adhere to all federal, provincial, municipal and host country laws
- 1.3.14. Comply, at all times, with the ABA's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

2. Board/Committee Members and Staff

- 2.1. In addition to section one above, the ABA's Board Members, Committee Members, and Staff will have additional responsibilities to:
 - 2.1.1. Function primarily as a member of the board and/or committee(s) of the ABA; not as a member of any other particular member or constituency
 - 2.1.2. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of ABA business and the maintenance of Member confidence
 - 2.1.3. Ensure that the ABA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - 2.1.4. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the ABA
 - 2.1.5. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - 2.1.6. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
 - 2.1.7. Keep informed about ABA activities, the provincial cycling community,

and general trends in the sectors in which they operate

- 2.1.8. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the ABA is incorporated
- 2.1.9. Respect the confidentiality appropriate to issues of a sensitive nature
- 2.1.10. Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- 2.1.11. Respect the decisions of the majority and resign if unable to do so
- 2.1.12. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- 2.1.13. Have a thorough knowledge and understanding of all ABA governance documents
- 2.1.14. Conform to the bylaws and policies approved by the ABA

3. Coaches and Managers

3.1. In addition to section one 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.

3.2. Coaches will:

- 3.2.1. Exercise objectivity when evaluating athletes regardless of any preexisting relationships with athletes
- 3.2.2. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status
- 3.2.3. Refer athletes to the Canadian Centre for Drug-Free Sport

- 3.2.4. Check the list of athletes who are subject to doping control at competitions; athletes, aged 18 years or under, must be accompanied to doping control by a Coach/Manager.
- 3.2.5. Refer athletes to a Medical Practitioner and never give drugs or medication to athletes;
- 3.2.6. Only those individuals with proper Operator's licenses, including appropriate class restrictions, may operate motor vehicles owned, rented, or borrowed by the Alberta Bicycle Association.
- 3.2.7. Must follow the Commercial Vehicle Drivers Hours of Service and drive no more than 14 hours in a day.
- 3.2.8. Must not drive more than 8 hours after working an event the same day.
- 3.2.9. No Coach, Manager or Volunteer will be insured on the ABA van insurance if they have lost more than 3 demerit points or have ever had their license suspended.
- 3.2.10. Rider safety should be the prime consideration when motorpacing; motorpacing behind cars or vans is not permitted outside of race situations.
- 3.2.11. Refrain from smoking while on duty or in the presence of athletes.
- 3.2.12. May not consume alcohol in the presence of athletes under the age of 18 years or prior to operating a vehicle. In all situations, coaches and managers are to remain sober and exercise discretion in the consumption of alcohol.
- 3.2.13. Must always show respect for the rules, officials and opponents
- 3.2.14. Communicate performance standards, selection criteria, rules and regulations to all participants'
- 3.2.15. Be fair and consistent in taking corrective action and in applying discipline
- 3.2.16. Avoid favoritism
- 3.2.17. Use appropriate terminology; address individuals by name and avoid the use of derogatory slang or offensive terms.
- 3.2.18. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete

- 3.2.19. Act in the best interest of the athlete's development as a whole person
- 3.2.20. 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
- 3.2.21. Always follow the Rule of Two;

3.2.21.1.1. The Rule of Two states that there will always be two screened adults with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, with the exception of medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited. This rule serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed doors meetings, travel, and training environments amongst others.

If for some reason the rule of two is not able to be followed i.e. a non-screened adult, the situation must be reported to the Alberta Bicycle Association as soon as possible.

Coaches and Managers involved in ABA programs are required prior to any involvement with ABA programs and every three years thereafter:

Read, acknowledge, and be bound by the *Coaches of Canada Code of Ethics*, and the *Alberta Bicycle Association Harassment Policy*.

Proved any further checks as outlined in the volunteer screening policy

Complete either Make Ethical Decisions training or Respect in Sport

4. Commissaires

4.1. In addition to section one above commissaries will have additional responsibilities:

- 4.1.1. Maintain and update their knowledge of the rules and rules changes
- 4.1.2. Work within the boundaries of their position's description while supporting the work of other commissaires
- 4.1.3. Act as an ambassador of the ABA by agreeing to enforce and

abide by national and provincial rules and regulations

- 4.1.4. Take ownership of actions and decisions made while officiating
- 4.1.5. Respect the rights, dignity, and worth of all individuals
- 4.1.6. Not publicly criticize other commissaires or any cycling club or association
- 4.1.7. Assist with the development of less-experienced commissaires
- 4.1.8. Conduct themselves openly, impartially, professionally, lawfully,
and in good faith in the best interests of the ABA, athletes,
coaches, other commissaires, and parents
- 4.1.9. Be fair, equitable, considerate, independent, honest, and impartial in all
dealings with others
- 4.1.10. Respect the confidentiality required by issues of a sensitive nature,
which may include disqualifications, discipline processes, appeals,
and specific information or data about Members
- 4.1.11. When writing reports, set out the true facts and not attempt to justify any
decisions