



Canadian Tenpin Federation, Inc.  
Fédération Canadienne des Dix-Quilles, Inc.

## Canadian Tenpin Federation Code of Conduct and Ethics

Approved by the Board of Directors on May 3, 2021

### DEFINITIONS:

- CTF:** The brand and operating name of the officially registered and incorporated organization formally known as the Canadian Tenpin Federation Inc.
- Code:** Means the Code of Conduct and Ethics as set out below in this document.
- Conduct:** The manner in which a person behaves, especially on a particular occasion or in a particular context.
- Ethics:** Moral principles that govern a person's behaviour.
- Event:** Means any CTF or Pan Am or IBF sanctioned competition, program or bowling-related activity.
- Member:** A Local or Provincial Association approved by CTF.
- Officials:** An individual who closely watches a bowling competition and official practice to ensure that the CTF and IBF rules and the safety regulations governing the sport of tenpin bowling are adhered to and to arbitrate on matters arising from the field of play and official practice venue (if different from the field of play). Officials ensure that the bowling competition is conducted fairly and in accordance with the established rules.
- Registrants:** Those individuals who are engaged in events that are provided, sponsored, supported or sanctioned by CTF and may include, but are not limited to including, recreational and competitive athletes, members of national teams, coaches, officials, event organizers, administrators or provincial/territorial and local associations, and volunteers who serve on club executives, committees and boards of directors.
- IBF:** International Bowling Federation, the sport's international governing body, also and formerly World Bowling.

## **OBJECTIVE OF THE CODE OF CONDUCT AND ETHICS**

The objective of the CTF Code of Conduct and Ethics is to provide a value system and behavioural guidelines for all athletes, coaches, officials, administrators, volunteers, directors, officers, committee members, staff, and parents.

Registrants are expected to conduct themselves at all times in a manner consistent with the values of CTF that include fairness, integrity, open communication and mutual respect. Irresponsible behaviour by Registrants can do severe damage to the sport of bowling and to the support that all levels of individuals have worked so hard to achieve. Conduct that violates these values may be subject to sanctions pursuant to CTF's Complaint and Disciplinary Policy.

## **APPLICATIONS OF THE CODE OF CONDUCT AND ETHICS**

This Code applies to All Registrants' conduct and behaviour during Events.

This Code also applies to Registrants conduct and behaviour outside of Events where such conduct adversely affects relationships within CTF (and its work and sport environment) and is detrimental to the image, brand and reputation of CTF.

A Registrant who violates this Code may be subject to sanctions pursuant to CTF's Complaint and Disciplinary Policy. In addition to facing possible sanction pursuant to CTF's Complaint and Disciplinary Policy, a Registrant who violates this Code during a competition (including but not limited to; an official practice, an actual match, or anytime over the course of an event, etc.) may be ejected from the competition or the field of play and the Registrant may be subject to sanctions pursuant to that competition's policies.

This code is to ensure that Registrants, Coaches, Volunteers and Parents are aware of their responsibilities and obligations with respect to the CTF Code of Conduct and Ethics.

The CTF Complaint and Disciplinary Policy shall govern all disciplinary matters associated with the Code of Conduct and Ethics.

## **GENERAL CODE OF CONDUCT AND ETHICS**

CTF is committed to ensuring a safe and positive environment, by making Registrants aware that there is an expectation of appropriate conduct and behaviour, at all times, in a manner consistent with the values of CTF.

Registrants are expected to conduct themselves in a manner that demonstrates the ethical values of fairness, integrity, open communication and mutual respect. Conduct that violates these values may be subject to sanctions pursuant to CTF's Complaint and Disciplinary Policy.

Sport challenges everyone involved – athletes, coaches, officials, administrators, volunteers, directors, officers, committee members and parents – to do their best honestly and to adhere to the Principles of Fair Play.

Principles of Fair Play:

- Learn and follow the rules of sport
- Recognise and respect differences in the athletes
- Provide equal opportunity and support to all athletes
- Encourage athletes to always do their best
- Encourage athletes to be respectful in both victory and defeat
- Maintain the highest standards of personal conduct

In addition to specific requirements below, the following specific behaviours will be subject to sanction pursuant to CTF's Discipline Policy:

- a. Not complying with the By-Laws, Rules, Regulations, Codes or Policies of CTF, as adopted and amended from time to time;
- b. Verbally or physically abusing teammates, athletes, opponents, officials, coaches, national team staff, spectators, CTF volunteers and staff, tournament organizers or sponsors;
- c. Showing disrespect to teammates, athletes, opponents, officials, coaches, national team staff, spectators, CTF volunteers and staff, tournament organizers or sponsors, including the use of foul language and obscene or offensive gestures;
- d. Abusing bowling facilities or equipment or any other properties which CTF has contracted, or in use at other domestic or international events;
- e. Failing to comply with the conditions of entry of an bowling event, including any rules with regard to clothing, social media or advertising;
- f. Failing to be available to meet reasonable requests for interviews by the media; or
- g. Any other unreasonable conduct which brings CTF and the sport of bowling into disrepute, including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol and/or cigarettes by minors.

Athletes Shall:

- a. Conduct themselves in an honourable manner both on and off the field of play, maintaining the highest standards of personal conduct;
- b. Demonstrate appropriate behaviour, and ensure comments, statements and language are positive and supportive;
- c. Accept both the letter and spirit of the rules of the sport;
- d. Support the Principles of Fair Play;
- e. Treat others with respect. Respect the rights, dignity and worth of all participants involved in the sport;
- f. Use Social Media in a responsible manner in keeping with CTF's Social Media Policy, being respectful of other Registrants, and others including but not limited to, teammates, athletes, opponents, officials, coaches, national team staff, spectators, CTF volunteers and staff, tournament organizers or sponsors, among others;
- g. Accept and support the role of the officials to ensure the competition is conducted fairly and in accordance with the established rules;
- h. Not knowingly break the rules, and divulge any breach of the rules as soon as it becomes known;

- i. Not take any actions or make any statements that could be interpreted as an attempt to intimidate or demean teammates, athletes, opponents, officials, coaches, national team staff, spectators, CTF volunteers and staff, tournament organizers or sponsors, among others;
- j. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under Sport Canada's Athlete Assistance Program; and
- k. Accept any penalty that the governing body of CTF deems appropriate if the athlete is found to be in violation of the Code Conduct and Ethics or rules of the competitions.

Coaches Shall:

- a. Demonstrate appropriate behaviour, and ensure comments, statements and language are positive and supportive;
- b. Treat others with respect;
- c. 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;
- d. Appropriately communicate and engage, as requested, with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments;
- e. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete;
- f. Act in the best interest of the athlete's development in relation to the sport;
- g. Act at all times in the best interest of the development of the athletes as a whole person;
- h. Accept both the letter and spirit of the rules of the sport;
- i. Give all athletes equal opportunities to participate;
- j. Accept and support the role of the officials to ensure the competition is conducted fairly and in accordance with the established rules;
- k. Act with integrity in performing all duties with the athletes, their parents, other coaches and officials;
- l. Strive to be well-prepared so your coaching duties are carried out with competence and professionalism;
- m. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all athletes;
- n. Ensure that any physical contact with a young person is appropriate to the situation and necessary for the athlete's skill development;
- o. Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young people;
- p. 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; and
- q. Use Social Media in a responsible manner in keeping with CTF's Social Media Policy, being respectful of other Registrants, and others including but not limited to,

teammates, athletes, opponents, officials, coaches, national team staff, spectators, CTF volunteers and staff, tournament organizers or sponsors, among others.

Officials Shall:

- a. Place the safety and welfare of the participants above all else;
- b. Treat others with respect, and promote respect for all athletes, officials, volunteers, coaches, parents and administrators;
- c. Be consistent, objective and courteous when making decisions;
- d. Demonstrate appropriate behaviour, and ensure comments, statements and language are positive and supportive;
- e. Compliment and encourage all participants;
- f. Condemn unsporting behaviour, and if necessary, file incident complaint reports in regards to disciplinary measures;
- g. Emphasize the spirit of the game rather than the errors or outcome;
- h. Encourage and promote rule changes, which will make participation more enjoyable;
- i. Modify rules and regulations to match the skill levels and needs of young people, and/or persons with disabilities as necessary, to promote improvement and participation;
- j. Be a good sport. Actions speak louder than words;
- k. Keep up-to-date with the latest trends in officiating and the principles of growth and development of young people; and
- l. Use Social Media in a responsible manner in keeping with CTF's Social Media Policy, being respectful of other Registrants, and others including but not limited to, teammates, athletes, opponents, officials, coaches, national team staff, spectators, CTF volunteers and staff, tournament organizers or sponsors, among others.

Parents Shall:

- a. Remember that children participate in sport for their own enjoyment, not the parents' enjoyment or fulfillment;
- b. Encourage children to participate, do not force them;
- c. Focus on the child's positive efforts and performance rather than winning or losing;
- d. Encourage children always to play according to the rules and to settle disagreements without resorting to name calling, hostility or violence;
- e. Never ridicule, berate, threaten or yell at a child for making a mistake or losing a competition;
- f. Remember that children learn best by example. Appreciate and acknowledge good performances and skillful plays by all participants;
- g. Support all efforts to remove verbal and physical abuse from sporting activities;
- h. Respect officials' decisions and teach children to do likewise;
- i. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate;
- j. Treat others with respect. Respect the rights, dignity and worth of every person involved in the sport;
- k. Demonstrate appropriate behaviour, and ensure comments, statements and language are positive and supportive; and
- l. Use Social Media in a responsible manner in keeping with CTF's Social Media Policy, being respectful of CTF Registrants, and others including but not limited to, volunteers, sponsors, event hosts, among others.

Board/Committee Members and Staff Shall:

- a. Demonstrate appropriate behaviour, and ensure comments, statements and language are positive and supportive;
- b. Make it clear that harassing or abusing people in any way is unacceptable and will result in disciplinary action;
- c. Treat others with respect. Respect the rights, dignity and worth of every person involved in the sport;
- d. Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration;
- e. Use Social Media in a responsible manner in keeping with CTF's Social Media Policy, being respectful of other Registrants, and others including but not limited to, volunteers, athletes, parents, officials, coaches, national team staff, spectators, sponsors, event hosts, among others. Conform to the bylaws and policies approved by CTF, in particular this Code of Conduct and Ethics.

With Respect to Sport

- a. Involve athletes in planning, leadership, evaluation and decision-making related to the sport;
- b. Create pathways for people to participate in the sport not just as an athlete but as a coach, official, volunteer, administrator, etc.;
- c. Ensure that rules, equipment, are modified to suit the age, ability and maturity level of young participants/athletes; and
- d. Ensure that everyone involved in the sport emphasizes fair play, and not winning at all costs.

With Respect to Administration

- a. Conduct themselves at all times in a manner consistent with the values of CTF that include fairness, integrity, open communication and mutual respect.
- b. Act with honesty, integrity and professionalism and conduct themselves in a manner consistent with the nature and responsibilities of CTF business and the maintenance of Individuals' confidence;
- c. Ensure that CTF's financial affairs are conducted in a responsible manner with due regard for all fiduciary responsibilities;
- d. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of CTF;
- e. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism;
- f. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others;
- g. Keep informed about CTF activities and general trends in the sectors in which they operate;
- h. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which CTF is incorporated;
- i. Respect the confidentiality appropriate to issues of a sensitive nature;
- j. Respect the decisions of the majority and resign if unable to do so;
- k. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings; and
- l. Have a thorough knowledge and understanding of all CTF governance documents.

## **JURISDICTION**

This policy shall be governed in accordance with the Canada Not-for-Profit Act in the country of Canada.

## **REVIEW AND APPROVAL**

The CTF Board of Directors and Executive Director shall review this policy every four (4) years.

Approved:  
Review: 2025