



<i>Policy Name</i>		
<b>Code of Conduct and Ethics</b> (the “Code”)		
<i>Date of Approval</i> March 1, 2023	<i>Activation Date</i> March 1, 2023	<i>Updated:</i>
<i>Review Cycle</i> Reviewed annually by Committee with recommendations to the Board of Directors		<i>Linking to</i>

## Preamble

Canadian Tenpin Federation has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (“UCCMS”), as amended from time to time, which shall be incorporated into this Code by reference as if set out in full herein. Any modifications or amendments made to the UCCMS by the Sport Dispute Resolution Centre of Canada (“SDRCC”) shall come into effect immediately upon their adoption by the SDRCC and automatically without the need for any further action by Canadian Tenpin Federation.

Canadian Tenpin Federation has designated certain Individuals as UCCMS participants. A full list of designated individuals is available at ADDRESS.

It is important to note that the Code applies to all Individuals, but not all Individuals are UCCMS Participants and subject to the OSIC Process.

## A. Purpose

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of Canadian Tenpin Federation and for any of those of its Members, that designate this Code of Conduct and Ethics as applicable by making all Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with Canadian Tenpin Federation’s core values, mission, and policies.
2. Canadian Tenpin Federation and its Members and Individuals support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all Individuals can safely participate in sport and are treated with respect and fairness.

## **B. Application – General**

3. This Code applies to the conduct of all Individuals during the business, activities, and Events of Canadian Tenpin Federation and its Members including, but not limited to competitions, practices, evaluations, treatment, or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
4. This Code also applies to the conduct of Individuals outside of the business, activities, and Events of Canadian Tenpin Federation and its Members when such conduct adversely affects Canadian Tenpin Federation's relationships (and the work and sport environment) or is detrimental to the image and reputation of Canadian Tenpin Federation or a Member. Such applicability will be determined by Canadian Tenpin Federation's Independent Third Party.
5. In addition, this Policy will apply to breaches of the Code that occurred when Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).
6. This Code applies to Individuals active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Individuals were active in the sport.

## **C. Prohibited Behaviours**

7. All Individuals must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and the Code.

Individuals are responsible for knowing what actions or behaviours constitute Prohibited Behaviour and Maltreatment.

8. Prohibited Behaviour under the UCCMS includes, but is not limited to:
  - a. Physical Maltreatment
  - b. Psychological Maltreatment
  - c. Neglect
  - d. Sexual Maltreatment
  - e. Grooming
  - f. Boundary Transgressions

- g. Discrimination
- h. Failing to Report
- i. Aiding and Abetting
- j. Retaliation
- k. Interference with or Manipulation of Process
- l. False Reports

In addition to the Prohibited Behaviour defined in the UCCMS, this Code sets out other expected standards of behaviour and conduct for all Individuals and any failure to respect these expected standards of behaviour by any Individual may constitute a breach of this Code.

#### **D. Responsibilities of Individuals**

- 9. All Individuals have a responsibility to:
  - a. Refrain from any behaviour that constitutes Maltreatment and Prohibited Behaviour under this Code and the UCCMS.
  - b. Conduct themselves in a manner consistent with the True Sport principles and the rules of shooting conduct as set out by International Bowling Federation.
  - c. Maintain and enhance the dignity and self-esteem of other Individuals by:
    - i. Treating each other with fairness, honesty, respect and integrity;
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, Athlete Support Personnel, officials, organizers, volunteers, employees, or other Individuals;
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct; and
    - iv. Ensuring adherence to the rules of the sport and the spirit of those rules.
  - d. Refrain from the use of power or authority to coerce another person to engage in inappropriate activities.

- e. Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or Events of Canadian Tenpin Federation or a Member.
- f. In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or Event.
- g. In the case of Individuals who are not Minors, not consume cannabis in the Workplace or in any situation associated with the Events of Canadian Tenpin Federation or a Member (subject to protections under applicable human rights legislation), not consume alcohol during training, competitions, or in situations where Minors are present. Notwithstanding the aforementioned, Individuals who are not Minors may consume alcohol in adult-oriented social situations but must take reasonable steps to manage the responsible consumption of alcohol.
- h. When driving a vehicle:
  - i. Have a valid driver's license;
  - ii. Obey traffic laws;
  - iii. Not be under the influence of alcohol or illegal drugs or substances;
  - iv. Have valid car insurance; and
  - v. Refrain from engaging in any activity that would constitute distracted driving.
- i. Respect the property of others and not wilfully cause damage.
- j. Promote sport in the most constructive and positive manner possible.
- k. Use social media in a responsible manner in accordance with Canadian Tenpin Federation's Social Media Policy
- l. Refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a para-classification, competition, not offer or receive any benefit which is intended to manipulate the outcome of a competition or para-classification. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages.
- m. Adhere to all applicable federal, provincial/territorial, municipal and host country laws.

- n. Comply with the bylaws, policies, procedures, rules, and regulations of Canadian Tenpin Federation, its Members and those of any other sport organization with authority over the Individual, as applicable, and as adopted and amended from time to time.

#### **E. Directors, Committee Members, and Employees**

10. In addition to section D (above), directors, committee members, and employees of Canadian Tenpin Federation and its Members will have additional responsibilities to:

- a. Function primarily as a director, committee member or employee of Canadian Tenpin Federation or the Member (as applicable) and ensure to prioritize their duty of loyalty to Canadian Tenpin Federation or the Member (and not to any other organization or group) while acting in this role.
- b. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of all Individuals' confidence.
- c. Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
- d. Comply with their obligations under the Screening Policy, including understanding ongoing expectations under the Screening Policy and fully cooperating in the screening process
- e. Conduct themselves openly, professionally, lawfully and in good faith.
- f. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism influence their decision-making on behalf of Canadian Tenpin Federation.
- g. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
- h. Maintain required confidentiality of organizational information.
- i. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- j. Have a thorough knowledge and understanding of all governance documents.

## **F. Athlete Support Personnel**

11. In addition to section D (above), Athlete Support Personnel have additional responsibilities.
12. Athlete Support Personnel must understand and respect the inherent Power Imbalance that exists in this relationship and must not abuse it, either consciously or unconsciously.
13. Athlete Support Personnel will:
  - a. Avoid any behaviour that abuses the Power Imbalance inherent in the position of an Athlete Support Person to (i) establish or maintain a sexual relationship with an Athlete, or (ii) encourage inappropriate physical or emotional intimacy with an Athlete, regardless of the Athlete's age.
  - b. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of Athletes.
  - c. Prepare Athletes systematically and progressively, using appropriate timeframes and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm Athletes.
  - d. 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.
  - e. Support the Athlete Support Personnel of a training camp, provincial/territorial team, or national team, should an Athlete qualify for participation with one of these programs.
  - f. Comply with all established responsibilities and obligations as set out by the Athlete Support Person's professional governing association or order, if any.
  - g. Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate.
  - h. Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
  - i. Act in the best interest of the Athlete's development as a whole person.

- j. Comply with their obligations under the Screening Policy, including understanding ongoing expectations under this Policy and fully cooperating in the screening process.
- k. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco.
- l. Respect competitor Athletes and, in dealings with them, not encroach upon topics or take actions which are deemed to be within the realm of coaching, unless prior approval from the coaches who are responsible for the Athletes is received.
- m. When a Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age.
- n. Disclose to Canadian Tenpin Federation or the Member (as applicable) any sexual or intimate relationship with an Athlete over the age of majority and, if requested by Canadian Tenpin Federation, immediately discontinue any coaching involvement with that Athlete
- o. Recognize the power inherent in the position of Athlete Support Personnel and respect and promote the rights of all Individuals 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 Individuals who are in a vulnerable or dependent position and less able to protect their own rights.
- p. Dress professionally and use appropriate language.
- q. Comply with national team agreements

## **G. Athletes**

14. In addition to section D (above), Athletes will have additional responsibilities to:

- a. Follow their athlete agreement and any other national team agreement (if applicable).
- b. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete.
- c. Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations.

- d. 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.
- e. Adhere to any rules and requirements regarding clothing, professionalism, and equipment.
- f. Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by Athlete Support Personnel.

## **H. Officials**

15. In addition to section D (above), officials will have additional responsibilities to:

- a. Maintain and update their knowledge of the rules and rules changes
- b. Not publicly criticize other Individuals
- c. Adhere at all times to the rules of their international federation and any other sport organization that has relevant and applicable authority.
- d. Place the safety and welfare of competitors, and the fairness of the competition above all else
- e. Strive to provide a fair sporting environment, and at no time engage in Maltreatment or Prohibited Behaviour toward any person on the field of play
- f. Respect the terms of any agreement that they enter with Canadian Tenpin Federation or a Member
- g. Work within the boundaries of their position's description while supporting the work of other officials.
- h. Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations.
- i. Take ownership of actions and decisions made while officiating.
- j. Respect the rights, dignity, and worth of all Individuals.
- k. Act openly, impartially, professionally, lawfully, and in good faith.
- l. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- m. Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals.



- n. Comply with their obligations under the Screening Policy, including understanding ongoing expectations under this Policy and fully cooperating in the screening process
- o. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or Canadian Tenpin Federation or the Member at the earliest possible time.
- p. When writing reports, set out the actual facts to the best of their knowledge and recollection
- q. Dress in proper attire for officiating

#### **I. Parents/Guardians and Spectators**

16. In addition to section D (above), parents/guardians and spectators at Events will:

- a. Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence.
- b. Condemn the use of violence in any form.
- c. Never ridicule an Individual for making a mistake during a competition or practice.
- d. Respect the decisions and judgments of officials and encourage Athletes to do the same.
- e. Support all efforts to stop and prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm.
- f. Respect and show appreciation to all competitors, and to coaches, officials and other volunteers
- g. Never harass Individuals, competitors, Athlete Support Personnel, officials, parents/guardians, or other spectators.
- h. Never encourage, aid, covert up or assist an Athlete in cheating through doping, competition manipulation or other cheating behaviors.

## **J. Anti-Doping <sup>1</sup>**

17. Canadian Tenpin Federation and its Members adopt and adhere to the Canadian Anti-Doping Program. Canadian Tenpin Federation and its Members will respect any sanction imposed on an Individual as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.

18. All Individuals shall:

- a. Abstain from the non-medical use of medications or drugs or the Use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force.
- b. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of Ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable anti-doping rules
- c. Cooperate with any Anti-Doping Organization that is conducting an investigation into any anti-doping rule violation(s)
- d. Refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, whether or not such conduct constitutes Tampering as defined in the Canadian Anti-Doping Program
- e. All Athlete Support Personnel or other Persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to Athletes that fall under Canadian Tenpin Federation or a Member's jurisdiction.

## **K. Retaliation, Retribution or Reprisal**

19. It is a breach of this Code of Conduct and Ethics for any Individual to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that Individual from filing, in good faith, a complaint pursuant to any Canadian Tenpin Federation policy. It is also a breach of this Code of Conduct and Ethics for an Individual to file a complaint for the purpose of retaliation, retribution or reprisal against any other Individual. Any Individual found to be in breach of this section

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<sup>1</sup> Any capitalized terms used in this Anti-Doping section shall, unless the context requires otherwise, have the meanings ascribed to them in the Definitions section of the Canadian Anti-Doping Program.

shall be liable for the costs related to the disciplinary process required to establish such a breach.

## L. Privacy

20. The collection, use and disclosure of any personal information pursuant to this Policy is subject to Canadian Tenpin Federation's Privacy Policy.

## M. Definitions

21. Terms in this Code are defined as follows:

- a. **Athlete** – An individual who is an Athlete participant in Canadian Tenpin Federation who is subject to the policies of Canadian Tenpin Federation.
- b. **Athlete Support Personnel** - Any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other person working with, treating or assisting an Athlete participating in or preparing for sports competition.
- c. **Bullying** – Offensive behaviour and/or abusive treatment of an Individual that typically, but not always, involves an abuse of power.
- d. **Event** – an event sanctioned by Canadian Tenpin Federation or a Member, and which may include a social Event
- e. **Harassment** – A course of vexatious comment or conduct against an Individual or group, which is known or ought reasonably to be known to be unwelcome.
- f. **Member** – the Divisions of Canadian Tenpin Federation, as specified in the Canadian Tenpin Federation By-laws, as amended from time to time.
- g. **OSIC** – Office of the Sport Integrity Commissioner, an independent division of the SDRCC which comprises the functions of the Sport Integrity Commissioner
- h. **Individual** – all categories of membership defined in Canadian Tenpin Federation's Bylaws, as well as all individuals employed by, or engaged in activities with Canadian Tenpin Federation including, but not limited to, Athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, directors and officers of Canadian Tenpin Federation, and parents/guardians of Athletes.
- i. **Person in Authority** – Any Individual who holds a position of authority within the Canadian Tenpin Federation including, but not limited to, instructors, officials, managers,

- Athlete Support Personnel, chaperones, committee members, directors or officers.
- j. **Power Imbalance** – as defined in the UCCMS
  - k. **UCCMS** – Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time by the SDRCC
  - l. **UCCMS Participant** – an Individual affiliated with Canadian Tenpin Federation who has been designated by Canadian Tenpin Federation as a UCCMS Participant and who has signed the required consent form. For Canadian Tenpin Federation, UCCMS Participants include Canadian Tenpin Federation board members, employees, national team coaches and staff, national team Athletes (including NextGen athletes) and contractors.
  - m. **Vulnerable Participant** – as defined in the UCCMS
  - n. **Workplace** – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions.