

Code of Conduct and Ethics

NOTE: In addition to the conduct standards contained in this Code, Tennis BC adopts and accepts all the terminology and language in the B.C. Universal Code of Conduct (BC UCC) located [here](#). Participants are required to adhere to both this Code and the BC UCC. Alleged violations of either this Code or the BC UCC can be reported pursuant to Tennis BC's *Dispute and Discipline Policy*.

Definitions

1. Terms in this Code are defined as follows:

- a) **Abuse** – Includes Psychological Maltreatment, Physical Maltreatment, Neglect, and/or Grooming of Vulnerable Participants by Persons in Authority and which can have the following warning signs:
 - i. Recurrent unexplained injuries
 - ii. Alert behaviour; individual seems to always be expecting something bad to happen
 - iii. Often wears clothing that covers up their skin, even in warm weather
 - iv. Individual startles easily, shies away from touch or shows other skittish behaviour
 - v. Constantly seems fearful or anxious about doing something wrong
 - vi. Withdrawn from peers and adults
 - vii. Behaviour fluctuates between extremes (e.g., extremely cooperative or extremely demanding)
 - viii. Acting inappropriately younger than their age (like an infant; throwing tantrums)
 - ix. Acting out in an inappropriate sexual way with toys or objects
 - x. Self-harm (e.g., cutting, burning or other harmful activities)
 - xi. Not wanting to be alone with a particular individual
- b) **Athlete** – An individual who is participating as a player at an event that is run or sanctioned by Tennis BC, including, but not limited to, a tournament, league, camp, clinic, or coaching workshop, or an ancillary event such as an awards ceremony, banquet, meeting, or party, including while being accommodated or housed at such events, and while traveling as part of a group to or from such events, who is subject to the policies of Tennis BC and to this Code.
- c) **Bullying** - is offensive behaviour and/or abusive treatment of a Participant that typically, but not always, involves an abuse of power. Examples of behaviour that may constitute Bullying include, but are not limited to:
 - i. Spreading malicious rumours, gossip or innuendos with the intent of causing harm or suffering to a Participant;
 - ii. Excluding or isolating a Participant socially with the intent of causing them harm or suffering;
 - iii. Making offensive jokes or derogatory comments to a Participant or to others;
 - iv. Yelling, verbally berating or using profanity;
 - v. Assigning unreasonable duties or workload which are unfavourable to a Participant; or
 - vi. Any form of cyber bullying which can include:
 - a. Sending mean or threatening emails or text/instant messages
 - b. Posting embarrassing photos of someone online
 - c. Creating a website to make fun of others
 - d. Pretending to be someone else
 - e. Tricking someone into sending pictures or videos or revealing personal information
 - f. Sending personal information (including pictures and videos) about someone else to a third-party
- d) **Discrimination** – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability.

- e) **Harassment** – A course of vexatious comments or conduct against a Participant or group, which is known or ought reasonably to be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
- i. Written or verbal abuse, threats, or outbursts;
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behaviour that undermines self-esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes which endanger a person's safety, or may negatively affect performance;
 - vii. *Hazing* – which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. Deliberately excluding or socially isolating a person from a group or team;
 - x. Persistent sexual flirtations, advances, requests, or invitations;
 - xi. Physical or sexual assault;
 - xii. Contributing to a *poisoned sport environment*, which can include:
 - a. Locations where material that is discriminatory is displayed (e.g., sexually explicit posters and racial/racist cartoons)
 - b. Groups where harassing behaviour is part of the normal course of activities
 - c. Behaviour that causes embarrassment, awkwardness, endangers a person's safety or negatively affects performance.
 - xiii. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
 - xiv. Retaliation or threats of retaliation against a person who reports harassment to Tennis BC.
- f) **Minor** – Any Participant who is under the age of 19 years old at the time where the alleged maltreatment allegedly occurred. (Adults are responsible for knowing the age of a Minor).
- g) **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of Tennis BC who are subject to the policies of Tennis BC, as well as all people employed by, contracted by, or engaged in activities with, Tennis BC including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, judges, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
- h) **Person in Authority** – Any Participant who holds a position of authority within Tennis BC including, but not limited to, coaches, instructors, officials, judges, managers, support personnel, chaperones, committee members, and Directors and Officers.
- i) **Workplace** – Any place where business or work-related activities are conducted. Tennis BC 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.
- j) **Workplace Harassment** – Vexatious comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:

- i. Bullying;
 - ii. Workplace pranks, vandalism, bullying or hazing;
 - iii. Repeated offensive or intimidating phone calls or emails;
 - iv. Inappropriate sexual touching, advances, suggestions or requests;
 - v. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - vi. Psychological abuse;
 - vii. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
 - viii. Deliberately withholding information that would enable a person to do their job, perform or train;
 - ix. Sabotaging someone else's work or performance;
 - x. Gossiping or spreading malicious rumours;
 - xi. Intimidating words or conduct (offensive jokes or innuendos); and
 - xii. Words or actions which are known, or ought reasonably to be known, as offensive, embarrassing, humiliating, or demeaning.
- k) **Workplace Violence** – The use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:
- i. Verbal or written threats to attack;
 - ii. Sending to or leaving threatening notes or emails;
 - iii. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
 - iv. Wielding a weapon in a Workplace;
 - v. Hitting, pinching or unwanted touching which is not accidental;
 - vi. Dangerous or threatening horseplay;
 - vii. Physical restraint or confinement;
 - viii. Blatant or intentional disregard for the safety or wellbeing of others;
 - ix. Blocking normal movement or physical interference, with or without the use of equipment;
 - x. Sexual assault; and
 - xi. Any attempt to engage in the type of conduct outlined.
- l) **Vulnerable Participants** – Includes Minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by Persons in Authority).

Purpose

2. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of Tennis BC by making Participants aware that there is an expectation, at all times, of appropriate behaviour. Tennis BC prohibits discriminatory practices and is committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

Application of this Code

3. This Code applies to any Participant's conduct during the business, activities, and events of Tennis BC including, but not limited to competitions, training sessions, 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 Participants' conduct outside of the business, activities, and events of Tennis BC when such conduct adversely affects Tennis BC's relationships (and the work and sport environment) or is detrimental to the image and reputation of Tennis BC. Such applicability will be determined by Tennis BC at its sole discretion.

5. This Code applies to Participants active in the sport or who have retired from the sport, where any claim regarding a potential breach of this Code occurred when the Participant was active in the sport.
6. In addition, breaches of this Code may occur when the Participants 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 Participant(s).
7. Any Participant who violates this Code may be subject to sanctions pursuant to the *Dispute and Discipline Policy*. In addition to facing possible sanctions pursuant to the *Dispute and Discipline Policy*, a Participant who violates this Code during a competition may be removed from the competition or training area.

Responsibilities – All Participants

8. All Participants have a responsibility to:
 - a) Refrain from any behaviour that constitutes Discrimination, Abuse, Harassment, Workplace Harassment, or Workplace Violence.
 - b) Maintain and enhance the dignity and self-esteem of other Participants by:
 - i. Treating each other with the highest standards of respect and integrity;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Participants;
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
 - v. Consistently treating individuals fairly and reasonably; and
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
 - c) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - d) 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. More specifically, Tennis BC adopts and adheres to the Canadian Anti-Doping Program. Tennis BC will respect any sanction imposed on a Participant as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.
 - e) Refrain from coaching, training, instructing, administrating, managing, or being involved in the athletic development of any person 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.
 - f) Reasonably cooperate with the Canadian Centre for Ethics in Sport ("CCES") or another anti-doping organization that is investigating anti-doping rule violations.
 - g) Not harass, intimidate or otherwise conduct themselves offensively towards a doping control official or other individual involved in doping control.
 - h) Refrain from consuming tobacco products, cannabis (subject to any requirements for accommodation), or recreational drugs while participating in the programs, activities, competitions, or events of Tennis BC.
 - i) Not consume cannabis in the Workplace or in any situation associated with the events of Tennis BC (subject to any requirements for accommodation), not consume alcohol during training, competitions, or in situations where Minors are present, and (for adults' legal consumption) take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations.
 - j) When driving a vehicle:
 - i. Have a valid driver's license;
 - ii. Not be under the influence of alcohol, legal drugs such as cannabis, illegal drugs or substances;
 - iii. Have valid car insurance; and
 - iv. Refrain from holding a mobile device in a way that is prohibited by law.
 - k) Respect the property of others and not wilfully cause damage.
 - l) Promote sport in the most constructive and positive manner possible.

- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and not offer or receive any bribe which is intended to manipulate the outcome of a competition.
- n) Adhere to all applicable federal, provincial/territorial, municipal and host country laws.
- o) Comply, at all times, with the By-laws, policies, procedures, rules and regulations of Tennis BC, as applicable and as adopted and amended from time to time.
- p) Report to Tennis BC any criminal conviction of a Participant, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method.
- q) Report to Tennis BC any existing bail conditions imposed upon a Participant, or any ongoing criminal or anti-doping investigations into a Participant.

Responsibilities – Directors, Committee Members, and Staff

9. In addition to section 8 (above), Directors, Committee Members, and staff of Tennis BC will have additional responsibilities to:
- a) Function primarily as a Director, committee member or staff member of Tennis BC (as applicable) and ensure to prioritize their loyalty to Tennis BC (and not to any other organization or group if in conflict with those interests of Tennis BC) while acting in this role.
 - b) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
 - c) Conduct themselves openly, professionally, lawfully and in good faith.
 - d) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
 - e) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
 - f) Maintain confidentiality of private organizational information.
 - g) When acting as a Director or Committee Member, respect the decisions of the majority (the Board or a Committee, as applicable) and resign if unable to do so.
 - h) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
 - i) Have a reasonable knowledge and understanding of all governance documents.

Responsibilities – Clubs

10. Full Club and Associate Club Members hosting Tennis BC-sanctioned events must:
- a) Ensure that all Athletes participating in a Tennis BC-sanctioned event at the Club are registered and in good standing.
 - b) Ensure that all coaches participating at a Tennis BC-sanctioned event at the Club are in good standing with Tennis Canada's Tennis Professionals Association (including being SafeSport certified)
 - c) Appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment.
 - d) Ensure that any possible or actual misconduct is investigated promptly and thoroughly.
 - e) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated.
 - f) Advise Tennis BC immediately of any situation the club is aware of where a complainant has publicized a complaint in the media (including social media).
 - g) Provide Tennis BC with a copy of all decisions rendered pursuant to the organization's policies for complaints and appeals.