

## **Safe Sport Code of Conduct and Ethics Policy**

*AEF recognizes the development of the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport](#) (UCCMS). The AEF has adopted the UCCMS, as amended from time to time, which shall be incorporated into the Code by reference as if set out in full herein.*

*Any modifications or amendments made to the UCCMS by the SDRCC shall come into effect immediately upon their adoption by the SDRCC and automatically without the need for any further action by AEF.*

### **Purpose**

1. The purpose of the Code is to ensure a safe and positive environment within AEF Events by making AEF Members aware that there is an expectation, at all times, of appropriate behaviour consistent with AEF's core values, mission, and policies.
2. AEF and its Members support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in equestrian activity and are treated with respect and fairness.
3. AEF expects AEF Members to conduct themselves in a manner consistent with the True Sport principles, which have been adopted by AEF.

### **Application of this Code**

4. The Code applies to any AEF Members conduct during the business, activities, and Events of AEF including, but not limited to competitions, practices, evaluations, training sessions, travel associated with organizational activities, the office environment, and any meetings.
5. This Code also applies to AEF Members conduct outside of the business, activities, and events of AEF when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of AEF. Such applicability will be determined by AEF at its sole discretion.
6. The Code applies to AEF Members active in AEF affiliated equestrian activities or who have retired from equestrian activities where any claim regarding a potential breach of the Code occurred when the AEF Members were active in the AEF affiliated equestrian activities.
7. When participating at an Equestrian Canada sanctioned competition, event, business, activities, training sessions and travel the AEF Member is bound by the Equestrian Canada Code of Conduct and Ethics.

### **Prohibited Behaviours**

8. AEF Members must refrain from any behaviour which contravenes AEF's position on humane equine care and treatment.
9. AEF Members must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and the Code.

10. AEF Members are responsible for knowing what actions or behaviours constitute Prohibited Behaviours and Maltreatment.

11. Prohibited Behaviours under the UCCMS include, but are not limited to:

- |                               |   |
|-------------------------------|---|
| a) Physical Maltreatment      | g) Discrimination                               |
| b) Psychological Maltreatment | h) Failing to Report                            |
| c) Neglect                    | i) Aiding and Abetting                          |
| d) Sexual Maltreatment        | j) Retaliation                                  |
| e) Grooming                   | k) Interference with or Manipulation of Process |
| f) Boundary Transgressions    | l) False Reports                                |

In addition to the Prohibited Behaviours as defined by the UCCMS in Appendix “A”, the *Code* sets out other expected standards of behaviour and conduct for AEF Members and any failure to respect these expected standards of behaviour by an AEF Member may constitute a breach of the *Code*. In addition, the following behaviours also constitute breaches of the *Code*:

- |               |                         |
|---------------|-------------------------|
| a) Bullying   | c) Workplace Harassment |
| b) Harassment | d) Workplace Violence   |

## **Responsibilities of AEF Members**

12. AEF Members have a responsibility to:

- a) refrain from any behaviour that constitutes Maltreatment and Prohibited Behaviour under the *Code*, the UCCMS and other conduct policies established by AEF;
- b) maintain and enhance the dignity and self-esteem of other AEF Members 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 AEF Members;
  - iii. consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
  - iv. consistently treating individuals fairly and reasonably; and
  - v. ensuring adherence to the rules of equestrian activities and the spirit of those rules.
- c) refrain from the use of power or authority to coerce another person to engage in inappropriate activities;
- d) refrain from consuming tobacco products, cannabis, or recreational drugs while participating in programs, activities, competitions, or events;
- e) in the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event;
- f) in the case of individuals who are not Minors, not consume cannabis in the Workplace or in any situation associated with Events (subject to protections under applicable human rights legislation), not consume alcohol during training, competitions, or in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations;
- g) when driving a vehicle:
  - i. have a valid driver's license;

- ii. not be under the influence of alcohol or illegal drugs or substances;
- iii. have valid car insurance; and
- iv. refrain from engaging in any activity that would constitute distracted driving.
- h) respect the property of others and not wilfully cause damage;
- i) promote equestrian activities in the most constructive and positive manner possible;
- j) refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a para-classification and/or not offer, receive or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a 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;
- k) refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a competition and/or not offer, receive or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a competition. 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;
- l) adhere to all applicable federal, provincial/territorial, municipal and host country laws; and
- m) comply, at all times, with the By-laws, policies, procedures, and rules and regulations of AEF, as applicable and as adopted and amended from time to time.

#### **Directors, Committee Members, and Staff**

13. In addition to section 10 (above), directors, committee members, and staff of AEF have additional responsibilities to:
- a) function primarily as a director, committee member or staff member of AEF (as applicable) and ensure to prioritize their loyalty to AEF (and not to any other organization or group) while acting in this role. Certain obligations of directors and employees, such as confidentiality, continue after the end of a director's or committee member's term/employment;

- 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 an AEF Members 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 in their decision-making on behalf of AEF;
- 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; and
- j) have a thorough knowledge and understanding of all governance documents.

#### **Athlete Support Personnel**

- 14. In addition to section 10 (above), Athlete Support Personnel have many additional responsibilities.
- 15. 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.
- 16. Athlete Support Personnel and Coaches will:
  - a) avoid any behaviour that abuses the Power Imbalance inherent in the coaching position of the Athlete Support Personnel or Coach;
  - b) ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes;

- 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) 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 Coach's or Athlete Support Personnel's professional governing association or order, if any;
- g) accept and promote Athletes' personal goals and refer Athletes to other coaches and 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 after first receiving approval from the coaches who are responsible for the Athletes;
- m) when a Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age;
- n) avoid compromising the present and future health of Athletes by communicating and cooperating with sport science and sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological

treatments, including when discussing optimal nutritional strategies or weight control methods for junior-aged Athletes and above (18 + years of age). Dieting and other weight control methods are not permitted for Athletes 17 years of age and younger;

- o) recognize the power inherent in the position of Athlete Support Personnel or Coach and respect and promote the rights of AEF Members in equestrian activities. 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 AEF Members who are in a vulnerable or dependent position and less able to protect their own rights; and
- p) dress professionally and use appropriate language, considering the audience being addressed (e.g., the age/maturity of the individuals).

### **Athletes**

17. In addition to section 10 (above), Athletes will have additional responsibilities to:

- a) follow their athlete 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; and
- f) act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by Athlete Support Personnel.

### **Coaches and Officials**

18. In addition to section 10 (above), coaches and officials will have additional responsibilities to:

- a) maintain and update their knowledge of the coaching program requirements (coaches) and rules and rules changes (officials);
- b) not publicly criticize AEF members;
- c) adhere, at all times, to the rules of their international federation and any other sporting organization that has relevant and applicable authority;
- d) place the safety and welfare of Participants, athletes, competitors, equines, 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 AEF;
- g) work within the boundaries of their position's description while supporting the work of other coaches and officials;
- h) act as an ambassador of equestrian activities by agreeing to enforce and abide by national and provincial/territorial rules and regulations;
- i) take ownership of actions and decisions made while coaching or officiating;
- j) respect the rights, dignity, and worth of all Participants;
- 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 Participants;
- 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 AEF at the earliest possible time;



- p) when writing reports, set out the actual facts to the best of their knowledge and recollection; and
- q) dress in proper attire for coaching or officiating.

### **Parents/Guardians and Spectators**

19. In addition to section 10 (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 AEF member 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 remove verbal and physical abuse, coercion, intimidation, and sarcasm;
- f) respect and show appreciation to all competitors, and to coaches, officials and other volunteers;
- g) never harass participants, competitors, coaches, officials, parents/guardians, or other spectators; and
- h) never encourage, aid, covert up or assist an Athlete in cheating through doping, competition manipulation or other cheating behaviors.

### **Members**

20. Business Members, Club Members and Competition Organizers must:

- a) adhere to all AEF governing documents and, where necessary, amend their own rules to comply or align with those of AEF;
- b) pay all required dues and fees by the prescribed deadlines;

- c) ensure that all Athletes and coaches participating in Events are registered and in good standing;
- d) appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment;
- e) ensure that any possible or actual misconduct is investigated promptly and thoroughly;
- f) impose appropriate disciplinary or corrective measures when misconduct has been substantiated;
- g) advise AEF immediately of any situation where a complainant has publicized a complaint in the media (including social media);
- h) provide AEF with a copy of all decisions rendered pursuant to their own policies for complaints and appeals;
- i) implement any decisions and disciplinary sanctions imposed pursuant to AEF's discipline process;