

Saskatchewan Senior Fitness Association (SSFA) Code of Conduct Policy

Definitions

1. The following terms have these meanings in this Code:
 - a) “*Association*” – Saskatchewan Senior Fitness Association (SSFA)
 - b) “*Individuals*” – All categories of membership defined in the Constitution, as well as all individuals engaged in activities with the Association / Saskatchewan Senior Fitness Association 55+ Games including, but not limited to, host members, participants, non-participants, coaches, referees, officials, volunteers, staff, managers, administrators, committee members, and directors and officers of the Association.
 - c) “*Harassment*” – Behavior that constitutes harassment is defined in Section 6(b).
 - d) “*Sexual harassment*” – Behavior that constitutes sexual harassment and workplace violence is defined in Section 6(c).

Purpose

2. The purpose of this Code is to ensure a safe and positive environment by making Individuals aware that there is an expectation of appropriate behavior consistent with this Code. The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

Any violation of the Code of Conduct or any behavior contrary to the Spirit of the SSFA 55+ Games may be reported to the SSFA Disciplinary Committee and may be subject to disciplinary action. The type of discipline will depend on the severity of the infraction and may result in full suspension of the Games privileges, including removal from competition.

Application of this Code

3. This Code applies to Individuals’ conduct during the Association’s business, activities, and events including, but not limited to, SSFA 55+ Games activities, travel associated with the Association’s activities, the Association’s office environment, and any meetings.
4. This Code also applies to Individuals’ conduct outside of the Association’s business, activities, and events when such conduct adversely affects relationships within the Association and/or its Members (and its work and sport environment) and is detrimental to the image and reputation of the Association. Such jurisdiction will be determined by the Association at its sole discretion.
5. An Individual who violates this Code may be subject to sanctions pursuant to the Association’s *Discipline and Complaints Policy*.

Responsibilities

6. Individuals have a responsibility to:
- a) Maintain and enhance the dignity and self-esteem of the Association members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation.
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individual or the Association.
 - 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.
 - vi. Ensuring adherence to the rules of the event and the spirit of those rules.
 - b) Refrain from any behavior that constitutes **harassment**. Types of behavior that constitute harassment include, but are not limited to:
 - a. Written or verbal abuse, threats, or outbursts.
 - b. The display of visual material which is offensive or which one ought to know is offensive.
 - c. Unwelcome remarks, jokes, comments, innuendo, or taunts.
 - d. Leering or other suggestive or obscene gestures.
 - e. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions.
 - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
 - g. Any form of hazing.
 - h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing.
 - i. Unwelcome sexual flirtations, advances, requests, or invitations.
 - j. Physical or sexual assault.
 - k. Behaviors such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment.
 - l. Retaliation or threats of retaliation against an individual who reports harassment.
 - c) Refrain from any behavior that constitutes **Sexual Harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
 - i. Sexist jokes.
 - ii. Display of sexually offensive material.

- iii. Sexually degrading words used to describe a person.
 - iv. Inquiries or comments about a person's sex life.
 - v. Unwelcome sexual flirtations, advances, or propositions.
 - vi. Persistent unwanted contact.
- d) Refrain from any behavior that constitutes **Workplace Harassment or Workplace Violence (such as at business meetings, travel, Host Games Office, etc.)** where workplace harassment is defined as conduct against a volunteer/worker in a workplace that is known or ought reasonably to be known to be unwelcome, and where workplace violence is defined as the exercise of physical force by a person against a volunteer/worker, in a workplace, that causes or could cause physical injury to the volunteer/worker, in a workplace or a statement or behavior that is reasonable for a volunteer/worker to interpret as a threat to exercise physical force against the volunteer/worker.

Workplace Harassment:

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails.
- iii. Inappropriate touching, advances, suggestions or requests.
- iv. Displaying or circulating offensive pictures, photographs or materials.
- v. Psychological abuse.
- vi. Discrimination.
- vii. Intimidating words or conduct (offensive jokes or innuendos)..
- viii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating or demeaning.

Workplace Violence:

- ix. Verbal threats to attack a worker.
 - x. Sending to or leaving threatening notes or emails.
 - xi. Making threatening physical gestures.
 - xii. Wielding a weapon.
 - xiii. Hitting, pinching or unwanted touching which is not accidental.
 - xiv. Blocking normal movement or physical interference with or without the use of equipment.
 - xv. Sexual violence.
 - xvi. Any attempt to engage in the type of conduct outlined above.
- e) Abstain from non-medicinal use of drugs.
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- g) Refrain from consuming alcohol, tobacco products or recreational drugs while participating in Association programs, activities, competitions, or events. In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Association's events.

- h) Respect the property of others and not willfully cause damage.
- i) Adhere to all federal, provincial, municipal and host country laws.
- j) Comply, at all times, with the Association's constitution, policies, procedures, and rules and regulations, as adopted and amended from time to time.
- k) When driving a vehicle with an individual:
 - i. Not have his or her license suspended.
 - ii. Not be under the influence of alcohol, illegal drugs or substances.
 - iii. Have a valid car insurance.
- l) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.

Board/Committee Members

7. In addition to section 6 (above), Association's Directors and Committee Members will have additional responsibilities to:
 - a) Function primarily as a member of the board and/or committee(s) of Association.
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Association's business and the maintenance of Individuals' confidence.
 - c) Ensure that the Association's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
 - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Association.
 - 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.
 - g) Keep informed about the Association's activities, the provincial sport community, 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 the Association 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.
 - l) Have a thorough knowledge and understanding of all Association governance documents.
 - m) Conform to the rule book, procedures, and policies approved by Association.

Competitors

8. In addition to Section 6 above, all competitors of the SSFA 55+ Games are expected to:
- a) Act as Ambassadors for their local sports clubs and their province.
 - b) Participate in the spirit of fair play, co-operation, and respect for others at all times.
 - c) Respect the rules of their event, the SSFA and the Host.
 - d) Respect their opponents and the directions and decisions of coaches, managers and officials.
 - e) Be gracious in victory and in defeat.
 - f) Respect the rights of the residents of the Host communities.
 - g) Regard participation in the SSFA 55+ Games as a privilege.
 - h) Conduct themselves in accordance with the SSFA's Code of Conduct Policy to ensure that the Games take place in a safe environment and are free from harassment and discrimination for all competitors.
 - i) Comply with rulings by officials, coaches or any other person in a position of authority or responsibility.
 - j) Respect the Clean Air policy and ban on smoking at all Games' venues and facilities.
 - k) Obey all federal and provincial / territorial laws and municipal by-laws regarding the use and / or possession of alcohol, other drugs and / or tobacco.
 - l) Be punctual for all SSFA 55+ Games functions and events.

Competitors of the SSFA 55+ Games will not:

- a) Verbally or physically abuse other participants in the SSFA 55+ Games.
- b) Show disrespect to officials, use foul language or make obscene or offensive gestures.
- c) Breach any of the rules of their event, the SSFA 55+ Games or the Host.
- d) Abuse, damage or destroy facilities, property or equipment.
- e) Bet or take part in illegal gambling.
- f) Breach the requirements of the following: the SSFA Code of Conduct Policy and / or the Privacy Policy.
- g) Indulge in ANY other conduct which brings the SSFA 55+ Games into disrepute, including but not limited to those activities identified in the SSFA Code of Conduct Policy.

Officials/Umpire

9. In addition to section 6 (above), officials will have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rules changes.
 - b) Work within the boundaries of their position's description while supporting the work of other officials.
 - c) Act as an ambassador of the Association by agreeing to enforce and abide by national and provincial rules and regulations.
 - d) Take ownership of actions and decisions made while officiating.
 - e) Respect the rights, dignity, and worth of all individuals.
 - f) Not publicly criticize other officials or any club or the Association.
 - g) Act openly, impartially, professionally, lawfully, and in good faith.

- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings.
- i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals.
- j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Association at the earliest possible time.
- k) When writing reports, set out the true facts.
- l) Dress in proper attire for officiating.