

**BC CHITO KAI
CODE OF CONDUCT
WITH DISCIPLINARY PROCEDURES**

Definitions

1. The following terms have these meanings in this Code:
 - a) “Individuals” – All categories of membership defined in the BC Chito Kai Association’s (BCKK) Bylaws, as well as all individuals employed by, or engaged in activities with, the BCKK including but not limited to, Instructors, Licensed and Registered Coaches, volunteers, committee members, and Directors and Officers of the BC Chito Kai Association.

Purpose

2. Affiliation with BC Chito Kai (BCKK) brings many privileges and benefits. At the same time, Individuals are expected to meet certain obligations including complying with the BCKK policies and this Code of Conduct. Irresponsible behaviour by Individuals can result in severe damage to the integrity of BCKK and harm the prestige and honour of Chito Ryu, Soke and Sodai.
3. Individuals must be aware that they are expected to model behaviour appropriate for the Individual’s role as a representative of BCKK. This document outlines the conduct expected of Individuals and the Disciplinary Procedures that Individuals are subject to if there is a complaint about an Individual’s conduct.

Application of the Code of Conduct

4. The Code of Conduct applies to Individuals’ conduct during BCKK-related business, teaching and coaching activities, and events including, but not limited to, competitions, tournaments, games, matches, practices, tryouts, training/camps, and travel associated with coaching or instruction.
5. The Code of Conduct also applies to Individuals’ conduct outside of BCKK-related business, teaching and coaching activities, and events when such conduct adversely affects relationships with other Individuals or athletes, or when it is detrimental to the image and reputation of BCKK.

NCCP Code of Ethics

6. Instructors, Officials and Coaches of BCKK agree to follow the NCCP Code of Ethics (2016), which describes five Ethical Principles and the corresponding Standards of Behaviour Expected of such Individuals.

Principle	Standards of Behaviour Expected of Instructors, Officials and Coaches
Physical safety and health of athletes	<ul style="list-style-type: none"> • Ensure that training or competition site is safe at all times • Be prepared to act quickly and appropriately in case of emergency • Avoid placing athletes in situations presenting unnecessary risk or that are beyond their level • Strive to preserve the present and future health and well-being of athletes

Coaching responsibly	<ul style="list-style-type: none"> • Make wise the use of the authority of the position and make decisions in the interest of athletes • Foster self-esteem among athletes • Avoid deriving personal advantage for a situation or decision • Know one’s limitations in terms of knowledge and skills when making decisions, giving instructions or taking action • Honour commitments, word given, and agreed objectives • Maintain confidentiality and privacy of personal information and use it appropriately
Integrity in relations with others	<ul style="list-style-type: none"> • Avoid situations that may affect objectivity or impartiality of coaching duties • Abstain from all behaviours considered to be harassment or inappropriate relations with an athlete • Always ensure decisions are taken equitably
Respect	<ul style="list-style-type: none"> • Ensure that everyone is treated equally, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, language, creed, religion, athletic potential, disability, family status, marital status, gender identity, gender expression, sex and sexual orientation. • Preserve the dignity of each person in interacting with others • Respect the principles, rules, and policies in force
Honouring sport	<ul style="list-style-type: none"> • Strictly observe and ensure observance of all regulations • Aim to compete fairly • Maintain dignity in all circumstances and exercise self-control • Respect officials and accept their decisions without questioning their integrity

7. Instructors, Officials and Coaches of BCKC who do not follow the NCCP Code of Ethics may have violated the BCKC Code of Conduct and may be subject to sanction under the terms of this document.

Responsibilities

8. Individuals have the following responsibilities:

Dignity

9. Maintain and enhance the dignity and self-esteem of athletes and other Individuals by:
- a) 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
 - b) Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - c) Consistently demonstrating a spirit of sportsmanship, sport leadership, and ethical conduct
 - d) Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - e) Consistently treating individuals fairly and reasonably
 - f) Ensuring adherence to the rules of the sport and the spirit of those rules

Harassment

10. Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour 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 in the circumstances
 - c) Unwelcome remarks, jokes, comments, innuendo, or taunts
 - d) Leering or other suggestive or obscene gestures
 - e) Condescending or patronizing behaviour 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 where hazing is defined as *“Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete'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 based on class, number of years on the team, or athletic ability.”*
 - 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) Behaviours such as those described above that are not directed toward 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 to the BCKC Association

11. Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, request for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
 - a) Sexist jokes
 - b) Display of sexually offensive material
 - c) Sexually degrading words used to describe a person
 - d) Inquiries or comments about a person's sex life
 - e) Unwelcome sexual flirtations, advances, or propositions
 - f) Persistent unwanted contact

Doping and Drug Use

12. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, BCKC adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program will be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Disciplinary Procedures. The BCKC Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program imposed by any other sport organization.

13. Refrain from associating with any person for the purpose of coaching, training competition, instruction, administration, management, athletic development, or supervision who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES).

Inappropriate Behaviour

14. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
15. Avoid consuming alcohol in situations where minors are present and/or take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations at sanctioned events
16. Respect the property of others and not wilfully cause damage
17. Adhere to all federal, provincial, municipal and host country laws.

Athlete Safety

18. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness of the involved athletes.
19. 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.
20. 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.

Athlete Development

21. Support the coaching staff of a training camp, provincial/territorial team or national team; should an athlete qualify for participation with one of these programs.
22. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
23. Act in the best interest of the athlete's development as a whole person
24. Respect coaches and Instructors
25. Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or 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.

Athlete Protection

26. Self-report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.
27. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco.
28. Not engage in a sexual relationship with an athlete under 18 years old or an intimate or sexual relationship with an athlete over the age of 18 if the individual is in a position of power, trust, or authority over the athlete.
29. Recognize the power inherent in the position of instructor, coach, or official 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. Instructors, coaches or officials 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.

Disciplinary Procedure

30. The Disciplinary Procedures apply to Individuals' conduct during BCKK-related business, coaching activities, and events including, but not limited to, competitions tournaments, games, matches, practices, tryouts, training camps, and travel associated with coaching.
31. This Procedure does not prevent discipline from being applied, during a competition or event, according to specific procedures in place for the particular event.
32. Individuals may also be subject to the disciplinary rules and process of other associations, clubs or organizations. The BCKK Association will respect decisions made by those bodies.

Jurisdiction

33. An appropriate person having authority is not prevented from taking immediate, informal or corrective action in response to behaviour that constitutes an infraction. Further sanctions may be applied in accordance with procedures (set out separately in "BCKK Complaint Procedure").
34. This procedure does not take precedence over any dispute resolution procedure contained within a contract, employee agreement, or other formal written agreement.
35. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only. Further sanctions may be applied but only after review of the matter in accordance with BCKK Complaint Procedures.

Infractions

36. Infractions consist of single or multiple incidents of failing to achieve expected standards of conduct that may result in harm to others, to Individuals, the BCKK Association, or to the public. Examples of infractions can include, but are not limited to, incidents of:
 - a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
 - b) Disrespectful conduct such as outbursts of anger or argument
 - c) Non-compliance with, or disregard for, BCKK policies, procedures, rules or regulations
 - d) Violations of the *Code of Conduct*
 - e) Tampering
 - f) Any incident of hazing
 - g) Physical abuse
 - h) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
 - i) Pranks, jokes, or other activities that endanger the safety of others
 - j) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - k) Conduct that intentionally damages the images, credibility, or reputation of BCKK
 - l) Abusive use of alcohol, provision of alcohol to minors, or use or possession of illicit drugs and narcotics
 - m) Any possession or use of banned performance enhancing drugs or methods, or condoning such use by others.
37. The BCKK Board may determine that an alleged incident is of such seriousness as to warrant immediate suspension of an Individual pending a formal review and decision.

38. Infractions that result in discipline will be recorded and records will be maintained by BCCK.

Criminal Convictions

39. An Individual's conviction for any of the following Criminal Code offences will be deemed an infraction and will result in expulsion for BCCK:
- a) Any child pornography offences
 - b) Any sexual offences
 - c) Any offence of physical or psychological violence
 - d) Any offence of assault
 - e) Any offence involving trafficking of illegal drugs

Confidentiality

40. The complaints and discipline process is confidential and involves only the Parties, BCCK Board and any independent advisors appointed by the Board. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complain to any person not involved in the proceedings.

Records and Distribution of Decisions

41. Infractions that result in discipline will be recorded and maintained by the BCCK Board.
42. Associated national and provincial associations with whom the Individual has affiliation may be advised of any decisions rendered under this Code or associated procedure.
43. Decisions are matters of public interest and will be publicly available with the names of the Parties redacted. Names of individuals disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.

This Code of Conduct was modified for use by the BC Chito Kai Association (BCCK) on the basis of the code developed by the Coaching Association of Canada (CAC).