

	<h1>Code of Conduct</h1>
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## 1. Purpose

The purpose of this Code of Conduct is to ensure a safe and positive environment within the programs, activities, and events of the Huntsville Curling Club (HCC) by making all Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with HCC's core values, mission, and policies.

HCC supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals can safely participate in the sport and are treated with respect and fairness.

## 2. Application

This Code applies to the conduct of all Participants during the business, activities, and events of HCC including, but not limited to league play, competitions, practices, classes, travel associated with HCC activities, the office environment, meetings and rentals.

## 3. Prohibited Behaviours

All Participants must refrain from any behaviour that constitutes a prohibited behaviour including, but not limited to:

- |  |   |
|--|---|
| a) Aiding and abetting                     | b) Bullying   |
| c) Failing to report harassment            | d) Harassment                                       |
| e) Any form of maltreatment                | f) Retaliation                                      |
| g) Interference or manipulation of process | h) False reports                                    |
| i) Violence                                | j) Inappropriate or unauthorized social media posts |

Definitions for the above can be found in Section 10.

## 4. Participants

All Participants have a responsibility to:

- i. Refrain from any behaviour that constitutes maltreatment or prohibited behaviour under this Code
- ii. Maintain and enhance the dignity and self-esteem of other Participants by
  - a. Treating each other with fairness, honesty, respect and integrity

- b. Focusing comments or criticism appropriately and avoiding public criticism of curlers, officials, organizers, volunteers, employees, or other Participants
  - c. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
  - d. Ensuring adherence to the rules of the sport and the spirit of those rules
- iii. Refrain from the use of power or authority to coerce another person to engage in inappropriate activities
- iv. In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event
- v. In the case of individuals who are not Minors, HCC representatives must not consume alcohol during competitions, leagues or in situations where Minors are participating
- vi. Take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations
- vii. Comply with the bylaws, policies, procedures, rules, and regulations of HCC, as adopted and amended from time to time
- viii. Report any injuries resulting from HCC related activities in a timely fashion, when such injuries may limit their ability to practice, or compete

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

In addition to Section 4 (above), Directors, Committee Members, and employees of HCC are responsible to:

- i. Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- ii. Conduct themselves openly, professionally, lawfully and in good faith
- iii. Be independent and impartial and not let self-interest, outside pressure, expectation of reward, or fear of criticism influence their decision-making on behalf of HCC
- iv. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
- v. Maintain required confidentiality of organizational information
- vi. When acting as a Director or Committee Member, respect the decisions of the majority (the Board or a Committee, as applicable)
- vii. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- viii. Have a thorough knowledge and understanding of all governance documents

#### **6. Adult and Youth Instructors**

In addition to Section 4 (above), adult and youth instructors must understand and respect the inherent power imbalance that exists in their relationship with Participants and must be extremely careful not to abuse it, either consciously or unconsciously. As such, Instructors will:

- i. Avoid any behaviour that abuses the power imbalance inherent in their role

- ii. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of Participants
- iii. Teach Participants systematically and progressively, using appropriate time frames while refraining from using methods or techniques that may harm Participants
- iv. Report any ongoing personal criminal or anti-doping investigation, conviction, or existing bail conditions to HCC, including but not limited to those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method
- v. 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
- vi. Under no circumstances engage in a sexual or intimate relationship with a Participant who is a Minor
- vii. Respect and promote the rights of Participants who are in a vulnerable or dependent position and less able to protect their own rights
- viii. Dress appropriately
- ix. Use inoffensive language and take into account the audience being addressed (e.g., the age/maturity of the individuals).

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

In addition to Section 4 (above), parents/guardians and spectators at events will:

- i. Encourage Participants to compete within the rules and to resolve conflicts without resorting to hostility or violence
- ii. Condemn the use of violence in any form
- iii. Never ridicule any Participant during a play or practice
- iv. Respect the decisions and judgments of officials and encourage participants to do the same
- v. Support all efforts to stop and prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm
- vi. Respect and show appreciation to all participants, instructors, officials, other volunteers and employees
- vii. Never harass Participants, volunteers, employees, parents/guardians, or other spectators
- viii. Never encourage, aid, cover-up or assist a Participant in cheating through manipulation or other cheating behaviour

## **8. Reporting**

Individuals are required to report any incidents of harassment, violence or other violations of the Code of Conduct to either the President, Membership Director, or Health and Safety Lead.

The Board of Directors will investigate and deal with all complaints or incidents of harassment, violence or other violations of the Code of Conduct in a fair, respectful and timely manner.

Information provided about an incident or about a complaint will not be disclosed except as necessary to protect individuals, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

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

It is a breach of this Code of Conduct for any Participant 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 report pursuant to any policy of HCC.

It is also a breach of this Code of Conduct for an individual to file a report for the purpose of retaliation, retribution, or reprisal against any other individual.

## **10. Definitions**

Terms in this Code are defined as follows:

- i. *Aiding and Abetting* - To assist or encourage someone in matters that violate the Code of Conduct
- ii. *Bullying* – Offensive behaviour and/or abusive treatment of someone that typically, but not always, involves an abuse of power
- iii. *Discrimination* - The unjust or prejudicial treatment of different categories of people, especially on the grounds of ethnicity, age, sex, or disability
- iv. *Event* – an event sanctioned by HCC, which may include but is not limited to league play, bonspiels, social events, and developmental activities
- v. *False Reports* - The act of intentionally sharing false or inaccurate information with the intent to cause harm or to mislead
- vi. *Harassment* – A vexatious comment (or comments) or conduct against a Participant or group, regardless of whether the comment or conduct occurs in person or via any other media, including social media, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
  - a. Written or verbal abuse, threats, or outbursts
  - b. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
  - c. Racial harassment, including racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin
  - 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 endanger a person’s safety, or which may negatively affect performance
  - g. 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

- h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - i. Deliberately excluding or socially isolating a person from a group or team
  - j. Persistent sexual flirtations, advances, requests, or invitations
  - k. Physical or sexual assault
  - l. 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
  - m. Retaliation or threats of retaliation against a person who reports harassment to HCC
- vii. *HCC* - Huntsville Curling Club
  - viii. *Interference with or manipulation of process* - Actions that corrupt, hinder, or subvert a formal process, such as an investigation, by falsifying information, destroying or concealing evidence, discouraging participation, intimidating individuals, or otherwise attempting to influence the process's integrity or outcome
  - ix. *Maltreatment* - The act of treating someone cruelly or violently
  - x. *Minor* - anyone who has not reached the age of majority, which in Ontario is 18 (eighteen)
  - xi. *Participant* – Refers to all categories of individual members and/or registrants defined in the By-laws who are subject to HCC policies, as well as all people employed by, contracted by, or engaged in activities with HCC, including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, parents or guardians, spectators, committee members, and Directors and Officers
  - xii. *Neglect* - *The prolonged failure to provide essential supervision, control, or care, leading to harmful consequences for curler and the organization itself*
  - xiii. *Person in Authority* – Any Participant who holds a position of authority within the organization including, but not limited to instructors, officials, support personnel, committee members, instructors, Directors and Officers
  - xiv. *Power Imbalance* – A situation where a person, organization, or group has significantly more influence or control than another, leading to disparities in resources, decision-making, and the ability to affect outcomes
  - xv. *Retaliation* - An adverse action taken against a person because they exercised their right to file a complaint of discrimination, harassment, or other code of conduct violations, or for participating in an investigation into such practices.
  - xvi. *Social Media* - Websites and applications that enable users to share, information, ideas, personal messages, photos, videos, and other content

- xvii. *Workers* - all individuals who perform work for HCC including employees, managers, supervisors, temporary workers, volunteers, student volunteers, part-time workers, and independent contractors
- xviii. *Workplace* – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the office, lounge, locker rooms, washrooms, kitchen, ice shed, HCC property, HCC assignments outside the facility, HCC related travel, and HCC related conferences or training sessions
- xix. *Workplace Harassment* – A course of vexatious comment or conduct against a Participant in the 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
- xx. *Workplace Violence* – The use of or threat of physical force by a person against a worker in the Workplace that causes or could cause physical injury to the worker