



**MANITOBA
CYCLING
ASSOCIATION**

Code of Conduct and Ethics

Updated April 26, 2021

Table of Contents

1. GOAL.....	3
2. POLICY STATEMENT.....	3
3. DEFINITIONS.....	3
4. PRINCIPLES.....	3/4
5. FIELD OF APPLICATION.....	4
6. GENERAL CODE OF CONDUCT.....	4-6
7. ROLE SPECIFIC CODE OF CONDUCT.....	7
7.1 Athletes Rights and Code of Conduct.....	7
7.2 Team Personnel.....	8/9
7.3 Parents, Guardians and Spectators.....	9
7.4 Coaches.....	9-11
7.5 Officials.....	11
7.6 Clubs.....	11/12
7.7 Directors, Committee Members and Staff.....	12
8. REPORTING PROCEDURES.....	12/13

Code of Conduct and Ethics

“Organization” refers to The Manitoba Cycling Association

1. GOAL

The purpose of this Code of Conduct is to outline minimum expectations with respect to appropriate behavior consistent with the Manitoba Cycling Association’s core values of Capacity Building, Community Champions, Connection, Fun, Integrity, Pursuit of Excellence.

2. POLICY STATEMENT

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.

3. DEFINITIONS

The following terms have these meanings in this Code:

- a) “*Individuals*” – Individuals employed by, or engaged in activities with the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization.
- b) “*Workplace*” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the Organization’s office, work-related social functions, work assignments outside the Organization’s offices, work-related travel, and work-related conferences or training sessions.
- c) “*Participant*”: A Participant of the Manitoba Cycling Association is any individual, in good standing, who participates in any one of the cycling sports or programs, or who acts as a coach, official, volunteer, support personnel, or Committee Member with the Manitoba Cycling Association.
- d) “*Member*”: The Members of the Manitoba Cycling Association are the annual affiliated clubs and individual licensed members in good standing.
- e) “*Staff*”: An individual recognized by the Manitoba Cycling Association operating in a full-time, part-time, term, contract, or volunteer capacity.

4. PRINCIPLES

- a) Individuals can and typically will be subject to the provisions of more than one code. Although other organizations may have their own conduct standards, this Code reflects the minimum expectation of the Manitoba Cycling Association.
- b) Conduct that does not meet minimum standards articulated in this Code of

- Conduct is subject to disciplinary actions.
- c) Conduct that violates this Code of Conduct may be subject to actions identified in other Manitoba Cycling Association policies and procedures, and any resulting measures imposed under those policies.
 - d) Members of the Manitoba Cycling Association are strongly encouraged to implement a similar code of conduct to govern the conduct of individuals within their jurisdictions.

5. FIELD OF APPLICATION

- a) This policy shall apply to all Participants, Staff, and other recognized individuals involved in the Manitoba Cycling Association activities or, as applicable, those of its Members.
- b) The Code of Conduct is related to conduct that may arise during Manitoba Cycling Association and/or Member activities. This includes, without limitation, events, activities, programming, business, team travel, office environment, club activities, competitions, try-outs, workouts, training camps, meetings, virtual activities, and social media postings.
- c) This policy also applies to conduct that occurs outside of the Manitoba Cycling Association business and activities when such conduct adversely affects relationships within the Manitoba Cycling Association (and its work and/or sport environment) and/or is detrimental to the image and reputation of the organization. Such applicability will be determined by the Organization at its sole discretion.
- d) An Individual who violates this Code may be subject to sanctions pursuant to the Organization's *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the Organization's *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the competition.
- e) An employee of the Organization found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third-party during business hours, or at any Organization event, will be subject to appropriate disciplinary action subject to the terms of the Organization's *Human Resources Policy* as well as the employee's Employment Agreement (if applicable).

6. GENERAL CODE OF CONDUCT

6.1. All individuals agree to:

Adhere to all applicable International, Canadian, Provincial, municipal, host country laws, regulations, guidelines, or other requirements that have the force of law ("laws").

6.2 Treat all individuals with dignity by:

Demonstrating respect to individuals regardless of actual or perceived body type, physical characteristics, athletic ability, nationality, national origin, religion, religious belief, political belief, economic status, race, ancestry, place of origin, color, ethnic or linguistic background or origin, citizenship, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, family status, social condition or disadvantage, physical or mental disability, or any other ground of discrimination prohibited by applicable law.

6.3 Consistently demonstrating the spirit of fair play, sports leadership and ethical conduct including:

- a) Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, and members.
- b) Acting to prevent or correct practices that are unjustly discriminatory and to encourage those that promote equity and inclusivity.
- c) Consistently treating individuals fairly and reasonably and with regard for their physical and psychological well-being.
- d) Show concern, empathy and caution towards others who may be sick or injured.

6.4 Act with integrity and professionalism by:

- a) Being ethical, considerate, fair, courteous, and honest in all dealings with people and organizations.
- b) Accepting responsibility for your actions.

6.5 Operate within the rules and spirit of the sport including being aware of and complying, always with, as applicable:

- a) National and international guidelines that govern the Manitoba Cycling Association.
- b) Manitoba Cycling Association By-laws, policies, procedures, rules, and regulations.
- c) Club and/or provincial/territorial association by-laws, policies, procedures, rules, and regulations.

6.6 Refrain from any form of abuse, harassment, or discrimination towards others, including:

- a) Harassment: comment, conduct, or gesture directed towards an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive.
- b) Sexual Harassment: unsolicited sexual advances, flirtation, attention, requests for sexual favors or other verbal or physical conduct of a sexual nature

- c) Abuse: a misuse of power which uses the bonds of intimacy, trust, and dependency to make the victim vulnerable, for example to sexual, physical, or psychological maltreatment.
 - d) Discrimination: an action or a decision that treats a person or a group negatively for reasons such as their race, age, disability, sexual orientation, gender, or other grounds enumerated in human rights legislation.
 - e) Grooming: conduct that involves the gradual blurring of boundaries and normalization of inappropriate and sexually abusive behavior.
 - f) Retaliation: adverse action against an individual for making a good faith report of misconduct.
- 6.7 Be alert to the coercive potential of power imbalance in relationships. Never use power or authority, intentionally or unintentionally, to coerce another person to engage in inappropriate activities.
- 6.8. Do not use, possess, or supply banned substances or practices.
- 6.9 The Manitoba Cycling Association adopts and adheres to the Canadian Anti-Doping Program. Infractions under this Program shall be considered an infraction of this Code.
- 6.10 The Manitoba Cycling Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Manitoba Cycling Association or any other sport organization.
- 6.11 If a minor, do not consume alcohol, tobacco, cannabis, or any other illegal products.
- 6.12 If an adult, do not consume (vape, smoke, eat, or ingest by any other means) any illegal substance during Manitoba Cycling Association activities. Alcohol may be consumed in adult-oriented social situations associated with the Manitoba Cycling Association activities, provided consumption is professionally reasonable and kept to a minimum. Under no circumstances may an individual operate a motor vehicle if they have been consuming alcohol or recreational drugs.
- 6.13 Use social media responsibly, modeling appropriate behavior that is expected of representatives of the Manitoba Cycling Association.
- 6.14 Respect the property of others and not willfully cause damage.
- 6.15 Ensure adherence to the Manitoba Cycling Association's Safe Sport Policy, and in particular, the protocols, education, and screening requirements it prescribes.
- 6.16 Report any alleged infractions of this Code of Conduct, following the reporting procedures outlined in this policy.

7. ROLE-SPECIFIC CODES OF CONDUCT

In addition to abiding by the General Code of Conduct outlined above, individuals in certain roles within the Manitoba Cycling Association community are subject to further conduct standards as follows.

7.1 Athletes Rights and Code of Conduct

Manitoba Cycling Association is an athlete-focused organization and, as such, strives to ensure that each athlete's experience is one of quality, safety, inclusion, and enjoyment.

7.1.2. Athlete Rights

Athletes should have expectations of their sport as well as the sport having expectations of the athletes. Athletes have the right to:

- a) Participate in a safe, healthy, and inclusive environment.
- b) Have qualified, experienced, and athlete-focused leadership that attends to the well-being and developmental needs of athletes.
- c) Participate in a transparent and clean sport environment that has fair officiating, clear rules, and appropriate training and competition schedules.
- d) Feel empowered, use their voice, and share in the leadership and decision-making of their sport experience.
- e) Have appropriate opportunities for proper preparation for competitions.
- f) Receive information that is important to athlete well-being and be advised of all opportunities to strive for success.
- g) Access education related to the sport, participation, welfare, and safety, as well as work or study throughout active participation in cycling, should the athlete wish to do so.
- h) Be respected, treated with dignity, and safeguarded from abuse, harassment, or discrimination.
- i) Report misconduct without fear of reprisal.
- j) Know, understand, protect, and advocate for their rights.

7.1.3. Athlete Code of Conduct

In addition to abiding by the above General Code of Conduct, athletes will have the responsibility to:

- a) Provide complete and accurate information on all declarations required concerning medication that is being taken.
- b) Participate and appear on-time and to their best abilities in all competitions, training sessions, tryouts, and events.
- c) 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.
- d) Adhere to the Organization's rules and requirements regarding clothing and equipment
 - e) Act in a sporting manner and not display of violence, foul language or gestures to other athletes, officials, coaches, or spectators.
 - f) Dress to represent the sport and themselves well and with professionalism.
 - g) Act in accordance with the Manitoba Cycling Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers.
 - h) Athletes engaging in provincial team activities will:
 - Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train, or compete.
 - Adhere to the Manitoba Cycling Association's rules and requirements regarding clothing and equipment; and
 - Comply with all other obligations set out in the Athlete Agreement.

7.2. Team Personnel

In addition to abiding by the above General Code of Conduct, team managers, Integrated Support Team members, non-coaching appointees, team delegates, volunteers, and any other personnel have the responsibility to:

- a) Embrace the responsibility to facilitate and advocate for a safe, healthy, and inclusive environment.
- b) Act in the best interests of all participants involved in programs and activities.
- c) Communicate consistently and openly with all members of the community, especially athletes, parents, and legal guardians, and empower them to share in decision-making processes related to athletic development, health, and well-being.
- d) Establish and advocate for open and observable environments for training, competition, and medical assistance, treatment, and support.
- e) Treat all athletes equally and do not display favoritism, giving special privileges, sending personalized gifts, or creating opportunities to engage privately with a particular athlete or athlete's family outside of the sport context.
- f) Refrain from one-on-one personal communication with minor athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications.
- g) Abide by all applicable laws, policies, rules, and regulations, and standards of conduct established by the applicable licensing body governing each medical support staff and maintain membership in

good standing with these licensing bodies.

- h) Always respect and uphold the confidentiality of personal and/or medical information and share pertinent information with appropriate personnel only.
- i) Maintain appropriate records as required by the Manitoba Cycling Association and/or the applicable licensing body in which the individual belongs.
- j) Respect officials and volunteers and never attempt to intimidate, embarrass, or improperly influence any individual responsible for officiating or administering a competition.

7.3 Parents/Guardians and Spectators

In addition to abiding to the above General Code of Conduct, 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 a participant for making a mistake during a performance or practice.
- d) Provide positive comments that motivate and encourage participants' continued effort.
- e) Respect the decisions and judgments of officials, and encourage athletes to do the same.
- f) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm.
- g) Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers.
- h) Not harass competitors, coaches, officials, parents/guardians, or other spectators.

7.4 Coaches

In addition to abiding by the above General Code of Conduct, coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, intentionally or unintentionally. Coaches will:

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

- b) 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 physically or psychologically.
- c) 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.
- d) Support the coaching staff of a training camp, club team, provincial team, or trade team; should an athlete qualify for participation with one of these programs.
- e) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate.
- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.
- g) Refrain from one-on-one personal communication with minor athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications.
- h) Act in the best interest of the athlete's development as a whole person.
- i) Immediately report to the Manitoba Cycling Association any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.
- j) 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, cannabis, and/or tobacco.
- k) Respect athletes riding 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.
- l) Not engage in a sexual or intimate relationship with an athlete under the age of majority, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete.
- m) Disclose any sexual or intimate relationship with another employee to the Manitoba Cycling Association, where one individual has influence or control over the other's conditions of employment.
- n) Recognize the power inherent in the position of coach 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. Coaches 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.

- o) Dress professionally, neatly, and inoffensively.
- p) Use inoffensive language, considering the audience being addressed.
- q) Endorse the Coaching Code of Ethics of the Canadian Professional Coaches Association.

7.5 Officials

In addition to abiding by the above General Code of Conduct, officials will:

- a) Maintain and update their knowledge of the rules and rules changes.
- b) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the Association, athletes, coaches, other officials, and parents.
- c) Not publicly criticize other officials or any cycling club or association.
- d) Work within the boundaries of their position's description while supporting the work of other officials.
- e) Assist with the development of less-experienced officials.
- f) Act as ambassadors of the Manitoba Cycling Association by agreeing to enforce and abide by international, national, and provincial rules and regulations.
- g) Take ownership of actions and decisions made while officiating.
- h) Act openly, impartially, professionally, lawfully, and in good faith.
- i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- j) 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.
- k) Respect the rights, dignity, and worth of all individuals.
- l) Honor all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time.
- m) When writing reports, set out the true facts and not attempt to justify any decisions.
- n) Dress in proper attire for officiating.

7.6 Clubs

In addition to abiding by the above General Code of Conduct, Clubs will:

- a) Deliver their services in compliance with the constitution, bylaws, policies, rules, regulations, and procedures of the MCA, and where necessary, amend their own rules to comply with those of the MCA.

- b) Ensure that all athletes and coaches participating in sanctioned activities are registered members, in good standing, of the Manitoba Cycling Association.
- c) Engage only authorized coaches and sanctioned athletes.

7.7. Directors, Committee Members and Staff

In addition to abiding by the above General Code of Conduct, Directors, Committee Members, and Staff will:

- a) Function primarily as a Director or Committee Member or Staff of the Manitoba Cycling Association (as applicable) and not as a member of any other constituency.
- b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Manitoba Cycling Association's business and the maintenance of individuals' confidence.
- c) Ensure that the Manitoba Cycling Association's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.
- d) Conduct themselves transparently, professionally, lawfully and in good faith in the best interests of the Manitoba Cycling Association.
- e) Be independent, impartial, and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- f) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Manitoba Cycling Association is incorporated.
- g) Respect the confidentiality appropriate to issues of a sensitive nature.
- h) Respect the decisions of the majority and resign if unable to do so.
- i) Staff must comply with all other obligations set out in *HR Policy.
- j) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- k) Have a thorough knowledge and understanding of all Manitoba Cycling Association's governing documents.
- l) Conform to the By-laws and policies approved by the Manitoba Cycling Association.

8. REPORTING PROCEDURES

Anyone may report conduct that is perceived to contravene this Code of Conduct, and should do so as soon as possible, in accordance with the reporting procedures set out in the Complaints & Discipline Policy or Whistleblower Policy. The Independent Case Manager, Ombud, and Safe Sport Officer appointed by Manitoba Cycling Association to receive such complaints is:

For support, consultation, referral, or resources please call

the toll-free Support Line: **1-877-737-9875**
or email gethelp@changeofseasons.ca

<https://www.sportmanitoba.ca/resources/sport-support-line/>

Approved by the MCA Board of Directors May 07, 2021