

HCBC Code of Conduct and Ethics Policy

Purpose

1. The purpose of this HCBC Code of Conduct is to ensure a safe and positive environment within the programs, activities, and events of Horse Council BC consistent with Horse Council BC's core values and policies. Horse Council BC supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

Application of this Code

2. This Code applies to any Members conduct during the business, activities, and events of Horse Council BC including, but not limited to competitions, practices, evaluations, training sessions, travel associated with organizational activities, the office environment, and any meetings.
3. This Code also applies to Members conduct outside of the business, activities, and events of Horse Council BC when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of Horse Council BC. Such applicability will be determined by Horse Council BC at its sole discretion.
4. This Code applies to Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Participant was active in the sport.
6. Any Member who violates this Code may be subject to sanctions pursuant to the Discipline and Complaints Policy. In addition to facing possible sanctions pursuant to the Discipline and Complaints Policy, a Member who violates this Code during a competition may be removed from the competition or training area, and the Participant may be subject to further sanctions.
7. When participating at an Equestrian Canada sanctioned competition, event, business, activities, training sessions and travel the Member is bound by the Equestrian Canada Code of Conduct and Awareness.

Sections:

1. Persons in Authority and Maltreatment
2. Member Responsibilities
3. Board of Directors, executive and Staff
4. Coaches and Instructors
5. Athletes
6. Officials
7. Parents
8. Member Clubs and Affiliates

1- Persons in Authority and Maltreatment

This Code applies to any Members conduct during the business, activities, and events of Horse Council BC including, but not limited to competitions, practices, evaluations, training sessions, travel associated with organizational activities, the office environment, and any meetings.

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7. **When they are a Person in Authority, Members are responsible for knowing what constitutes Maltreatment. The categories of Maltreatment are not mutually exclusive, nor are the examples provided in each category an exhaustive list. Rather, what matters for the assessment of the Maltreatment is whether the conduct falls into one or more of the categories, not into which category it falls. Abuse, assault, Harassment, bullying, and hazing can be experienced in more than one category of Maltreatment.*

8. **Maltreatment can be any of the prohibited behaviors and conduct, provided the Maltreatment occurs in any one or a combination of the following situations. The physical location(s) where the alleged Maltreatment occurred is not determinative.*

- a) Within a sport environment;
- b) When the Member alleged to have committed Maltreatment was engaging in sport activities;
- c) When the Participants involved interacted due to their mutual involvement in sport; or
- d) Outside of the sport environment where the Maltreatment has a serious and detrimental impact on another Participant.

9. **It is a violation of the Code for sport administrators or other Persons in Authority to place Participants in situations that make them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and coach to share a hotel room when traveling, hiring a coach who has a history of Maltreatment, assigning guides and other support staff to a para-Athlete when the guide or support staff has a reputation for Maltreatment or assigning such a guide or support staff to a para-Athlete in the absence of consultation with the para-Athlete.*

Only when sport environments are safe and inclusive can these values be realized. Individuals should have the reasonable expectation when they participate in sport in Canada that it will be in an environment that is accessible, inclusive, respects their personal goals and is free from all forms of Maltreatment. Maltreatment in all its forms is a serious issue that undermines the health, well-being, performance and security of individuals, communities, and society.

Maltreatment is unacceptable and fundamentally incompatible with the core values that lie at the heart of Canadian sport as indicated in the Canadian Sport Policy, including being values based, inclusive, technically sound, collaborative, intentional and effective

The following principles will guide the determination of Maltreatment:

- The Maltreatment in question violates the integrity of the participant in question and undermines the values of Canadian sport.
- The sanctions imposed reflect the seriousness of the Maltreatment and the harm to those affected and the values of Canadian sport.
- Harmonized (applied to all Participants across Canada)
- Fair (procedural and substantive due process for all Participants)
- Comprehensive (all forms of Maltreatment and potential sanctions described)
- Expert-informed (the determination of Maltreatment and impositions of sanctions will be informed by those with expertise in such areas as sport, child abuse, and the law)
- Trauma-informed (acknowledgement of the physical, psychological and emotional effects of trauma, and avoidance of re-traumatization)
- Evidence-driven (evidence of Maltreatment required)
- Independent administration (free from all conflicts of interest)

Following the Safe Sport Working Group's consensus statements and the Pan-Canadian consultation held from March to May 2019, all parties and organizations committed to the goal of Safe Sport have agreed that Maltreatment has no place in Canadian sport and, when present, must be sanctioned appropriately. The commitments expressed below reflect this common understanding amongst Canadian sport stakeholders:

- All Participants in sport can expect to play, practice and compete, work, and interact in an environment free from Maltreatment.
- Addressing the causes and consequences of Maltreatment is a collective responsibility and requires the deliberate efforts of all Participants, sport stakeholders, sport club administrators and organization leaders.
- Participants in positions of trust and authority have the general responsibility to protect the health and well-being of all other Participants.
- Adult Participants have a specific ethical and statutory duty and the additional responsibility to respond to incidents of Maltreatment involving Minors and other vulnerable individuals.
- All Participants recognize that Maltreatment can occur regardless of age, sex, sexual orientation, gender identity or expression, race, ethnicity, Indigenous status, or level of physical and intellectual disability and their intersections. Moreover, it is recognized that those from traditionally marginalized groups have increased vulnerability to experiences of Maltreatment.
- All Participants recognize that individuals who have experienced Maltreatment may experience a range of effects that may emerge at different time points and that can profoundly affect their lives.
- All adults working with children and youth have a duty to prevent or mitigate opportunities for misconduct.
- In recognition of the historic vulnerability to discrimination and violence amongst some groups, and that continues to persist today, participants in positions of trust and authority have a duty to incorporate strategies to recognize systemic bias, unconscious bias, and to respond quickly and effectively to discriminatory practices.

2-Member Responsibilities

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10. Members at HCBC Events (as described in part 1 and 2), have a responsibility to:

- a) *Refrain from any behavior that constitutes Maltreatment, Discrimination, Harassment, Workplace Harassment, or Workplace Violence.
- b) Maintain and enhance the dignity and self-esteem of other Members by:
 - i. Treating each other with the highest standards of fairness, honesty, respect and integrity;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Participants;
 - 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; and
 - v. Ensuring adherence to the rules of the sport and the spirit of those rules.
- d) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.
- e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- f) Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or events of Horse Council BC.
- g) In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event.
- h) In the case of adults, not consume cannabis in the Workplace or in any situation associated with the events of Horse Council BC (subject to any requirements for accommodation), not consume alcohol during training, competitions, in situations where Minors are present, or in the workplace and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations.
- i) 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 holding a mobile device.
- j) Respect the property of others and not willfully cause damage.
- k) Promote sport in the most constructive and positive manner possible.
- l) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a para classification, competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
- m) Adhere to all federal, provincial/territorial, municipal laws.
- n) Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of Horse Council BC as adopted and amended from time to time.

3 - Directors, Committee and Council Members, and Staff

This Code applies to any Members conduct during the business, activities, and events of Horse Council BC including, but not limited to competitions, practices, evaluations, training sessions, travel associated with organizational activities, the office environment, and any meetings.

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11. In addition to section 7 (above), Directors, Committee Members, and staff of Horse Council BC will have additional responsibilities to:

- a) Function as a Director, Committee Member or staff member of Horse Council BC in a manner that is free of conflicts of interest involving other organizations or constituencies.
- b) Conduct themselves professionally, lawfully and in good faith.
- c) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Not accept or seek, on behalf of themselves or any other person, any significant service, benefit, or gift from anybody offered as a result of them carrying out their duties for Horse Council BC. In the event they are offered a service, benefit, or gift having a value in excess of \$500 they shall first review the matter with the Executive Director or President for approval to accept.
- h) Comply with the HCBC Privacy Policy
- i) No political contributions (cash or non-cash) will be made by them on behalf of or in the name of Horse Council BC
- j) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
- k) Maintain confidentiality of private organizational information and not use confidential or propriety information for any other purpose other than Horse Council BC business.
- l) Have a thorough knowledge and understanding of all policies and by-laws of Horse Council BC, all of which are posted on the Horse Council BC website. Without restricting the generality of the foregoing, specifically acknowledge that they have read and fully understand and agree that they are aware of the Whistleblower Policy.

4 - Coaches and Instructors

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12. In addition to section 7 (above), coaches and instructors 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, either consciously or unconsciously. Coaches and instructors will:

- a) *Avoid any behavior that abuses the Power Imbalance inherent in the coaching position to
 - (i) establish or maintain a sexual relationship with an Athlete that he or she is coaching, or
 - (ii) encourage inappropriate physical or emotional intimacy with an Athlete, regardless of the Athlete's age.
- b) Not engage in a sexual or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority.
- c) Disclose any sexual or intimate relationship with an Athlete over the age of majority to Horse Council BC. Immediately discontinue any coaching involvement with that Athlete.
- d) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes.
- e) 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.
- f) 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.
- g) 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.
- h) Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate.
- i) Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
- j) Act in the best interest of the Athlete's development as a whole person.
- n) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions to Horse Council BC, including those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method.

- o) 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.
- p) Respect Athletes competing for other jurisdictions 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.
- q) 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.
- r) Dress professionally and use appropriate language.
- g) follow and abide by the HCBC General Performance Rule book when participating at an HCBC sanctioned event.

5 - Athletes

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13. In addition to section 7 (above), Athletes will have additional responsibilities to:

- a) Adhere to their Athlete Agreement with Horse Council BC (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) Adhere to rules that govern competition eligibility.
- e) Adhere to rules and requirements regarding uniform and equipment.
- f) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers.
- g) follow and abide by the HCBC General Performance Rule book when participating at an HCBC sanctioned event.
- h) follow and abide by Equestrian Canada's Code of Conduct and Awareness at any EC event or any event that is administered by both EC and HCBC

6 - Officials

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14. In addition to section 7 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes.
- b) Act openly, impartially, professionally, lawfully, and in good faith.
- c) Refrain from publicly criticizing other officials.
- d) Work within the boundaries of their position's description while supporting the work of other officials.
- e) Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations.
- f) Take ownership of actions and decisions made while officiating.
- g) Respect the rights, dignity, and worth of all Participants.
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- i) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Participants.
- l) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or Horse Council BC at the earliest possible time.
- m) When writing reports, set out the actual facts to the best of their knowledge and recollection.
- n) Dress in proper attire for officiating.

7 - Parents/Guardians and Spectators

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15. In addition to section 7 (above), parents/guardians and spectators at events will:

- a) Refrain from any harassment of competitors, coaches, officials, parents/guardians, or other spectators.
- c) Respect the decisions and judgments of officials, and encourage Athletes to do the same.
- d) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm from the sport environment.
- e) Respect and show appreciation to all competitors, and to coaches, officials and other volunteers.
- f) Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence.
- g) Condemn the use of violence in any form.

8 - HCBC Affiliates and Member Clubs

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16. Affiliates and Member Clubs will be provided with a copy of Horse Council BC's Safe Sport Policies and will be requested to:

- a) Adhere to relevant Horse Council BC governing documents and policies and, where necessary, amend their own rules to comply or align with those of Horse Council BC.
- b) Ensure that all Athletes and coaches participating in sanctioned competitions and events of Horse Council BC are in good standing.
- c) Appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment.
- d) Ensure that any reported misconduct is acted upon in accordance with Horse Council BC's Safe Sport policies.
- e) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated.