



Code of Conduct

From SFC 2018 Policy Manual

1. Purpose

The purpose of this Code is to ensure a safe and positive environment (within the Shooting Federation of Canada's programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Shooting Federation of Canada's core values. The SFC supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

2. Application of this Code

This Code applies to individuals' conduct during the Shooting Federation of Canada's business, activities, and events including, but not limited to, competitions, trials, practices, training camps, travel associated with the Shooting Federation of Canada's activities, the Shooting Federation of Canada's office environment, and any meetings.

An individual who violates this Code may be subject to sanctions pursuant to the Shooting Federation of Canada's Discipline and Complaints Policy. In addition to facing possible sanctions pursuant to the Shooting Federation of Canada's Discipline and Complaints Policy, an Individual who violates this Code during a competition may be ejected from the field of play, competition, or shooting range, 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.

An employee of the Shooting Federation of Canada 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 event of the Shooting Federation of Canada, will be subject to appropriate disciplinary action subject to the terms of any of the Shooting Federation of Canada's relevant and applicable policies as well as the employee's Employment Agreement (if applicable).

This Code also applies to Individuals' conduct outside of the Shooting Federation of Canada's business, activities, and events when such conduct adversely affects relationships within the Shooting Federation of Canada (and its work and sport environment) and is detrimental to the image and reputation of the Shooting Federation of Canada. Such applicability will be determined by the Shooting Federation of Canada at its sole discretion.



3. General Responsibilities

Individuals have a responsibility to:

- Maintain and enhance the dignity and self-esteem of the Shooting Federation of Canada's members and other individuals by:
 - Treating each other with the highest standards of respect and integrity;
 - Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members;
 - Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
 - Consistently treating individuals fairly and reasonably; and
 - Ensuring adherence to the rules of the sport and the spirit of those rules
- Refrain from any behaviour that constitutes abuse, harassment, workplace harassment, sexual harassment, workplace violence, maltreatment or discrimination
- Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Shooting Federation of Canada adopts and adheres to the Canadian Anti-Doping Program (CADP). The SFC will respect any sanction imposed pursuant to the CADP or the Anti-Doping Rules of any Anti-Doping Organization that has authority over an athlete or other person (i.e., athlete support personnel)
- Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, 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)
- Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- Refrain from vaping, consuming tobacco products, or recreational drugs while participating in the Shooting Federation of Canada's programs, activities, competitions, or events
- In the case of minors, not vape, consume alcohol, tobacco or cannabis at any competition or event;
- In the case of adults, not consume cannabis in the workplace or in any situation associated with the Shooting Federation of Canada's events (subject to any requirements for accommodation and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Shooting Federation of Canada's events)
- Respect the property of others and not willfully cause damage
- Promote the sport in the most constructive and positive manner possible
- When driving a vehicle with an Individual:
 - Not have his or her license suspended;
 - Not be under the influence of alcohol, legal or illegal drugs or substances; and



- Have valid car insurance
- Adhere to all federal, provincial, municipal and host country laws
- 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
- Comply, at all times, with the Shooting Federation of Canada's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- It is also a violation of this Code for any Person in Authority to place an Individual in a situation that makes them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and a coach to share a hotel room when traveling, hiring a coach who has a past history of Athlete Maltreatment, assigning guides and other support staff to a para-Athlete when the guide or support staff has a reputation for Athlete Maltreatment or assigning such a guide or support staff to a para-Athlete in the absence of consultation with the para-Athlete.

4. Directors, Committee Members, and Staff

In addition to the General Responsibilities, the Shooting Federation of Canada's Directors, Committee Members, and Staff will have additional responsibilities to:

- Function primarily as a Director or Committee Member or Staff Member of the Shooting Federation of Canada; not as a member of any other member or constituency
- Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Shooting Federation of Canada's business and the maintenance of Individuals' confidence
- Ensure that the Shooting Federation of Canada's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities • Conduct themselves transparently, professionally, lawfully and in good faith in the best interests of the Shooting Federation of Canada
- Be independent, impartial, and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- Behave with decorum appropriate to both circumstance and position
- Keep informed about the Shooting Federation of Canada's activities, the sport community, and general trends in the sectors in which it operates
- Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Shooting Federation of Canada is incorporated
- Respect the confidentiality appropriate to issues of a sensitive nature • Respect the decisions of the majority and resign if unable to do so
- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- Have a thorough knowledge and understanding of all of the Shooting Federation of Canada's governing documents
- Conform to the bylaws and policies approved by the Shooting Federation of Canada



5. Coaches

In addition to the General Responsibilities, 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, consciously or unconsciously. Coaches will:

- 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
- 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
- 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
- Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
- Provide athletes (and the parents/guardians of Minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- Act in the best interest of the athlete's development as a whole person
- Comply with the Shooting Federation of Canada's Screening Policy, if applicable
- Report to the Shooting Federation of Canada any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- 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, vaping, cannabis, and/or tobacco
- 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
- Not engage in a sexual relationship with an athlete under the age of 18
- Disclose any sexual or intimate relationship with an athlete over the age of 18 years to the Shooting Federation of Canada. The HPC has minimum standards that must be respected in such circumstances
- 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

- Dress professionally, neatly, and inoffensively
- Use inoffensive language, taking into account the audience being addressed

6. Athletes

In addition to the General Responsibilities, athletes will have additional responsibilities to:

- Report to the SFC Vice President High Performance any medical problems or mental health diagnosis in a timely fashion, when such problems may limit their ability to travel, share accommodations, practice, train or compete or may affect the safety of the athlete or others;
- Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, trials, matches and events
- 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
- Adhere to the Shooting Federation of Canada's rules and requirements regarding clothing and equipment
- Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- Dress professionally, neatly and inoffensively abiding by the [ISSF General Technical Rules](#), item 6.20.
- Abide by the [Canadian Anti-Doping Program](#) (CADP) and its principles
- Act in accordance with the Shooting Federation of Canada's policies and procedures and, when applicable, additional rules as outlined by the ISSF coaches or managers

7. Officials

In addition to the general responsibilities, officials will have additional responsibilities to:

- Maintain and update their knowledge of the rules and rules changes
- Not publicly criticize other officials or any club or association;
- Work within the boundaries of their position's description while supporting the work of other officials
- Act as an ambassador of the Shooting Federation of Canada by agreeing to enforce and abide by international, national and provincial rules and regulations
- Take ownership of actions and decisions made while officiating
- Respect the rights, dignity, and worth of all Individuals
- Act openly, impartially, professionally, lawfully, and in good faith
- Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others



- 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
- Honour 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
- When writing reports, set out the actual facts
- Dress in proper attire for officiating

8. Parents/Guardians and Spectators

In addition to the General Responsibilities, parents/guardians and spectators at events will:

- Encourage athletes to compete within the rules and to resolve conflicts without resorting to abusive behaviour, hostility or violence
- Condemn the use of violence or abusive behaviour in any form
- Never ridicule a participant for making a mistake during a performance or practice
- Provide positive comments that motivate and encourage participants' continued effort
- Respect the decisions and judgments of officials, and encourage athletes to do the same
- Never question an official's or staff member's judgment or honesty
- Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- Not harass or interfere with competitors, coaches, officials, parents/guardians, or other spectators