

# **2022 CODE OF CONDUCT**



### Land Acknowledgement

Whistler Adaptive Sports Program recognizes that it operates on the unceded and traditional lands of the Coast Salish Peoples, specifically the ƛilwat7úl (Lil'wat Indigenous Peoples) and the Skwxwú7mesh Úxumixw (Coastal Squamish Indigenous Peoples), in areas known as Squamish, Whistler, and Pemberton, British Columbia. We recognize that we are all Treaty People and the history of the land WAS operates on is the result of colonization within what is modern day Canada.

For more info on the ƛilwat7úl and Skwxwú7mesh Úxumixw:  
<https://lilwat.ca/> <https://www.squamish.net/>

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# I. Whistler Adaptive Sports Program Code of Conduct

## Section 1.0 Purpose

At Whistler Adaptive Sports Program (WAS) our Code of Conduct does not simply highlight our policy, but recognizes our organization's culture. The WAS Code of Conduct recognizes the safety of all athletes as our number one priority. WAS aims to achieve this through our commitment to maintaining the highest standard of ethical conduct amongst all of our members by committing to lifelong learning. This Code of Conduct is a living document and outlines the training, education, and behavioural expectations required to grow, achieve, and maintain WAS high standard of Safe Sport.

WAS recognizes Athletics Canada's definition of Safe Sport:

*"Everyone participating in athletics, including, but not limited to, an athlete, coach, IST, administrator, volunteer, or staff member is entitled to participate in an environment that is free of Maltreatment.."*

The full definition can be found [here](#) and will be used to guide WAS Code of Conduct.

All other definitions and language herein will be covered throughout WAS required training and education. This allows WAS to align with industry standards and maintain consistency amongst sporting organizations' language.

For more information see *Whistler Adaptive Sports Program Code of Conduct Section 3.0 Training and Orientation*.

## Section 2.0 Application of the WAS Code of Conduct (Who, Where, When)

Recognizing Safe Sport as our primary priority at WAS means that it is the foundation of all decisions being made across all levels of operation.

### 2.1 - Who

Safe Sport is the most fundamental building block of WAS and we believe that all members, whether in direct athlete contact or not, must be committed to upholding our Safe Sport culture. This is made possible by ensuring all members of WAS are aware of the values outlined within the WAS Code of Conduct.

This includes but is not limited to:

Paid Staff: Lead Coaches, Contracted Coaches and Instructors, Coordinators, Managers, Fund Development Directors and Executive Directors

Volunteers: Board Members, Program Coaches, Administrative Volunteers, Practicum Students, and Interns

Athletes: Individuals participating in WAS programs

Participants: Families, Caregivers, and Guardians

### 2.2 - Where

The WAS Code of Conduct is to be upheld at any WAS owned, rented, or occupied facilities (e.g. office space, Jeff Harbers Adaptive Sports Centre). WAS relies on the use of many facilities (e.g. Whistler Blackcomb Ski Resorts, Lost Lake, Alice Lake) through partnerships in the Sea to Sky corridor within the three communities that it operates in (Squamish, Whistler, and Pemberton). The WAS Code of Conduct is relevant in any setting that is being used for activities overseen, hosted, sanctioned by or involving WAS.

### 2.3 - When

Anytime an individual is representing WAS, both within their designated work hours or in the event an individual is representing WAS outside of their regular working hours, the WAS Code of Conduct is to be upheld.

## Section 3.0 Training and Orientation

All members working for WAS must review, complete and familiarize themselves with the training and policy documents required for their role. The documents below should be completed and reviewed prior to the signing of the WAS Code of Conduct. This training and orientation aims to uphold WAS commitment to the highest level of Safe Sport.

### All roles should be familiar with:

- Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)
- Responsible Coaching Movement (Three Steps to Responsible Coaching)
- Whistler Adaptive Policies and Procedures found [here](#)

### Level 1 (Decision-Makers - May or May not have direct contact with athletes):

- NCCP Safe Sport Training

### Level 2 (Direct Athlete Contact - Short-Term)

- NCCP Safe Sport Training
- NCCP Code of Ethics

### Level 3 (Direct Athlete Contact - Long Term)

- NCCP Safe Sport Training    or    ■ Commit to Kids
- NCCP Code of Ethics
- Mental Health First Aid Training

### Additional Resources:

- <https://safesport.coach.ca/toolbox>
- <https://www.cybertip.ca/app/en/>
- <https://slcc.ca/history/>

## Section 4.0 Daily Behavioural Standards for In-Person and Online Interactions

All members of WAS are expected to act in accordance with the following behavioural standards to maintain transparency, combat maltreatment, and achieve Safe Sport for all.

### Section 4.1 All Members

All members of WAS must:

- Ensure Safe Sport is the basis of all decisions made at every level throughout WAS.
- Recognize that maltreatment does occur and we all play a role in combating it and achieving Safe Sport.

- Do no harm, through conducting oneself in an ethical manner at all times by preserving personal and professional boundaries.
- Treat all athletes and members of WAS fairly and respectfully regardless of race, sex, sexual orientation, gender, age, and physical or psychological ability.
- Treat all athletes and members of WAS fairly and respectfully regardless of socioeconomic status, geographic location, religion, culture, appearance, or individual habits.
- Adhere to all Canadian federal, provincial, and municipal laws at all times.
- Adhere to all WAS regulations and policy at all times.

#### Section 4.2 Board of Directors

The Board of Directors must:

- Ensure WAS Policies are upheld and discipline is used and appropriate when WAS Policies are violated.
- Ensure policy is up to date and in line with the current world of sport.

#### Section 4.3 Executive Director and Administrative Staff

The Executive Director and Administrative Staff must:

- Act with honesty, transparency, and integrity in all WAS dealings.
- Always act in the best interest of WAS.
- Be independent and impartial when making decisions for WAS regardless of individual or peer interest.
- Do not make decisions based solely on monetary gain (grants, donations) and consider the implications of receiving monetary resources.
- Recognize and respect that you are in a role of power and will work with confidential and sensitive information.
- Have a thorough understanding of all WAS policies and governing documents.

#### Section 4.4 Coaches

Coaches must:

- Ensure the environment that athletes will be participating in is safe and meets the diverse needs of each athlete.
- Recognize the inherent power imbalances within sport and sporting organizations (e.g. Coach-Athlete relationships, Supervisor-Coach relationships, Parent-Athlete relationships, and organizational hierarchy).
- Use these power imbalances for good and to insight positive change and development throughout the WAS organization.
- Stay up to date on the latest coaching and Safe Sport strategies.
- Preserve the rights, wellbeing, and safety of all athletes
- Strive to meet and achieve the specific, diverse, and dynamic needs of all athletes within your ability and what is achievable.
- Commit to maintaining the integrity of all athletes by abiding by the rules of sport.
- Promote participation, sportsmanship, and leadership.
- Consider equity and its importance to achieving equality.

#### Section 4.5 Parents of Athletes and Athletes

The Parents of Athletes and Athletes must:

- Report medical issues, concerns, or suspicions to a member of WAS.
- Respect and follow WAS policies.

**Section 5.0 Questions and Concerns**

WAS recognizes Safe Sport as ongoing and dynamic and understands that it is impossible to recognize every unique situation within a single document, policy, or training program. If you have any questions regarding this Code of Conduct or other material do not hesitate to contact the Volunteer and Training Program Manager. If you suspect ongoing maltreatment, violations of the WAS Code of Conduct or behaviour that jeopardizes WAS commitment to Safe Sport please see WAS Whistleblower Policy

**Immediate Emergency: 911**

5.1 Commitment to Leading Change

WAS is committed to addressing questions, concerns and the progression of Safe Sport Policy. To ensure our commitment to lifelong learning and our desire to be at the forefront of Safe Sport we host bi-monthly meetings to anonymously address questions and concerns that have been raised. Furthermore, these meetings provide a platform to share lived experiences, discuss cutting edge literature and training opportunities and to never stop adapting and progressing towards WAS goal of being leaders in Safe Sport

**Additional Resources:**

Canada’s cyber tipline: [Cybertip.ca](http://Cybertip.ca)

Canadian Sport HELPLine: 1-888-83SPORT (77678) or [abuse-free-sport.ca/](http://abuse-free-sport.ca/)

Canadian Centre for Child Protection: [protectchildren.ca/](http://protectchildren.ca/)

Kids Help Phone: 1-800-688-6868

First Nations and Inuit Hope for Wellness helpline: 1-855-242-3310

Trans Lifeline: 1-877-330-6366 or [translifeline.org/](http://translifeline.org/)

Victim Services Government of Canada: [crcvc.ca/for-victims/services/](http://crcvc.ca/for-victims/services/)

Canadian Association for Suicide Prevention (CASP): [suicideprevention.ca/](http://suicideprevention.ca/)

**Section 6.0 Conclusion**

Everyone at WAS plays a crucial role in achieving and maintaining the WAS Code of Conduct and Safe Sport. WAS is committed to the process of lifelong learning and aims to foster and develop policy to be at the forefront of Safe Sport. We learn from one another and our personal lived experiences highlight where sport has been, where it is, and provides the opportunity to envision where sport can be. The WAS Code of Conduct is a living document and is committed to always holding all members of WAS to the highest level of conduct.

By signing this document you are recognizing that you have completed the necessary training and have read and comply with the WAS Code of Conduct and WAS Policies. Violating the WAS Code of Conduct could result in disciplinary action including removal from programming or termination at the discretion of the Volunteer and Program Training Manager, Executive Director or Board of Directors.

\_\_\_\_\_  
Staff/Volunteer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## II. Electronic Communication and Social Media Policy

### Section 1.0 Introduction

WAS recognizes that it operates in close knit communities throughout the Sea-to-Sky Corridor. For this reason, it is possible that members of WAS and its athletes may come into contact, interact, or have relationships outside of WAS programming or a WAS setting. One way that this can occur is through the use of electronic communication and social media. This Electronic Communication and Social Media Policy will outline the behavioural and ethical expectations of all members of WAS and highlight keys to maintaining professional boundaries while using electronic communication and social media to interact.

It is important to recognize that interactions online can occur directly between individuals, such as direct messages and email, or indirectly, through the content you post or posted (pictures, videos, comments).

### Section 2.0 Outlining Expectations

WAS believes the correct use of electronic communication and social media provide a great tool to inform, instruct, educate, and communicate with co-workers, athletes, parents and the community. Unfortunately, the use of these forms of communication can intentionally or unintentionally cause harm. It is important to understand the risks associated with using electronic communication and social media to keep everyone safe and maintain WAS high standard of professionalism and Safe Sport.

The WAS Code of Conduct outlines the foundation for behavioural and ethical expectations for the *Electronic Communication and Social Media Policy*. All actions by members of WAS should be guided and informed by the *WAS Code of Conduct*.

### Section 3.0 WAS, Social Media, and Electronic Communication

Members of WAS use electronic communication and social media every day to communicate with one another and the community. Electronic communication and social media provide a platform to enhance the accessibility of information and athlete programming at WAS. However, it is important to recognize that not all social media is developed for use in a professional setting. This creates the potential to expose WAS members to possible risks. This does not mean members of WAS should avoid these platforms in their entirety. Rather members of WAS should aim to always conduct themselves in line with the ethical and behavioural expectations associated with their role at WAS (See WAS Code of Conduct Section 4.0). This includes when an athlete or community member attempts to interact with you through a personal electronic communication or social media platform, including outside of a professional environment (Private social media account, phone number, or other electronic communication platforms). A good rule of thumb is to always maintain professional and ethical boundaries throughout any interaction and redirect individuals to the proper methods of communication.

If an athlete, parent, or community member ever reaches out to you and you are unsure how to respond appropriately we encourage the redirection to our Athlete Coordinator or Volunteer/Training Manager. Use the sentence below as a guideline:

Hello \_\_\_\_\_, sorry but I do not have the answer to that question. Please feel free to reach out to our Athlete Coordinator or Volunteer and Training Program Manager as they should be able to inform you better. They can be reached here \_\_\_\_\_.

In the event that you, a member of WAS, need to reach out to an athlete, parent, or community member for any reason (sending pictures from programming, confirming a meeting point, etc.) always use the correct WAS avenues when possible (E.g. WAS enterprise email). If you are unsure or you feel that the information corresponds to another role and therefore should not come from you, reach out to the Athlete Coordinator or Volunteer and Training Program Manager.



An athlete, parent, or community member reaching out through electronic communication or social media does not need to be a negative experience if dealt with appropriately. Always maintain professional boundaries in accordance with WAS behavioural standards. Through this, members of WAS can build healthy relationships with members throughout the community and maintain WAS high standard of Safe Sport.

#### **Section 4.0 WAS Professional Electronic Communication and Social Media Avenues**

- Enterprise Email
- Work Phone Number
- Microsoft Teams
- WAS Instagram Account ([here](#))
- WAS Facebook Account ([here](#))

#### **Section 5.0 Conducting Yourself Online: A Guide**

At WAS we are used to adapting to the situation and, although Section 5.0 Conducting Yourself Online: A Guide outlines strategies to mitigate risk while interacting with athletes, parents, and community members online, this is not to be considered comprehensive. Rather it provides a baseline for decision making.

##### **5.1 Interacting with Athletes, Parents, and Community Members:**

- Conduct yourself in a manner that you expect to receive from athletes, parents, and community members.
- Consider online settings as an extension of a WAS program, Conduct yourself as you would as if you were in a WAS program.
- Proceed with caution when adding/accepting friend requests from athletes, parents or community members.
  - Consider whether the athlete, parent, or community member has reached the age of majority.
  - Consider your relationship with the athlete, parent, or community member. Is your relationship professional? An acquaintance? A long-term friend or family friend?
- Attempt to only communicate with athletes, parents, and community members through appropriate work hours.
- Proceed with caution when sending personal texts, photos, or videos of any kind with athletes.
- Attempt to only communicate with athletes, parents, and community members through appropriate electronic communication and social media platforms (An authorized WAS Email or phone number).
- Always maintain a professional tone in all communications with athletes, parents, and community members.
- Recognize that many members at WAS have multiple roles (E.g. Coach and Athlete)
- Set boundaries when necessary.

##### **5.2 Before you Post:**

- Ask yourself: Does this benefit the athlete, parent, or community?
- Ask yourself: Would my peers consider my actions professional?
- Ask yourself: Could this post or message be taken out of context or be misconstrued?
- Ask yourself: How does my social media presence reflect my professionalism?

## III. Whistler Adaptive Sports Screening Policy

### Section 1.0 Key Terms

**I. Criminal Record Check (CRC)** - A search of the RCMP Canadian Police Information Centre system for adult convictions.

**II. Vulnerable Sector Check (VSC)** - a detailed check that includes a search of the RCMP Canadian Police Information Centre system, locale police information, and the Pardoned Sex Offender database.

**III. Vulnerable Individual (VI)** - A person under the age of 18 years old and/or a person who, because of age, disability or other circumstances, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.

### Section 2.0 Introduction

Part of WAS commitment to Safe Sport is through ensuring all members of WAS working with athletes and vulnerable individuals (E.g. Coaches, both volunteer or paid) are appropriately screened.

### Section 3.0 Policy Application

This policy **DOES APPLY** to any member of WAS who is in direct athlete contact or in direct contact with sensitive and confidential information such as athlete files or donation records. This includes but is not limited to roles such as Coaches (volunteer and paid), the Executive Director, the Fund Development Director, the Volunteer and Training Program Manager, Ski and Snowboard Supervisor, Athlete Coordinator, Board Members, and administrative roles.

This policy **DOES NOT APPLY** to athletes, parents or event volunteers that will not be in a supervisory role, will not be directing others, do not have access to sensitive or confidential information, and will not engage in unsupervised activity with vulnerable individuals.

#### 3.1 Level 1 - Low Risk

Documents Required: N/A

Roles:

- Parents, youth, or volunteers who are helping out on a non-regular or informal basis
- Volunteers without access to sensitive or confidential information and who will not be in a supervisory role, will not be directing others, and will not engage in unsupervised activity with vulnerable individuals.

#### 3.2 Level 2 - Medium Risk

Documents Required:

- Non-Disclosure Signed
- Criminal Record Check (CRC)
- Vulnerable Sector Check (VSC)

Roles:

- Administrative employee working with sensitive and confidential information.
- Program Volunteers (E.g. Volunteer Coaches)

Level 3.3 - High Risk

Documents Required:

- Non-Disclosure Signed
- Criminal Record Check (CRC)
- Vulnerable Sector Check (VSC)

Roles:

- Full Time Coaches
- Board of Directors
- Executive Director
- Volunteer and Training Program Manager
- Athlete Coordinator
- Senior Program Volunteers

All screening documents must be sent to the Volunteer and Training Program Manager at

**[kmcgauley@whistleradaptive.com](mailto:kmcgauley@whistleradaptive.com)**

**\* Noncompliance with WAS screening policy will render individuals ineligible to participate in their role or anticipated role.**

#### **Section 4.0 Training Procedures**

Training and orientation requirements differ by role at WAS and can be found in the WAS Code of Conduct Section 3.0 Training and Orientation

#### **Section 5.0 Storage of Information**

All CRC and VSC documents will be held on the WAS Microsoft Suite. Access to CRC and VSC documents will be granted to the Volunteer and Training Program Manager and Executive Director.

## **IV. Whistleblower Policy**

### **Section 1.0 WAS Reporting Expectations**

If the matter is an emergency or someone is in immediate danger **CALL 911**.

WAS commitment to Safe Sport relies on the transparency and involvement of all WAS members and WAS participants (athletes, parents, and community members). It is every WAS member and participant's obligation to report concerning behaviour that occurs during WAS activities to ensure concerns are properly investigated and Safe Sport is upheld.

- i) WAS Whistleblower Policy aims to encourage every WAS member and participant to report any concerns about behaviours that breach WAS Code of Conduct, Safe Sport, or any municipal, provincial or federal laws and regulations.
- ii) All members must report any behaviour or concerns that may breach WAS Code of Conduct Policy, Safe Sport, or municipal, provincial, and federal laws. This includes if a breach in WAS Code of Conduct or municipal, provincial, and federal law is suspected and reasonable suspicion exists.
- iii) The WAS Whistle Blower Policy protects Whistleblowers from reprisals through anonymous reporting.

Any individual that knowingly makes false allegations may be subject to temporary or permanent stoppage of involvement in WAS programming. This extends to any party that retaliates against a Whistleblower. Any

individual that reports a concern in good faith will not face adverse consequences.

### **Section 2.0 Confidentiality**

WAS considers confidentiality and the safety of a Whistleblower a top priority. WAS will take the necessary steps within their power to maintain the Whistleblower's anonymity to the best of their ability. This will be done through keeping all Whistleblower reports confidential within WAS best efforts, however, confidentiality may be broken as required by law. WAS is required to cooperate with the law and will share vital information without limitation. This may result in a Whistleblower's loss of confidentiality.

### **Section 3.0 Procedure**

Any concern should be reported through an independent third party (ITP), ITP hotline, or by emailing [\*\*WASITP@whistleradaptive.com\*\*](mailto:WASITP@whistleradaptive.com)

The ITP will review all reports and will determine if an allegation needs to be further investigated. The ITP will be granted access to the necessary avenues within WAS power to conduct an initial review of a report. The ITP has the right to withhold information from WAS members at this time to conduct a thorough review.

If at any point the ITP believes that a report should be dealt with by an external authority they are encouraged to do so (e.g. RCMP, Child Services).

If further action or further investigation is required the ITP will contact the WAS Executive Director. If the Executive Director poses a conflict of interest the ITP will contact the WAS Board of Director's Chair.

Once a Whistleblower submits a report they will only be contacted if more information is required by WAS or by the law. The ITP will forward all documentation and reports to the Executive Director regardless of the findings or outcome of an investigation. If the Executive Director poses a conflict of interest, documentation and reports will be sent to the Chair of the Board of Directors.

The Executive Director or Chair of the Board of Directors may use a report or documentation from an ITP to develop policy to mitigate the occurrence of repeating infractions. In this case reports and documentation must have all names and confidential information changed to maintain anonymity for the Whistleblower and parties involved.

## **V. Inclusion Policy**

WAS is dedicated to meeting the diverse, individual needs of everyone at WAS. WAS recognizes that people come from different backgrounds and have differing abilities. WAS believes that regardless of one's background, gender, sex, age, race, culture, religion, socioeconomic status, psychological ability, and physiological ability, we should all have equal chances to participate in sports programming and Safe Sport.

WAS Inclusion Policy outlines our commitment to providing a Safe Sport environment that...

- Fosters and promotes individual and community growth
- Promotes involvement in sport through providing accessible and appropriate equipment that meets athletes' needs
- Provides high quality programming throughout the Sea to Sky corridor (Squamish, Whistler, and Pemberton)

...regardless of background, gender, sex, age, race, culture, religion, socioeconomic status, psychological ability, and physiological ability.

We all deserve the right to participate in sport and WAS aims to leave no one behind.