



S.S.A.R.F.C. Code of Conduct
Voted into effect: May 6th 2017 AGM

Code of Conduct – Summary Page

S.S.A.R.F.C. is committed to leading by example, treating all individuals with respect and consideration, providing an organization, a community and an environment that is welcoming, safe and supportive for all Individuals to enjoy Rugby

SAFETY

- Enhance the safe play of Rugby by instilling and upholding a culture of safety, injury prevention and fair play
- Understand the symptoms of concussion, and support the disclosure of those symptoms

INTEGRITY

- Consistently demonstrate the spirit of sportsmanship, sport leadership and ethical behavior
- Ensure adherence to the Laws of the Game and the spirit of those laws
- Promote Rugby as a Clean Sport and adhere to the American Policy against Doping in Sport

RESPECT

- At all times show respect towards officials, coaches, team support personnel, players and opponents
- Maintain and enhance the dignity and self-esteem of individuals by treating all individuals fairly and respectfully
- Respect the property of others and not willfully cause damage

INCLUSION

- Proactively invite and include all people in Rugby, regardless of age, athletic ability, gender, ancestry, ethnic or racial origin, nationality, national origin, sexual orientation, marital status, religion, religious belief, political belief, disability or economic status.

Application

In accordance with S.S.A.R.F.C.'s Bylaws, this Code of Conduct applies to any Member of S.S.A.R.F.C. and any Director or Officer of S.S.A.R.F.C.. Additionally, it applies to all Individuals' conducting or involved with S.S.A.R.F.C. business, teams, programs, competitions, events and activities



S.S.A.R.F.C. Code of Conduct
Voted into effect: May 6th 2017 AGM

Contents

Code of Conduct – Summary Page.....	1
Code of Conduct.....	3
1. Policy Objective	3
2. Policy Statement.....	3
3. Application and Authority	3
4. Key Principles.....	3
Safety.....	3
Integrity	4
Respect	4
Inclusion for All.....	4
5. Accountability.....	5
Directors, Committee Members and Employees.....	5
Coaches	5
Team Managers, Athletic Therapists & Medical Support Personnel	6
Officials	6
Players.....	7
Parents and Guardians	7
6. Revision and Approval.....	7
7. Contact Us.....	7
8. Definitions.....	8



S.S.A.R.F.C. Code of Conduct
Voted into effect: May 6th 2017 AGM

Code of Conduct

1. Policy Objective

The S.S.A.R.F.C. Code of Conduct aims to provide a safe, positive and inclusive environment within S.S.A.R.F.C. and all of S.S.A.R.F.C.'s programs, competitions, events and activities

2. Policy Statement

S.S.A.R.F.C. is committed to leading by example, treating all individuals with respect and consideration, and providing an organization, community and environment that is welcoming, safe and supportive for all Individuals to enjoy Rugby

3. Application and Authority

In accordance with S.S.A.R.F.C.'s Bylaws, this Code of Conduct applies to any Member of S.S.A.R.F.C. and any Director or Officer of S.S.A.R.F.C. Additionally, this Code of Conduct applies to all Employees, program coaches, team managers and athletic therapists, contractors, volunteers and interns of S.S.A.R.F.C.

This Code applies to all Individuals' conducting and involved with S.S.A.R.F.C. business, teams, programs, competitions, events and activities including, but not limited to, matches, practices, training camps, workshops, conferences, any travel associated with S.S.A.R.F.C. activities, teams and competitions

Any Individual who violates this Code may be subject to discipline in accordance with S.S.R.F.C's Bylaws, and the process laid out in the "Disciplinary Action Process Document"

Any Employee of S.S.A.R.F.C. found to have violated this Code will be subject to appropriate disciplinary action in accordance with the Employee's employment agreement

4. Key Principles

Safety

Safety is the top priority at all times. All Individuals have a responsibility to:

- a) enhance the safe play of Rugby by instilling and upholding a culture of safety, injury prevention and fair play
- b) understand the symptoms of concussion, and support the disclosure of those symptoms
- c) refrain from consuming alcohol, any tobacco products or recreational drugs while participating in S.S.A.R.F.C. training programs, games, or competitions, or while responsible for other members of the S.S.A.R.F.C. organization (for example, coaching U'19s)



S.S.A.R.F.C. Code of Conduct
Voted into effect: May 6th 2017 AGM

- d) In the case of individual adults who meet the legal drinking age, take reasonable steps to manage the responsible and safe consumption of alcohol at events associated with S.S.A.R.F.C..

Integrity

Integrity is a core value of Rugby and is upheld through honesty, diligence and fair play. All Individuals will:

- a) consistently demonstrate the spirit of sportsmanship, sport leadership and ethical behavior
- b) ensure adherence to the Laws of the Game and the spirit of those laws
- c) promote and uphold Rugby as a Clean Sport by abstaining from the promotion, endorsement, supply or use of non-medical drugs or the use of performance-enhancing drugs. More specifically, S.S.A.R.F.C. adopts and adheres to the American Policy Against Doping in Sport. Any infraction under the American Policy Against Doping in Sport shall be considered an infraction of this Code and may be subject to further disciplinary action. S.S.A.R.F.C. will respect any penalty enacted pursuant to a breach of the American Anti-Doping Program, whether imposed by S.S.A.R.F.C. or any other recognized sport organization
- d) adhere to all federal, provincial, municipal and host country laws
- e) comply, at all times, with S.S.A.R.F.C.'s Bylaws, policies, procedures, rules and regulations, as adopted and amended from time to time

Respect

Respect is at the heart of our sport and the Rugby community should have a sense of pride for upholding this core value. All Individuals have a responsibility to:

- a) maintain and enhance the dignity and self-esteem of individuals by:
 - I. treating all individuals fairly and respectfully regardless of body type, physical characteristics, athletic ability, gender, ancestry, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status
 - II. focusing comments or criticism appropriately and avoiding public criticism of players, coaches, officials, organizers, volunteers, employees or any other Individual Members
- b) refrain from any behavior that constitutes harassment or online harassment
- c) refrain from any behavior that constitutes Sexual Harassment
- d) refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- e) respect the property of others and not willfully cause damage

Inclusion for All

Rugby has the power to build communities through camaraderie, teamwork and loyalty which transcends cultural, geographic, political and religious differences. All individuals have a responsibility to:

- a) promote the sport of Rugby in the most constructive and positive manner possible



S.S.A.R.F.C. Code of Conduct
Voted into effect: May 6th 2017 AGM

- b) proactively invite and include all people, regardless of age, athletic ability, gender, ancestry, ethnic or racial origin, nationality, national origin, sexual orientation, marital status, religion, religious belief, political belief, disability or economic status
- c) upholding safety for all as the top priority, make or provide modifications to make S.S.A.R.F.C. competitions, programs and events accessible for disabled players, coaches, officials
- d) upholding safety for all as the top priority, make or provide modifications or exemptions to facilitate mixed-gender play
- e) upholding integrity as the top priority, make or provide modifications or exemptions to facilitate the inclusion of players from lower socio- economic households

5. Accountability

As set out elsewhere in this document, all Individuals are accountable to this Code of Conduct. However, due to the nature of various positions within S.S.A.R.F.C., the following have additional responsibilities

Directors, Committee Members and Employees

Directors, Committee Members and Employees are the privileged keepers of our great sport and must uphold the highest standards of ethical behavior. Therefore, S.S.A.R.F.C.'s Board of Directors, Committee Members and Employees shall:

- a) provide leadership by demonstrating and promoting the values of Rugby and the key principles of the Code of Conduct through their decisions, actions and behavior. Their behavior must build and inspire the community's trust and confidence in S.S.A.R.F.C.
- b) function primarily as a Director, Member of a Committee or an Employee of S.S.A.R.F.C. and not act with self-interest or as a representative of any other organization
- c) act with honesty and integrity and conduct themselves in a manner consistent with the values of Rugby and the responsibilities of S.S.A.R.F.C. business
- d) conduct themselves openly, professionally, responsibly, lawfully and in good faith in service of S.S.A.R.F.C.
- e) behave with decorum appropriate to both circumstance and position, and to be fair, equitable, considerate and honest in all dealings with others
- f) exercise the degree of care, diligence, thoughtfulness, skill and time commitment required in the performance of their duties pursuant to the laws under which S.S.A.R.F.C. is incorporated
- g) conform to and uphold the Bylaws and Policies approved by S.S.A.R.F.C., in particular this Code of Conduct, Conflict of Interest Policy and Confidentiality Policy
- h) refrain from any behavior that constitutes Workplace Harassment
- i) Refrain from any behavior that constitutes Workplace Violence

Coaches

Coaches have many responsibilities. The coach-player relationship is a privileged one and plays a critical role in the personal, mental and athletic development of the player. 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:



S.S.A.R.F.C. Code of Conduct
Voted into effect: May 6th 2017 AGM

- a) ensure a safe training and playing environment by selecting activities, training equipment and establishing controls that are suitable for the age, gender, body type, experience, ability and fitness level of the involved players
- b) maintain World Rugby's 'Concussion Management for the General Public' certification, educate players, and their parents/guardians, on the symptoms of concussion, encourage and facilitate the reporting of any symptoms of concussion, and adhere to the "Recognize and Remove, if in doubt, sit them out" protocol at all training sessions, training camps and matches
- c) act in the best interest of the player's development as a whole person, particularly their formal education
- d) at all times display respect towards opponents and officials, both in victory and defeat, setting an example and educating players on the values of Rugby
- e) not engage in an intimate or sexual relationship with a player under 18 years old, or an intimate or sexual relationship with a player over the age of 18 if the coach is in a position of power, trust or authority over that player

Team Managers, Athletic Therapists & Medical Support Personnel

Team managers, athletic therapists and medical support personnel have particular responsibilities to ensure the safety and well-being of Players. Team managers, athletic therapists and medical support personnel will:

- a) act in the best interest of the player's physical and mental well-being
- b) understand and respect the inherent power imbalance of the coach- player relationship and, as appropriate, protect the player's privacy
- c) maintain World Rugby's 'Concussion Management for the General Public' certification, educate players, and their parents/guardians, on the symptoms of concussion, encourage and facilitate the reporting of any symptoms of concussion, and adhere to the "Recognize and Remove, if in doubt, sit them out" protocol at all training sessions, training camps and matches
- d) not engage in an intimate or sexual relationship with a player under 18 years old, or an intimate or sexual relationship with a player over the age of 18 if the team manager, athletic therapist or medical support personnel is in a position of power, trust or authority over that player

Officials

Officials have a significant role in the prevention and management of injuries and concussion. Officials will:

- a) ensure a safe playing environment by enforcing and communicating the enforcement of the Laws of the Game appropriate to the age, gender, body type, experience, ability and fitness level of the involved players
- b) maintain World Rugby's 'Concussion Management for the General Public' certification and enforce the 'Recognize and Remove, if in doubt, sit them out' protocol at all S.S.A.R.F.C. competitions, tournaments and events



S.S.A.R.F.C. Code of Conduct
Voted into effect: May 6th 2017 AGM

Players

Players have responsibilities on and off the pitch. Players will:

- a) compete and participate in a spirit of fair play, honesty and respect for the opponent, the officials and the supporters
- b) compete and participate within the Laws of the Game and any rules of competitions or tournament rules
- c) at all times show and uphold respect for coaches and team managers and show appreciation for their contribution to the sport of Rugby
- d) at all times show and uphold respect for officials and show appreciation for their contribution to the sport of Rugby

Parents and Guardians

Parents and guardians have additional responsibilities, particularly as it relates to ensuring the safe and fair play of Rugby. Parents and guardians of players will:

- a) instill a spirit of fair, positive play and sportsmanship in their rugby- playing children
- b) at all times show and uphold respect for the child's coach and team manager, the opponents, the officials and other supporters
- c) continually inform the relevant coach, team manager, club official and/or athletic therapist if your child has been injured, is ill, concussed, or shows any symptoms of concussion
- d) inform the relevant coach, team manager, club official and/or athletic therapist if your child has any medical or health condition, as well as any sensory, intellectual or physical disability that may impact their health, ability or enjoyment while participating in Rugby

6. Revision and Approval

This Code of Conduct shall be reviewed by the executive board on a regular basis, who may each recommend revisions to the S.S.A.R.F.C. Board of Directors for their approval

7. Contact Us

All feedback, comments, requests for support and other communications relating to this Code of Conduct should be directed to: president@ssrugby.com



S.S.A.R.F.C. Code of Conduct
Voted into effect: May 6th 2017 AGM

8. Definitions

In addition to the definitions included in the S.S.A.R.F.C. Bylaws, as amended from time to time, the following definitions apply to this Code of Conduct:

- A. **Appellant** – the Individual, or their representative, who is appealing a decision
- B. **Complainant** – any Individual or member of the public who lodges a formal complaint in accordance with this document
- C. **Employee** – any person receiving wages for work with S.S.A.R.F.C., where wages includes salaries, commissions or money paid or payable by S.S.A.R.F.C. to any person for work, but does not include allowances, grants or expenses
- D. **Harassment** – any comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:
 - I. written or verbal bullying, abuse, threats or outbursts
 - II. the display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - III. unwelcome remarks, jokes, comments, innuendo or taunts
 - IV. leering or other suggestive or obscene gestures
 - V. condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - VI. practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
 - VII. any form of hazing where hazing is defined as 'any potentially humiliating, degrading, abusive or dangerous activity expected of a junior- or lower-ranking player by a more senior or higher- ranked player, which does not contribute to either player's positive development, but is required to be accepted as part of a team, regardless of the junior/lower-ranking player'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 based on class, number of years on the team or athletic ability
 - VIII. Behaviors such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - IX. Retaliation or threats of retaliation against an individual who reports harassment to S.S.A.R.F.C.
- E. **Individual** – any Individual Member as defined in the S.S.A.R.F.C. Bylaws, as well as those employed by, or engaged in activities with S.S.A.R.F.C. including, but not limited to, players, coaches, managers, officials, volunteers, parents, guardians, administrators, committee members, and directors and officers of S.S.A.R.F.C.



S.S.A.R.F.C. Code of Conduct
Voted into effect: May 6th 2017 AGM

- F. **Respondent** – any Individual about whom a complaint has been submitted to S.S.A.R.F.C. with respect to either an alleged breach of this Code of Conduct or a subsequent appeal regarding a decision made in relation to an alleged breach
- G. **Sexual Harassment** – any unwelcome sexual comments, sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
- I. sexist jokes
 - II. display of sexually offensive material
 - III. sexually degrading words used to describe a person
 - IV. inquiries or comments about a person's sex life
 - V. unwelcome sexual flirtations, advances or propositions
 - VI. unwanted physical contact including, but not limited to, touching, pinching, poking, slapping, hugging or kissing
- H. **Workplace** – any place where team activities, team business or work-related activities are conducted
- I. **Workplace Harassment** – any vexatious comments or conduct against a worker in a Workplace – a comment or conduct that is known to 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 function, including measures to correct performance deficiencies, such as placing someone on performance improvement plan, or imposing discipline for Workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
- I. Bullying
 - II. offensive or intimidating phone calls or emails
 - III. displaying or circulating offensive pictures, photographs or materials in printed or electronic form
 - IV. psychological abuse
 - V. sexual harassment
 - VI. discrimination
 - VII. intimidating words or conduct (offensive jokes or innuendos)
 - VIII. words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating or demeaning
- J. **Workplace violence** - the exercise of physical force by a person against a worker, in a Workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a Workplace, that could cause physical injury to the worker; or a statement or behaviours that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a Workplace, that could cause physical injury to that worker. Types of behaviour that constitute Workplace Harassment include, but are not limited to:



S.S.A.R.F.C. Code of Conduct
Voted into effect: May 6th 2017 AGM

- I. verbal threats to attack a worker
- II. sending to or leaving threatening notes or emails for a worker
- III. making threatening physical gestures to a worker
- IV. wielding a weapon in a Workplace
- V. hitting, pinching or unwanted touching of a worker