



**British Columbia Amateur Softball Association
Softball BC
Code of Conduct and Ethics *including Social Media Policy***

Definitions

1. The following terms have these meanings in this Code:

- a) 'Individuals' – Individuals employed by, or engaged in activities with, Softball BC including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of Softball BC.

Purpose

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

Application of this Code

3. This Code may be adopted by Softball BC Members to their own activities with the substitution of 'Softball BC' with the name of the Member organization.

4. This Code applies to Individuals' conduct during Softball BC business, activities and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Softball BC activities, Softball BC office environment and at any meetings.

5. An Individual who violates this Code may be subject to sanctions pursuant to Softball BC Appeals Process (from Softball BC Handbook of the Constitution and Special Operating Rules). In addition to facing possible sanction pursuant to Softball BC 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 particular competition.

6. An employee of Softball BC 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 BCASA Employee Policy Manual.

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

Responsibilities

8. Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of Softball BC members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation.



- ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees or members
 - 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
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute **harassment** include, but are not limited to:
- i. Written or verbal abuse, threats or outbursts
 - ii. The display of visual material which is offensive or which a reasonable person 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 behaviour 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
 - viii. Retaliation or threats of retaliation against an individual who reports harassment
 - ix. Bullying
 - x. Offensive or intimidating phone calls or emails
 - xi. Displaying or circulating offensive pictures, photographs or materials printed or electronic form
 - xii. Psychological abuse
 - xiii. Discrimination
 - xiv. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating
 - xv. Behaviours 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
- c) Refrain from any behaviour that constitutes **violence**, where violence is defined as the exercise of physical force, that causes or could cause physical injury; an attempt to exercise physical force that could cause physical injury; or a statement or behaviour that is reasonable to interpret as a threat to exercise physical force. Types of behaviour that are applicable to this section include, but are not limited to:
- i. Verbal threats to attack
 - ii. Sending to or leaving threatening notes or emails
 - iii. Making threatening physical gestures
 - iv. Wielding a weapon
 - v. Hitting, pinching, or unwanted touching which is not accidental
 - vi. Throwing an object
 - vii. Blocking normal movement or physical interference, with or without the use of equipment



- viii. Any attempt to engage in the type of conduct outlined above
- d) Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
 - i. Sexist jokes
 - ii. Sexual violence
 - iii. Display of sexually offensive material
 - iv. Sexually degrading words used to describe a person
 - v. Inquiries or comments about a person's sex life
 - vi. Unwelcome sexual flirtations, advances, or propositions
 - vii. Inappropriate sexual touching, advances, suggestions or requests
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - ix. Unwelcome sexual flirtations, advances, requests, or invitations
 - x. Physical or sexual assault
- e) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Softball BC adheres to the NSO's (Softball Canada) Canadian Anti-Doping Program Adoption Contract with the Canadian Centre for Ethics in Sport and the Canadian Anti-Doping Program. Any infractions under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to Softball BC Appeal Process. Softball BC will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Softball Canada, Softball BC or any other sport organization.
- f) 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)
- g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- h) Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Softball BC programs, activities, competitions, or events
- i) In the case of adults, avoid consuming alcohol in situations where minors are present and take responsible steps to manage the responsible consumption of alcohol in adult-orientated social situations associated with Softball BC events
- j) Respect the property of others and not willfully cause damage
- k) Promote the sport in the most constructive and positive manner possible
- l) Adhere to all federal, provincial, municipal, and host country laws
- m) Comply, at all times, with Softball BC bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

Board/Committee Members and Staff

- 9. In addition to section 7 (above), Softball BC's Directors, Committee Members, and Staff will have additional responsibilities to:
 - a) Function primarily as a member of the board and/or committee(s) of Softball BC; not as a member of any other particular member or constituency



- b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Softball BC's business and the maintenance of Individual's confidence
- c) Ensure that Softball BC's financial affairs are conducted in responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Conduct themselves openly, professionally, lawfully, and in good faith in the best interest of Softball BC
- e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
- g) Keep informed about Softball BC's activities, the provincial sport community, and general trends in the sectors in which they operate
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Softball BC is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Ensure that all individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- k) Respect the decisions of the majority and resign if unable to do so
- l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- m) Have a thorough knowledge and understanding of all Softball BC governance documents
- n) Conform to the bylaws and policies approved by Softball BC, in particular this Code of Conduct and Ethics.

Coaches

10. In addition to section 7 (above), 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:

- 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
- 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, provincial team, or national team; should an athlete qualify for participation with one of these programs
- e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- f) Act in the best interest of the athlete's development as a whole person
- g) Respect other coaches
- h) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by Softball BC.



- i) Report 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 and/or tobacco
- k) 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
- l) Not engage in a sexual relationship with an athlete under 18 years old, 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) 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
- n) Dress professionally, neatly and inoffensively
- o) Use inoffensive language, taking into account the audience being addressed

Athletes

11. In addition to section 7 (above), athletes will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program
 - b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, 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 Softball BC's rules and requirements regarding clothing and equipment
 - e) Never ridicule a participant for a poor performance or practice
 - f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
 - g) Dress in a manner representative of Softball BC; focusing on neatness, cleanliness, and discretion
 - h) Act in accordance with Softball BC' policies and procedures and, when applicable, additional rules as outlined by coaches and managers

Officials

12. 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) Work within the boundaries of their position's description while supporting the work of other officials
 - c) Act as an ambassador of Softball BC by agreeing to enforce and abide by national and provincial rules and regulations
 - d) Take ownership of actions and decisions made while officiating
 - e) Respect the rights, dignity, and worth of all individuals
 - f) Not publicly criticize other officials or any club or association
 - g) Assist with the development of less-experienced umpires and minor officials



- h) Conduct themselves openly, impartially, professionally, lawfully and in good faith in the best interest of Softball BC, athletes, coaches, other officials, and parents
- 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) 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
- l) When writing reports, set out true facts and not attempt to justify any decisions
- m) Dress in proper attire for officiating



British Columbia Amateur Softball Association Social Media Policy

Definitions:

1. The following terms have these meanings in this Policy:
 - a. 'Social Media' – the catch-all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, and Twitter, etc.
 - b. 'Member' – All categories of membership defined in the Softball BC Bylaws, as well as all individuals employed by or engaged in activities with Softball BC, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees.
 - c. 'Case Manager' – The person or organization appointed by Softball BC to oversee management and administration of complaints.

Preamble:

2. Softball BC is aware that Member interaction and communication occurs frequently on Social Media. Softball BC cautions Members that any conduct falling short of the standard of behaviour required by the Softball BC Code of Conduct will be subject to the disciplinary sanctions identified within the Softball BC Discipline Policy.

Application:

3. This Policy applies to all Members as defined in the Definitions.

Conduct and Behaviour:

4. Per the Softball BC Discipline Policy and Code of Conduct, the following Social Media conduct may be considered minor major infractions at the discretion of the Case Manager:
5. Posting a disrespectful, hateful, insulting, or otherwise negative comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at Members or at other persons connected with Softball BC and/or other National/Provincial Federations, the World Baseball Softball Confederation and related events.
6. Posting a disparaging or harmful comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at Softball BC and/or other National/Provincial Federations, the World Baseball Softball Confederation and related events.
7. Creating or contributing to a Facebook group, webpage, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about Softball BC or its reputation and other National/Provincial Federations, the World Baseball Softball Confederation, and related events.
8. Posting a picture, altered picture, or video on Facebook, Tumblr, Twitter, YouTube, or other social medium that is harmful, disrespectful, insulting or otherwise offensive, and that is directed at Members or at other persons connected with Softball BC and other National/Provincial Federations, the World Baseball Softball Confederation and related events.
9. Any instance of cyber-bullying or cyber-harassment between one Member and another Member (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumors or lies, or other harmful behaviour.
10. Any instance of bringing the game of softball into disrepute.



11. All conduct and behaviour occurring on Social Media may be subject to the Softball BC Discipline Policy at the discretion of the Case Manager.

Member Responsibilities:

12. Members must be aware that their Social Media use may be monitored by Softball BC or by the Members' local softball association.
13. When using Social Media, a Member must model appropriate behaviour benefiting the Member's status as a member of Softball BC.
14. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Member from being subject to the Softball BC Disciplinary Policy.
15. A member who believes that the Social Media use by another member is inappropriate or may violate Softball BC's policies and procedures should report the matter to Softball BC in the manner outlined by the Softball BC Discipline Policy.

Ratified by Softball BC Board of Directors December 2016