

**The Royal New Brunswick Rifle Association**  
**L'Association Royale de Tire à la Carabine du Nouveau-Brunswick**

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*Promoting marksmanship through competition since 1866 • Promouvoir l'adresse au tir grâce à la compétition depuis 1866*

**Code of Conduct and Ethics Policy for the Royal New Brunswick Rifle Association**

**2019**

Revision 1.0

**Definitions**

1. In this Code of Ethics Policy for the Royal New Brunswick Rifle Association the following terms mean:
  - a. "Association" – Royal New Brunswick Rifle Association
  - b. "Individuals" – All categories of membership defined in the Association's Bylaws, as well as individuals engaged in activities with the Association including, but not limited to, athletes, coaches, managers, officials, volunteers, and committee or board members of the Association

**Purpose**

2. The purpose of this code is to ensure a safe and positive environment within the Association programs, activities and events by making individuals aware that there is an expectation of appropriate behaviour within the Association's mission and objectives. The Association is committed to providing an environment in which all individuals are treated with respect.

**Application of the Code**

3. This code applies to individuals' conduct during Association business, activities, and events, including competitions, travel associated with Association activities, Executive Committee and Council meetings and any other Association meetings.
4. An individual who violates this code may be subject to sanctions pursuant to the Association's *Discipline and Complaints Policy*.
5. This Code also applies to individuals' conduct outside of the Association's business, activities, and events when such conduct adversely affects relationships within the Association (and its work and sport environment) and is detrimental to the image and reputation of the Association. This application is at the sole discretion of the Association.

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### Responsibility

6. Individuals have a responsibility to:
  - a. Maintain and enhance the dignity and self-esteem of other individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, ethnic origin, race, place of origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status
    - ii. Focusing comments, criticisms or disciplinary actions appropriately
    - iii. Demonstrating the spirit of sportsmanship, sports leadership, and ethical conduct.
    - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
    - v. Treating individuals fairly and reasonably
    - vi. Adhering to the Association's rules and policies and the *spirit* of those policies
  - b. Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comments 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, innuendos, 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 to the Association
    - ix. Bullying
    - x. Offensive or intimidating phone calls or emails or other forms of communication
    - xi. Displaying or circulating offensive pictures, photographs or material in printed or electronic form
    - xii. Psychological abuse
    - xiii. Discrimination in any form
    - 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

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- c. Refrain from any behaviour that constitutes **sexual harassment** where sexual harassment is defined as unwelcome sexual comments, 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, suggestions, or requests
  - vii. Inappropriate sexual touching, advances, suggestions, or requests
  - viii. Unwanted physical contact, including, but not limited to, touching, petting, pinching, or kissing
  - ix. Physical or sexual assault
- d. Refrain from any behaviour that constitutes **violence**, where violence is defined as the exercise of physical force, that causes or 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 or leaving threatening notes or emails or communications by any form
  - 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
- e. Refrain from the use or possession of illegal drugs as defined by the Criminal Code of Canada or the use or possession of performance-enhancing drugs or methods
- f. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g. While acting in the capacity as a coach, team official, or volunteer responsible for supervising activities and/or athletes, refrain from consuming recreational drugs, intoxicants, or alcohol
- h. Respect the property of others and not willfully cause damage
  - i. Adhere to all federal, provincial, and federal laws.
- j. Comply at all times with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- k. Treat other coaches with respect
- l. Report to the Association any ongoing criminal investigation, conviction, or existing undertakings involving yourself, including, but not limited to, those for violence, firearms offences, child pornography, or possession, use or sale of any illegal substance.

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### Volunteers

7. Volunteers are a critical part of the Association and the Association's success is directly related to volunteers carrying out their assigned duties. Volunteers will:
  - a. Act with honesty and integrity while carrying out any assigned duties
  - b. Comply with both the letter and the spirit of any training or orientation provided by the Association
  - c. Take responsibility for actions and decisions and follow reporting lines to facilitate the effective resolution of problems
  - d. Prudently manage and allocate assets and resources, both financial and material
  - e. Use inoffensive language
  - f. Dress professionally, neatly, and inoffensively
8. Volunteers will not:
  - a. Exceed the authority of assigned position
  - b. Encourage athletes to consume illegal drugs, alcohol, or performance-enhancing drugs
  - c. Engage in a sexual relationship with an athlete under the age of 18 at any time or with an athlete 18 or over where there is perceived to be an imbalance of power

### Coaches and Team Officials

9. In addition to Section 6 (above), coaches and team officials 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 and Team Officials 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 might harm athletes
  - c. Avoid compromising the present and future health of athlete by communicating and cooperating with sport medicine officials 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. Meet any coaching credentials, as required by the Association

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- h. Respect athletes playing with other teams, and, in dealings with them, not encroach upon topics or actions that are deemed to be within the realm of “coaching”, unless after first receiving approval from the coaches who are responsible for the athletes
- i. 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.
- j. Dress professionally, neatly, and inoffensively
- k. Use inoffensive language

### 10. Coaches will **not**:

- a. Exceed the authority of assigned position.
- b. Provide athletes with, or promote, encourage, or condone the use of illegal drugs, alcohol, or performance-enhancing substances or methods
- c. Engage in a sexual relationship with an athlete under the age of 18 at any time, or with an athlete 18 or older where there is perceived an imbalance of power

### **Athletes** (with the assistance of their caregivers when necessary)

### 11. In addition to section 6 (above), athletes 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
- b. Participate and appear on-time and be prepared to participate to the best of their 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 the Association’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 players, officials, coaches, or spectators
- g. Dress in a manner representative of the Association, focusing on neatness, cleanliness, and discretion
- h. Act in accordance with the Association’s policies and procedures, when applicable, additional rules as outlined by coaches or managers
- i. Refrain from consuming illegal drugs, alcohol or performance-enhancing substances or methods while participating in competitions.

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