

(Insert Name of sport organization) Checklist for Director, Committee Member, and/or Staff Member

This Checklist is a guide to help you understand your responsibilities under the **Code of Conduct**. The **Code of Conduct** is part of the **(Insert Name of sport organization)** policies on **Safe Sport**.

➤ **As a Director, Committee Member, and/or Staff Member of the Organization, it is my responsibility to:**

- Treat people with dignity and self-respect.
- Make sure my comments or criticisms of others (Athletes, coaches, officials, organizers, volunteers, employees of the Organization) are appropriate, constructive, and fair.
- Avoid criticizing in public (for example, in social media) the Organization or members of the Organization.
- Refrain from any behaviour that is considered Maltreatment, Harassment, or Discrimination.
- Comply with Canada's Anti-Doping Program, which includes but is not limited to:
 - Not associating in the sport context with any person who has incurred an anti-doping rule violation and is serving a period of ineligibility sanction imposed through the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES).
- Not use power or authority to force another person to engage in inappropriate activities.
- Not consume alcohol or cannabis products in non-designated areas while participating in Organization programs, activities, competitions, or events.
- If I am a Minor:
 - not consume alcohol, tobacco, or cannabis at any Organization competition or event.
- If I am an adult:
 - avoid consuming cannabis in the Workplace or in any situation associated with the events of the Organization (subject to any requirements for accommodation).
 - avoid using alcohol and cannabis during training, competitions, or in situations where Minors are present.
 - Be reasonable and responsible if consuming alcohol or cannabis in adult-oriented social situations.
- Respect the property of others and not intentionally cause damage to property.
- Refrain from cheating or trying to gain an unfair advantage in the sport competition.
- Respect and follow federal, provincial, territorial, municipal, and host country laws (as applicable).
- Respect and follow the policies and rules of the Organization.
- Report to the Organization any ongoing criminal activity, conviction, or existing bail conditions involving another member of the Organization when it relates to criminal offenses involving violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method.
- Perform my role as a representative of the Organization and not as a member of any other organization or constituency.
- Be independent, impartial, and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.
- Behave in ways that maintains Participants' confidence in the Organization.

- Ensure that the Organization’s financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities, where applicable.
- Be open, professional, and act in good faith in the best interests of the Organization.
- Stay informed about the Organization’s activities and the sport community.
- Treat confidential information carefully and appropriately.
- Respect the decisions of the majority and resign if unable to do so (as applicable).
- 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 Organization governance documents, as applicable.
- Conform to the bylaws and policies approved by the Organization.
- Understand the power my role can have over others and respect and promote the rights of all participants in sport, especially those who are in a vulnerable or dependent position and less able to protect their own rights.

Note: It is a violation of the Code of Conduct for any Person in Authority to place an Individual in a situation that makes them vulnerable to Maltreatment.

Acknowledgement

By signing here, I acknowledge that I understand that the above Checklist serves as a guide only and it is my responsibility to review the entire Code of Conduct. I acknowledge I have reviewed the Code of Conduct; I understand it and agree to follow it.

Name and role (print)

Signature

Date

Please feel free to contact the Organization (**add organizational contact details**) for any questions or concerns related to our **Safe Sport Code of Conduct**.