



Richmond Girls Softball Association
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, Richmond Girls Softball Association (RGSA) including, but not limited to, athletes, parents/guardians, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of RGSA.

Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within RGSA's programs, activities, and events) by making individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with RGSA's core values. RGSA 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 has been adopted by RGSA from the Softball BC Code of Conduct and Ethics including Social Media Policy.
4. This Code applies to Individuals' conduct during RGSA business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with RGSA activities, RGSA and at any meetings.
5. An Individual who violates this Code may be subject to sanctions, as deemed appropriate by the RGSA Executive... 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 Individual found to have engaged in acts of violence or harassment against any other at any Organization event will be subject to appropriate disciplinary action as deemed appropriate by the RGSA Executive.
7. This Code also applies to Individual's conduct outside of RGSA's business, activities, and events such conduct adversely affects relationships within RGSA (and its sport environment) and is detrimental to the image and reputation of RGSA. Such applicability will be determined by the RGSA Executive at its sole discretion.

Responsibilities

8. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of RGSA 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, advance, 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, RGSA adheres to the Provincial Sports Organization's (Softball BC) and National Sports Organization'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. RGSA 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 RGSA 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 RGSA 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 and bylaws
- m) Comply, at all times, with RGSA 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), RGSA'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 RGSA; 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 RGSA's business and the maintenance of Individual's confidence
- c) Ensure that RGSA'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 RGSA
- 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 RGSA'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 RGSA 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 RGSA governance documents
- n) Conform to the bylaws and policies approved by RGSA, 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 RGSA.
- 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 RGSA'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 RGSA; focusing on neatness, cleanliness, and discretion
- h) Act in accordance with RGSA's 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 RGSA 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 RGSA, 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



Richmond Girls 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 RGSA Bylaws, as well as all individuals employed by or engaged in activities with RGSA, including but not limited to, athletes, parents/guardians, 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 the RGSA Executive to oversee management and administration of complaints.

Preamble:

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

Application:

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

Conduct and Behaviour:

1. Per the RGSA Code of Conduct and Ethics, the following Social Media conduct may be considered minor major infractions at the discretion of the Case Manager:
- a) 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 RGSA and/or other Local Sports Organizations, National/Provincial Federations, the World Baseball Softball Confederation and related events.
 - b) 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 RGSA and/or Local Sports Organizations, other National/Provincial Federations, the World Baseball Softball Confederation and related events.
 - c) 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 RGSA or its reputation and other National/Provincial Federations, the World Baseball Softball Confederation, and related events.
 - d) 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 RGSA and other National/Provincial Federations, the World Baseball Softball Confederation and related events.
 - e) 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.



- f) Any instance of bringing the game of softball into disrepute.
- 2. All conduct and behaviour occurring on Social Media may be subject to sanctions at the discretion of the Case Manager and the RGSA Executive.

Member Responsibilities:

- 1. Members must be aware that their Social Media use may be monitored by RGSA.
- 2. When using Social Media, a Member must model appropriate behaviour benefiting the Member's status as a member of RGSA.
- 3. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Member from being subject to sanctions at the discretion of the RGSA Executive.
- 4. A member who believes that the Social Media use by another member is inappropriate or may violate RGSA's policies and procedures should report the matter to the RGSA Executive.

Ratified by RGSA Executive, July 5 2021