

# **OKF CODES OF CONDUCT POLICY**

## **1. Purpose**

- 1.1 Karate is a sport derived from a traditional martial art with emphasis on excellence, discipline and integrity. Those who have participated in the sporting aspect of it over the years in Ontario have built its reputation for fierce but fair competition and good sportsmanship. The dedication and commitment required to excel in all areas of this sport promote values that are traditional to the sport and important in the development of the character of the participants.
- 1.2 Members and Participants of the Ontario Karate Federation (OKF) must continue to uphold these values both at home and when competing abroad, be exemplary role models for others in our sport and do nothing in or out of uniform, in or out of the dojo that would bring our sport, our Provincial and National associations or our Country into disrepute.
- 1.3 This Policy defines the parameters for Member and Participant conduct, responsibilities and obligations, and thus identifies a standard of behaviour that is expected of all OKF Members and Participants.
- 1.4 This Policy should be read in conjunction with any contract or agreement entered into between OKF and Members of OKF.

## **2. Application of this Policy**

- 2.1 This Policy applies to all OKF Members and Participants as defined in the by-laws, including but not limited to general members, coaches, officials, athletes (participating at sanctioned events and those selected to the Provincial Team), team managers/staff, volunteers, administrators, staff and contractors of the OKF.
- 2.2 This Policy applies to the conduct of Members and Participants at any activities, programs and events that are under the direct control or management of the Ontario Karate Federation, events that are under control of Karate Canada, as well as any other conduct that would bring our sport, our Provincial or National associations, or our Country into disrepute.
- 2.3 It is incumbent on OKF Members to establish their own regulations and procedures for discipline for code of conduct violations within their own jurisdiction, which will apply to those activities, programs and events under the control of their respective organizations. These must be in alignment with OKF regulations and procedures, which are in turn aligned with our governing National Sport Organization (NSO – Karate Canada). However, OKF reserves the right to take disciplinary action against any Member or Participant whose conduct breaches the Code of Conduct or brings the Provincial Association into disrepute.

## **3. Expected Standard of Ethical Conduct**

- 3.1 All Members and Participants of OKF are expected to:

- a) Remember at all times that they are a representative of OKF. This includes, but is not limited to: in the dojo, at seminars and training sessions, at competitions, when traveling, and on a daily basis outside of sporting environments.
- b) Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct.
- c) Refrain from the use of profane, insulting or otherwise offensive conduct or language.
- d) Abide by the rules and policies as set out by the OKF, Karate Canada and World Karate Federation.
- e) Treat all Members and Participants with respect and refrain from negative or disparaging remarks/comments. Cooperate with one another, demonstrate mutual respect and avoid criticism of each other by and/or through any means (e-mail, social media/networking sites, media, etc.).
- f) Dress appropriately at all times, adhering to OKF rules regarding uniforms, Team clothing, and logos at all designated times as required by OKF.
- g) Demonstrate respect at all times for opponents, organizers, officials and volunteers both in victory and in defeat. Refrain from criticism of opponents, organizers, officials, volunteers and provincial and national karate associations by and/or through any means (e-mail, social media/networking sites, media, etc.). This requires Members and Participants to accept decisions and utilize the formal process of appeal, protest or challenge in the event of disagreement.
- h) When competing outside Ontario, be mindful of the fact that, as Members and Participants of OKF, you are guests and are representing yourself as an individual, your dojo, instructors/coaches and your Provincial association. Be respectful of any of the host's traditions, take care of any property entrusted to you and express gratitude to organizers and others who have shown their hospitality.
- i) Know the identity of any OKF sponsors - be supportive of their role as sponsors and refrain from displaying support for sponsors' competitors when involved in provincial or national karate events.
- j) Do not knowingly place yourselves in a situation that would give rise to a conflict, actual or perceived, between personal interests and the interests of OKF (see Conflict of Interest Policy).
- k) Avoid and reject the non-medical use of drugs or the use of performance-enhancing drugs or methods, in accordance with CCES and WADA.
- l) Comply with the Anti-Doping Rules contained in the Canadian Anti-Doping Program as prescribed by CCES and WADA. This includes cooperating in any organization investigating anti-doping violations.
- m) Refrain from using alcohol and tobacco products when involved in OKF training sessions or competitive events and consume these products responsibly in association with OKF/National/International karate association social events.
- n) Refrain from any behaviour that constitutes harassment where harassment is defined as a course of comment or conduct that is known or ought reasonably to be known to be unwelcome.
- o) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as deliberate or repeated, unsolicited sexually-oriented comments, anecdotes, gestures or conduct that
  - i) are offensive and unwelcome, or
  - ii) create an offensive, hostile or intimidating environment, or
  - iii) can reasonably be expected to be harmful to participants in the sport environment.
- p) Refrain from all types of sexual misconduct in the sport environment. Age is not relevant to allegations of sexual misconduct. For the purposes of this Policy, sexual misconduct is the

use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such abuses of power and authority include, but are not limited to, explicit or implicit threats of reprisals for non-compliance or promises of reward for compliance.

- q) Refrain from deliberate cheating, and shall not offer or receive any bribe or similar benefit which is intended to manipulate the outcome of a competition.
- r) Comply at all times with the bylaws, policies, rules and regulations of OKF, as adopted and amended from time to time, including complying with any contracts or agreements executed with or by OKF.

### **3.2 Code of Conduct: Board of Directors**

3.2.1 The Board of Directors of Ontario Karate Federation (OKF) has been entrusted by the Member Clubs and Participants to oversee and manage the affairs of OKF in the interests of the Members and with the objectives set out in OKF's Bylaws and Policies. This policy sets out the code of conduct expected of OKF directors in response to the trust placed in them by the Membership. On an annual basis, each Director must acknowledge that he or she has read this policy and agrees to abide by it, signing the appropriate declaration form.

3.2.2 Pursuant to the Act, every Officer and Director has a duty, in exercising their powers and discharging their duties, to act honestly and in good faith with a view to the best interests of the OKF. The OKF shall abide by the objective standard in the Act. That is, Officers and Directors shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Officers and Directors owe a duty of care and a duty of loyalty to the OKF.

3.2.3 All OKF Board Members are expected to:

- a) Avoid any behaviour that would bring OKF into disrepute;
- b) Exercise their powers and discharge their duties in accordance with the Bylaws, Policies and the Act.
- c) Act as his or her judgment dictates when issues arise on which an OKF decision of general application may not be in the interest of a Director's Karate Club or Ontario Karate Federation. The expectation is that a director would support the decision that benefits the sport of karate as a whole;
- d) Not speak publicly on karate matters when, or in such a way that, the comments could be perceived to be an official representation of OKF unless authorized to do so by the Board or the President
- e) Maintain the confidentiality of all information and records that are the property of OKF and that are treated as confidential by OKF and shall not reveal or make use of such information until it becomes a matter of general public knowledge. Motions approved at Board meetings are not confidential unless the Board so decrees, in which case a Director must abide by that decree.
- f) Treat discussions at Board meetings as confidential, as well as the number of votes cast for and against a resolution and how other Directors may have voted, except to the extent that such discussion and voting details are contained in the Board approved minutes.
- g) Not offer, nor accept, gifts or excessive entertainment or other benefits to or from OKF's suppliers and sponsors unless they are not intended to be and are neither in such form nor of such value to be taken for a bribe or other improper payment.

### **3.3 Code of Conduct: Coaches**

- 3.3.1 In addition to Section 3.1 above, Coaches have many additional responsibilities. The privileged relationship between a coach and an athlete is one where coaches play a vital role in the development of an athlete athletically and personally. The inherent power imbalance between coach and athlete shall be recognized and understood and coaches shall use extreme caution and not abuse it consciously or unconsciously.
- 3.3.2 As such, all OKF selected coaches are expected to:
- 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) Appropriately communicate and engage, as requested, 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 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;
  - 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;

### **3.4 Code of Conduct: Officials**

- 3.4.1 In addition to section 3.1 above, all OKF selected officials are expected to:
- a) Conduct themselves in accordance with the highest ethical standards and be a positive role model in behaviour and personal appearance;
  - b) Place the safety and welfare of competitors above all else, and strive to provide a sportsmanlike environment;

- c) Maintain and update their knowledge of the rules and rules changes;
- d) Work within the boundaries of their position's description while supporting the work of other officials;
- e) Act as an ambassador of OKF by agreeing to enforce and abide by applicable provincial and national rules and regulations;
- f) Take ownership of actions and decisions made while officiating;
- g) Respect the rights, dignity, and worth of all individuals;
- h) Not publicly criticize other officials or any karate club or association;
- i) Assist with the development of less-experienced referees and minor officials;
- j) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of OKF, athletes, coaches, other officials, and parents;
- k) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others;
- l) 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;
- m) 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;
- n) Dress in proper attire for officiating;
- o) Avoid any situation that may be an actual or perceived conflict of interest;

### **3.5 Code of Conduct: Athletes**

3.5.1 In addition to the above General Members Conduct (section 3.1), all OKF competing athletes are expected to:

- a) Report any health or fitness related problems in a timely fashion where such problems may limit the athlete's ability to travel, train, compete or, in the case of carded athletes, interfere with the athlete's ability to fulfill obligations under the Athlete Assistance Program;
- b) Provide complete and accurate information on all declarations required about medication that is being taken;
- c) Comply with all athlete obligations under the Canadian Anti-Doping Program including participation in the athlete whereabouts program;
- d) 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;
- e) 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;
- f) Adhere to OKF's rules and requirements regarding clothing and equipment;
- g) Never ridicule a participant for a poor performance or practice;
- h) Act in a sportsmanlike manner and not display violent behaviour, foul language, or rude gestures to other players, officials, coaches, or spectators;
- i) Dress in a manner representative of OKF; focusing on neatness, cleanliness, and discretion;
- j) Act in accordance with OKF policies and procedures and, when applicable, additional rules as outlined by coaches or managers;

3.5.2 In addition, all OKF Provincial Team selected athletes are also expected to:

- a) Adhere to and complete any mutually agreed training program - including OKF Team testing, medical examinations and training plans, etc;
- b) Maintain any required documentation as outlined by the coaches with respect to training, nutrition, medical, etc;

- c) Respect team equipment and return it in proper condition;
- d) Refrain from the use or consumption of any illegal substances while a member of an OKF team, where illegal is defined as prohibited by the laws of the provinces that Members may travel to as part of the OKF Team;
  - Note:** OKF has a “zero tolerance” policy with respect to the consumption of drugs/alcohol by any OKF team member under the legal drinking age, which for the purposes of this Policy is defined as age 19 years, regardless of the legal age of the Host province. This “zero tolerance” policy for the consumption of alcohol also applies to all OKF team members (including team staff and coaches) involving solely junior and/or youth athletes, regardless of the team member’s age, while participating in Team activities.
- e) Be open with medical support staff and coaches about any medical issue that may reasonably affect the athlete’s ability to train and compete, and respect decisions by medical support staff about continued training or competition taking into consideration the athlete’s health.
- f) Comply with all other obligations set out in the Athlete Agreement.

### **3.6 Code of Conduct: Staff / Administrators / Volunteers / Contractors**

- 3.6.1 Act in the best interest of OKF and the team of athletes that they support.
- 3.6.2 Communicate openly and respectfully with each other and the coaches as necessary on matters affecting the athletes and the team.
- 3.6.3 Communicate openly and respectfully with each other and the Board of Directors as necessary on matters affecting the association.
- 3.6.4 Medical support staff must respect the confidentiality of the Participant’s medical information and respect the terms of the athlete’s permission given under the Athlete Agreement. An athlete’s health can only be discussed with the High Performance Director and coaching staff to the extent that, in the opinion of the medical support staff, such information is relevant to the athlete’s ability to train or to compete at an expected level. In such event, medical staff shall first inform the athlete that they will be disclosing the athlete’s health information and to whom. Care must be taken to avoid inadvertent disclosure of medical information given the close confines of the team treatment area and living quarters.
  - i) When traveling with a Team, the medical support staff must recognize that the health of team members/athletes is a priority and be ready to attend to their needs at all times. They should remain in close proximity to the Team. If absent for any reason they must inform the National Team Manager and/or designate of their whereabouts in case of need.
  - ii) Abide by all applicable laws, by-laws, rules and regulations of competent authorities and standards of conduct established by the applicable licensing body governing the conduct of the particular medical support staff and shall at all material times maintain membership in good standing with the applicable licensing body.
  - iii) Maintain records as required by the applicable licensing body and as specified by OKF.

### **3.7 Code of Conduct: Parents / Attendees**

#### **3.7.1 Definitions**

Attendee(s) – any person who is present at any event or gathering that is sanctioned by or in association with Ontario Karate Federation or one of its Member Clubs. This includes but is not limited to tournaments, exhibitions, demonstrations, seminars, regularly scheduled classes and private training sessions.

#### **Purpose**

- 3.7.2 Karate is a demanding and passionate sport requiring dedication and commitment. Karate as a whole requires respect, courage and honor from all participants, from competitors, judges, coaches and attendees.
- 3.7.3 It is understandable that many people become emotionally invested during competition and training, but it is essential that attendees conduct themselves in a respectful manner so as not to act as liabilities to the athletes and other participants.
- 3.7.4 The other competitors, judges, coaches, attendees and parents can sometimes be conceived as opponents, but never should they be considered enemies and, therefore, are to be treated with respect. Winning is important but how we win, fairly and with honour, is at the essence of karate.
- 3.7.5 It is important to remember that many young children and families can be present. We are committed to providing an environment of inclusivity, honesty, excellence, fairness, and integrity. Thus, it is important for attendees to be respectful at all times of other attendees, athletes, coaches, judges, officials and event staff and volunteers.
- 3.7.6 At all OKF sanctioned events, parents and all other attendees are expected to abide by the above General Code of Conduct. In particular, it is expected that all Attendees set a good example by adhering at all times to the following:
- a) Represent the positive attributes of the sport of karate to all in attendance.
  - b) Demonstrate respect at all times for opponents, organizers, officials and volunteers both in victory and in defeat. Refrain from criticism of opponents, organizers, officials, volunteers and provincial and national karate associations by and/or through any means (e-mail, social media/networking sites, media, etc.). This requires Members and Participants to accept decisions and utilize the formal process of appeal, protest or challenge in the event of disagreement.
  - c) Any criticisms or concerns regarding judges, referees, coaches, other competitors, etc. will be submitted to the OKF Executive Director within fourteen (14) days of the specific event/incident.
  - d) Use respectful, appropriate language and refrain from any profanity or offensive language or actions.

#### **4. Provincial Team Travel**

- 4.1 All Members and Participants of OKF competing on the Provincial Team have the objective of winning gold medals in competition and their concentrated focus has to be on this objective. Accordingly, travel, accommodation and meal arrangements are made for the OKF Provincial Team Members only and non-team members are expected to abide by any regulations set out by the coaching staff for each specific event. These may include, but are not limited to:
- a) not traveling with the Team;
  - b) not eating meals with the Team;
  - c) not visiting Team Members in their rooms;
  - d) respect the objective of the trip, and do not attempt to distract the Team with unsanctioned sightseeing or activities
- 4.2 Non-team members are asked to be discreet and to maintain a distance from the Provincial Team Members as requested by the coaching staff.

#### **A note to Parents and Guardians**

It is important to demonstrate the quality of your sportsmanship, when appropriate, by encouraging your child to demonstrate good sportsmanship by following traditional etiquette. This can include bowing and other taught behaviours that convey respect and appreciation to judges and other athletes. Your involvement with respect to assisting your child(ren) in being punctual and prepared for all events will help to instill important values that are then transferred to all aspects of life and will help them succeed to their maximum potential.

#### **5. Infractions**

- 5.1 Failure by a Member or Participant to achieve the expected standards set out above may result in an infraction and the imposition of disciplinary measures by a Discipline Panel, in accordance with the OKF Discipline and Complaints Policy.
- 5.2 At the immediate time of an event, it is understood that any attendee(s) whose behaviour is found to be contrary to the policies set out by OKF can be removed from the event. OKF can, and will if necessary, suspend your individual privilege to attend should you behave in a manner that is rude, otherwise offensive, malicious or disruptive. This is not the decision of any one individual, but must be agreed upon by a minimum of 3 Board Members.

#### **6. Criminal Convictions**

- 6.1 The following Criminal Code convictions are fundamentally inconsistent with sport involvement. Any Member or Participant's conviction for any of the following criminal offences will be deemed a breach of this Policy, and will be subject to disciplinary sanctions as determined by the Board of Directors:
- a) Any offences involving child pornography;
  - b) Any sexual offenses;
  - c) Any offences of assault;
  - d) Any offence of physical or psychological violence; or
  - e) Any offence involving trafficking of illegal drugs or substances listed on the Canadian Anti-Doping Program's Prohibited List.



## **7. Right to Appeal**

- 7.1 Any OKF disciplinary decision imposed as a result of a Code of Conduct infraction may be appealed in accordance with OKF's Appeal Policy..
- 7.2 Exception – The decision to terminate the employment of an OKF employee due to a breach of this Code of Conduct, or any other violation of the OKF Human Resource Policy Manual is not subject to Appeal.

## **8. Review**

- 8.1 This Policy will be reviewed on an annual basis and may be amended, deleted or replaced by a resolution of the Board.