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***Professional Coaches'***

***Code Of Ethics***

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# **PROFESSIONAL COACHES' CODE OF ETHICS**

## **1.0 SKATE CANADA MISSION STATEMENT**

Skate Canada is an Association dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and/or achievement.

## **2.0 PURPOSE OF CODE**

The Professional Coaches' Code of Ethics has been developed to aid coaches in achieving a level of behaviour that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings. The athlete/coach relationship is a privileged one and professional coaches play a critical role in the personal as well as athletic development of their athletes.

To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials and volunteers) must share a common vision and understanding of their role as their actions ultimately contribute to, or undermine, the existence of a positive skating environment. All Skate Canada Professional Coaches are responsible for establishing and maintaining ethical coaching behaviour.

## **3.0 ETHICAL OBLIGATIONS TO THE SPORT AND THE PROFESSION**

- 3.1) At all times conduct oneself in a manner which does not have a material adverse effect on the sport of skating, or on the goodwill and reputation of Skate Canada. Support and promote Skate Canada, its programs and the sport of skating.
- 3.2) Be familiar with and adhere to the standards of coaching as defined under Section 2400 of the Skate Canada Rulebook.
- 3.3) Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations and programs so as to be able to produce a positive skating environment in a professional manner.
- 3.4) Actively participate in the development and/or maintenance of desirable coaching standards in our sport (practice, education, certification and working conditions) and maintain professional competence by continually upgrading one's education in the sport and in related fields beneficial to skating (e.g. the performing arts, sport science, sport psychology, officiating, etc.).
- 3.5) Initiate and support actions that are required to meet the needs of the athletes, the club/school and skating in general with coaching colleagues, judges/evaluators and club/school officials.
- 3.6) Accept personal responsibility for providing and delivering coaching services in a safe and professional manner.
- 3.7) Negotiate coaching contracts in good faith and adhere to their terms.
- 3.8) Accurately represent one's technical, educational and professional credentials and resume.
- 3.9) Dress in a neat, clean and appropriate manner that is becoming of a member of this profession.
- 3.10) Give back a certain portion of time, effort and knowledge to our sport as a volunteer.

- 3.11) Coaches may produce resumes, flyers, pamphlets, web pages or other promotional material to advertise and promote their services, qualifications and experience and may distribute this information to individuals when requested by those individuals.
- 3.12) Coaches may advertise their services, qualifications and experience on-line, and through advertisements in print media (e.g. newspapers or Yellow Pages).
- 3.13) Provided the club or skating school has granted the same permission for all coaches, coaches may display a resume, flyer, brochure, or advertisement for their coaching services or lesson availability on a club bulletin board, club web site or club newsletter.
- 3.14) Coaches may participate in self-promotional activities that do not violate other clauses in this code.

#### **4.0 ETHICAL OBLIGATIONS TO ALL INDIVIDUALS**

- 4.1) Exhibit the important character traits of honesty, integrity, fairness, reliability/ dependability and cooperation when dealing with all participants in the sport so as to bring credit to the profession.
- 4.2) Treat everyone fairly within the context of their activity regardless of skating ability and participation goals.
- 4.3) Be a positive role model and encourage sportsmanship by demonstrating respect, courtesy, and positive support for all athletes, coaches, officials and volunteers at all times. Do not engage in actions (verbal or physical) that unfairly disadvantage a given athlete (or athletes) over another. Actively encourage athletes to learn and uphold the rules of their sport and the spirit of such rules.
- 4.4) Refrain from engaging in conduct which constitutes personal harassment or abuse of power in relation to another Skate Canada member. For these purposes:
  - a) "Personal harassment" is defined as improper conduct (comment, conduct, or gestures), which is directed toward an individual, and which is offensive or harmful to that individual, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted.
  - b) "Abuse of power" is defined as conduct which involves the improper use of power, trust or authority inherent in a position held, which is directed toward an individual, and which endangers the job or performance of the individual, or undermines his or her job or performance, or in any way interferes with or influences the performance or career of that individual.
  - c) This conduct includes verbal, psychological and physical forms of behaviour, is demeaning, belittling, or causes personal humiliation or embarrassment, and may be on a one-time or continuous basis.
  - d) This conduct does not have to be made with the intent to harass or to abuse power, as the case may be, to constitute harassment or abuse of power;
  - e) The conduct takes place at or during the course of any Skate Canada business or skating activity or event (including business or skating activities or events of member organizations); or, outside of those situations, when the conduct occurs between members of Skate Canada, and the conduct adversely affects Skate Canada skating environment.
- 4.5) Refrain from engaging in conduct which constitutes discriminatory or sexual harassment. Discriminatory and sexual harassment, whether verbal, physical, or institutional, is unacceptable and will not be tolerated by Skate Canada.
  - a) Discriminatory harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to or motivated by the race, national or ethnic origin, colour, religion, age, marital status, family status, disability, or pardoned conviction of that individual or group of individuals, and which is offensive to that

individual or group of individuals, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

- b) Sexual harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to the sex or sexual orientation of that individual or group of individuals, and which might reasonably be expected to cause offense or humiliation to that individual or group of individuals, or which might reasonably be perceived by the individual or group of individuals as placing a condition of a sexual nature on employment, or on any opportunity for training or advancement. Sexual harassment may be directed at members of the same sex or the opposite sex. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

- 4.6) Never advocate or condone the use of illegal drugs, banned or performance enhancing substances.

## **5.0 ETHICAL OBLIGATIONS TO ATHLETES/PARENTS**

- 5.1) Provide the athlete and parent/s with a current copy of the Skate Canada Coaches' Code of Ethics and review the code with the athlete and parent(s).
- 5.2) Assist the athlete in determining realistic goals and objectives in the sport.
- 5.3) Provide the athlete and parent/s with the information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives. Involve parents in management decisions pertaining to their children's development.
- 5.4) Maintain the best interests of the athlete at heart at all times and communicate regularly and effectively with the athlete and parent(s) as to the athlete's progress, changes in Skate Canada rules or club regulations, or other important or relevant information affecting the athlete's participation in the sport.
- 5.5) Place the emotional and physical well-being of the athlete ahead of a personal desire to win.
- 5.6) Be aware of the influence one can exercise over one's athletes and never abuse this trust or position of power.
- 5.7) Avoid making promises or giving guarantees to the athlete and/or parent(s) of test or competitive achievement but rather endeavour to restrict dialogue to the athlete's personal skating development.
- 5.8) Clearly outline your available coaching services including cost and method of payment prior to providing any services as agreed or contracted by your athlete/parent.
- 5.9) Invoice the athlete/parent for services performed and only for the appropriate value. Invoicing athletes/parents for lessons or professional time not provided or to be provided in the future is not acceptable.
- 5.10) Respect the fact that an athlete and/or parent/s have the right to contract the services of another coach to either replace or supplement the athlete's instruction.

- 5.11) Abstain from the consumption of alcoholic beverages or use of tobacco in the presence of athletes in the training environment. Coaches should be role models for athletes and encourage healthy habits.

## **6.0 ETHICAL OBLIGATIONS TO PROFESSIONAL COLLEAGUES**

- 6.1) Strive to create and maintain cooperative relationships with coaching colleagues for the purpose of ensuring a positive skating environment.
- 6.2) Refrain from criticizing another coach's teaching methods, techniques and/or opinions unless done so with the coach's knowledge or permission.
- 6.3) Respect the fact that a coach becomes the base coach of an athlete from the moment that an athlete contracts the services of that coach, whether individually or in a group situation, and that other coaches must initiate discussion about an athlete's training only through the base coach.
- 6.4) Respect a coach/athlete and/or parent/s' relationship and not solicit or cause to be solicited, directly or indirectly, or through a third party the athlete/s of another coach.
- 6.5) Coaches may respond to athletes or parents who approach them and ask questions regarding their services, experience, qualifications, teaching methodology and coaching philosophy.
- 6.6) Pursue the following course of conduct in the event that any of the following or similar situations occur:
- (a) To communicate clear, precise guidelines or parameters to a coaching colleague whose services one wishes to retain on a temporary or permanent basis to assist, supplement or replace one's services currently being rendered and to communicate these parameters to the athlete and/or parent/s.
  - (b) To obtain authorization and clear, precise instructions from a coaching colleague as to what the coach wishes to be done with the athlete in the absence of the coach or agreed upon team coaching situation and do nothing to undermine the base coach/athlete and/or parent/s' relationship.
  - (c) To immediately advise a coaching colleague and seek confirmation from that coach that all undisputed coaching and/or related skating bills are paid or arranged to be paid to the reasonable satisfaction of the coach and/or club upon being approached by an athlete and/or parent/s who request to contract your services. This is to ensure that the proper procedure occurs when taking on a new athlete as a student. The parent should have discussed the situation with the previous coach and informed him/her of the change to the new coach. All bills should have been paid to the former coach prior to coaching a new student.

## **7.0 VIOLATION OF THE PROFESSIONAL COACHES' CODE OF ETHICS**

- 7.1) All violations are to be dealt with according to the Dispute Resolution Process of the Club involved and/or Section as specified in the CSE policy. Contact your Club or Section Office for a copy of the Dispute Resolution Process to be followed.
- 7.2) Skate Canada reserves the right to publish the name, penalty, reasons for penalty, and expiry of penalty (if applicable) for any professional coaching member who has violated this code, the Complaint, Suspension or Expulsion Policy, Harassment Policy or any other Skate Canada rule or policy.



## **A Professional Club Coach**

**Rule 2401 - Skate Canada Professional Coach Defined** - A Skate Canada Professional Coach is defined as a person who teaches figure skating or skating as a profession and meets the criteria to teach as determined in Rule 2402 and other provisions from time to time by the Skate Canada Board of Directors, and is a member of Skate Canada.

This job description is a brief statement of responsibilities of a Professional Club Coach. Additional responsibilities may be assigned to meet the needs of Skate Canada member clubs.

### **Roles and Responsibilities of the Professional Club Coach:**

- To abide by the Skate Canada Coaches Code of Ethics and maintain up-to-date membership with Skate Canada as a Professional Coach.
- To be an "expert" in coaching and figure skating.
- To identify and address potential moral or ethical issue.
- To be competent at guiding parents, preparing skaters, and club board members in skating and coaching related matters.
- To be clear, respectful and honest when communicating to skaters, parents and executive members.
- To communicate figure skating skills instructions and make coaching decisions effectively.
- To work with a team of coaches and resource personnel to ensure that the skater receives the best training possible.
- To assume leadership roles for other coaches when asked or needed.
- To communicate clearly goals and objectives developed with your skaters, parents, and executive members prior to the skating session debut.
- To be up-to-date with Skate Canada rules and rule amendments at all times.
- *To be responsible for upgrading your skills and knowledge in the sport of figure skating on a regular basis.*
- To develop lesson plans in order to improve your organizational and management skills
- To analyze, identify errors and provide constructive feedback to the skaters, and parents.
- To identify talented skaters with natural abilities through the use of criteria set in the Talent Identification and Development Plan in your club.
- To organize and implement a fun, safe and enjoyable environment to all skaters.