



Edmonton Dragon Boat Racing Club (EDBRC)

EDBRC Members' Code of Ethics and Conduct and Roles and Responsibilities

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EDBRC Members’ Code of Ethics and Conduct and Roles and Responsibilities

(EDBRC “COECRR”)

1. FOREWORD

1.1 Purpose of Code and Roles and Responsibilities

This COECRR is intended to be a framework-to ensure good leadership and an environment of integrity and trust. In particular, this COECRR will clarify EDBRC team and individual expectations, serve as a decision-making guide during times of ambiguity and team disputes, and provide a formal means to measure success as a sports club.

1.2 EDBRC Mission

The mission of the EDBRC is to promote the overall growth of the dragon boat racing sport in Northern Alberta. As a non-profit sports organization, EDBRC will accomplish this growth through positive training programs, the building of a strong paddling pool, a strong youth program, the provision of technical clinics and coaching/steering/management services to EDBRC members, and the overall promotion of amateur athleticism and sporting conduct in dragon boat paddling.

The EDBRC promotes the growth of each of its teams, both adult and youth, and strives to ensure that every EDBRC member enjoys the sport and the company of their fellow paddling athletes.

Beyond its regular mandate, and whenever resources permit, the EDBRC will also support other dragon boat groups in the form of steering, coaching, technical development, volunteering and consulting.

1.3 EDBRC Values

The EDBRC believes in athletic performance, but not at the expense of mutual respect and team cohesion. In particular, the EDBRC embraces the values of sporting conduct, integrity, respect for self and others, respect for the sport and its race rules and race officials, camaraderie, perseverance, volunteerism, courage, tolerance, and honor.

2. EDBRC INDIVIDUAL MEMBER ETHICS AND CONDUCT

2.1 Expected Overall Conduct of all EDBRC Members

- a. EDBRC members will always act with respect, maturity, integrity, good sporting conduct and strive to be a positive example to the team, club, and the sport of dragon boating.
- b. EDBRC members will show respect and courtesy to all EDBRC members, volunteer staff (coaches, managers, steerers), and the paddling community at large, both on and off the water.
- c. EDBRC members will disclose to the team managers and coaches any special conditions or ailments which may hinder their ability to perform as a paddler or hinder their contribution to the team dynamics.
- d. All personal information obtained through EDBRC will be kept confidential. The use of another person's personal information outside of EDBRC business will be prohibited.
- e. EDBRC members will always ensure the maximum safety of the boat, fellow paddlers, and the people around them.
- f. EDBRC members will pay club dues in a timely manner, and whenever reasonable and possible, provide volunteer contributions to the EDBRC sports and youth programs.
- g. EDBRC members will show respect for all EDBRC equipment, festival equipment, personal property of other paddlers, and to the paddling environment.
- h. It is an expectation that EDBRC members will attend the EDBRC Annual General Meeting as a conscientious member or provide a proxy to another club member.
- i. Members will be expected to participate in volunteer events to help facilitate the operations and maintenance of the club.
- j. "EDBRC will not tolerate any form of harassment, including sexual harassment, verbally or physically. Sexual harassment is any unwelcome sexual behaviour that adversely affects, or threatens to affect, directly or indirectly, a person's confidence and/or willingness to fulfill their role as a member of the board, a team manager, a club volunteer or as a participating athlete on our various teams. EDBRC is proud to be an inclusive and respectful club and expects all of its members and volunteers to model these values and behaviours."

<https://www.albertahumanrights.ab.ca/Documents/SexualHarass.pdf>.

3. EDBRC TEAM MANAGER ETHICS, CONDUCT, ROLES AND RESPONSIBILITIES

3.1 The Roles and Responsibilities of the Team Manager

- a. The Team Manager will act with integrity, courtesy and respect towards the team members, Team Managers; coaches and all members of EDBRC.
- b. An EDBRC Team Manager is the administrator of the business affairs of the team. There will be one team manager per team, and there may be Assistant Managers. A team manager may delegate some of the duties, and from time to time may call on the wisdom of other managers, coaches and technical experts.
- c. The Team Manager will oversee the administrative and logistical leadership of the team, including:
 - a. Taking for ensuring membership dues are paid and waivers are signed.
 - b. Being responsible for collection and disbursement of race fees and monies
 - c. Completing race registrations, travel and accommodation arrangements

3.2 Expected Overall Conduct of the Team Manager

- a. The Team Manager will act as the information and policy liaison between the Executive and their respective team members
- b. The Team Manager will support and encourage communication between all EDBRC-members, for purposes that would affect greater performance of all teams and the club.
- c. The Team Manager will attend Board meetings as a representative of their team; and any disagreement with the board should be discussed between the board and the manager. Once a decision has been made, team managers will support the outcome.
- d. The Team Manager shall report team grievances, conflicts or suggestions along with a proposed or possible solution(s) and or constructive feedback to the Executive
- e. All personal information obtained through EDBRC will be kept confidential. The use of another person's personal information outside of EDBRC business will be prohibited.

4. EDBRC COACHING ETHICS, CONDUCT, ROLES & RESPONSIBILITIES

4.1 The Roles and Responsibility of the Coach

- a. responsible for deciding the team roster, bench order and paddler selection (including final say on recruitment from outside the team for select festivals).
- b. Show balanced judgment and fairness when choosing bench orders, if they are responsible for doing so, and assigning paddler roles and responsibilities.
- c. The coach will actively prioritize the safety of paddlers above all other concerns. This includes responsible attention to medical conditions if the coach has been made aware of such medical conditions, water conditions, equipment and PFD quality, environmental factors such as motorized watercraft, other watercraft and rocks or other obstacles in the water.
- d. The coach will resolve paddler conflicts, race disputes with race officials (unless a team captain has been appointed for this purpose), or conflicts with other teams in a fair and timely manner.
- e. The coach will put team cohesion and performance above their own personal emotions and prejudices.
- f. Actively consider other EDBRC teams when choosing paddlers and rostering for festivals.
- g. Bring coaching concerns to the coaching committee (or director in charge of coaching) for support and to assure resolution.

4.2 Expected Overall Conduct of the Coach

- a. Show fairness, maturity, tolerance, and balance when dealing with all paddlers.
- b. Never place the value of winning over the safety, welfare, and respectful cohesion of paddlers.
- c. Never knowingly put a paddler at risk by asking them to return from injury prematurely or by asking them to paddle while injured. Demands on paddlers' time should never be so extensive as to interfere with mutual respect or personal health.
- d. Instruct paddlers to act within the rules and spirit of the sport at all times.
- e. Never encourage paddlers to violate recruitment eligibility, or paddler rules for any festivals, nor seek unfair advantage by teaching deliberate unsportsmanlike behavior to paddlers.
- f. Never tolerate inappropriate behavior from paddlers regardless of the situation.
- g. All personal information obtained through EDBRC will be kept confidential. The use of another person's personal information outside of EDBRC business will be prohibited.
- h. Under no circumstances authorize or encourage the use of illegal/unfair medicinal or performance enhancing drugs.

5. EDBRC STEER ROLES AND RESPONSIBILITIES

5.1 The Roles and Responsibility of the Steer

- a. As the steer in charge of the boat, treat all paddlers with respect and dignity.
- b. Always make the paddler's safety and the safety of the boat your first priority.
- c. All steerers will familiarize themselves with and adhere to DBC Steer Rules of Racing
http://media.wix.com/ugd/2364d1_eb88c00871c8473d867f5cc7423544fe.pdf
- d. Advise of any equipment concerns regarding the boat, the oar or the safety bucket to the appropriate Board Member.

6. EDBRC EXECUTIVE AND BOARD OF DIRECTORS ETHICS AND CONDUCT

6.1 The Roles and Responsibility of the Executive and Board of Directors

- a. Understand and demonstrate a commitment to the organization's mission and programs
- b. Keep up to date with issues and trends that affect the organization
- c. Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
- d. Attend all meetings, short of emergency situations (e.g. family emergency)
- e. Contribute skills and knowledge by participating actively in meetings and committee work
- f. Make inquiries when clarification or more information is needed
- g. Understand and monitor the organization's financial affairs
- h. Avoid any potential conflicts of interest
 - a. In the event of a conflict, the interest of the club should be above interest of individual or team.
- i. Understand and maintain confidentiality
- j. Ensure the organization is complying with all legal and regulatory requirements
- k. Ensure full and timely communication with members of the board

6.2 Board of Director Ethics and Conduct

- a. The EDBRC Board of Directors will act in accordance with the society's constitution, bylaws and Societies Act, Alberta, to realize the mandate and to fairly enforce all the rules of the Edmonton Dragon Boat Racing Club.
- b. The EDBRC Board of Directors will strive for the highest degree of leadership, honesty, maturity, responsibility, and integrity at all times.

- c. The EDBRC Board of Directors is accountable to-all members and to the Laws of the Province of Alberta and Canada.
- d. The executive members will put the best interest of the club as a whole before personal, individuals and/or team interest.
- e. All personal information obtained through EDBRC will be kept confidential. The use of another person's personal information outside of EDBRC business will be prohibited.

7. APPLICATION OF THE EDBRC ETHICS AND CONDUCT

On the rare occasion that ethical and conduct infractions cannot be resolved between the involved individuals, the EDBRC dispute-resolution process will be as follows:

- a. For issues relating to individual paddlers or team cohesion, the Team Manager will arbitrate.
- b. If necessary, the dispute will be escalated to a team-wide meeting and discussion.
- c. If the dispute cannot be resolved within the team, the team manager will request that the EDBRC Executive help resolve the issue.
- d. If the dispute still cannot be resolved, then a tribunal consisting of the EDBRC President, a member of the executive and a neutral general member of the EDBRC who has consented to act as part of the conflict resolution tribunal-will bring forward recommendations to the board for resolution. Resolution will be decided upon by the board.
- e. If the issue is not directly team related, the issue shall be brought forward in writing to the executive. A tribunal will be formed consisting of the EDBRC President, a member of the executive and a neutral general member of the EDBRC who has consented to act as part of the conflict resolution tribunal. The tribunal will conduct an investigation, and will bring forward recommendations to the board for resolution. Resolution will be decided upon by the board. This is a living document and will be updated year to year if and when necessary.