



CHEVAL
QUÉBEC

POLICY, RULES AND
PROCEDURES
REGARDING THE
PROTECTION OF
THE INTEGRITY



Integrity policy

Integrity protection policy, rules and procedures

POLICY, RULES AND
PROCEDURES
REGARDING THE
PROTECTION OF
THE INTEGRITY

TABLE OF CONTENT

1. Preamble.....	4
2. Objectives	5
3. Application.....	6
4. Responsibilities and rights of those involved in the community (federated)	7
5. Filing a complaint.....	8
6. Complaint process.....	9
7. Complaints management process for abuse, harassment, or violence of a sexual nature.....	10
8. Complaints management process for abuse, harassment, negligence or violence other than of a sexual nature.....	13
9. Composition of the protection of the integrity committee.....	15
10. Hearing procedure	16
11. Rules of evidence.....	17
12. Decision of the protection of the integrity committee	18
13. Confidentiality	19
14. Commitment of the members of Cheval Québec.....	20
15. Contesting a decision and disclaimer	21
16. Identification of certain resources to contact in case of abuse or harassment	22
Appendix A – Code of conduct.....	24
Part 1. Administrator’s code of conduct.....	25
Part 2. Coach/instructor’s code of conduct	27
Part 3. Official code of conduct	30
Part 4. Player/athlete/participant’s code of conduct.....	32
Part 5. Parents code of conduct.....	34
Definitions.....	36
Integrity Protection Policy Summary	42

1. PREAMBLE

As part of its mission, Cheval Québec has the responsibility to protect its members by providing them a safe, fair, and trusted environment for all stages and at all levels, whether local, regional, provincial, national, or international.

Thus, Cheval Québec will not tolerate any form of abuse, harassment, negligence or violence, physical, psychological or sexual, in all programs and activities provided by itself and its members (insert the categories of members included in the general by-laws) in accordance with its rules and regulations, said programs and activities being considered to be, "approved." Cheval Québec recognizes the importance of taking reasonable measures to prevent and intervene to stop all forms of abuse, harassment, negligence, or violence when such a behavior is brought to its attention, and it is in this context that the federation has adopted the present policy as well as the Code of Conduct setting out the main duties associated with the performance of activities that it governs, said Code forming part of this Policy. This Policy and the Code of Conduct expressly bind the members of Cheval Québec. The fact that many of its members (e.g., coaches/instructors, officials, and administrators) are in a position of authority towards other members justifies that Cheval Québec plays a leading role in providing a safe (federated) community.

This present Policy regarding the protection of the integrity serves as an internal management tool to which all those listed in Section C below are subjected to, and aims to regulate their behavior, so that said behaviors are at all times consistent with our mission.

This policy does not replace and/or substitute in any way for any law, regulation, or other provisions that may be applicable

The complaint handling procedure set out herein does not replace and/or substitute in any way for the procedures provided for any legal action before a court of law.

For the purposes of this Policy, the definitions of the terms used are annexed under letter A and the Code of Conduct under letter B.

2. OBJECTIVES

The provisions of this Policy implemented by Cheval Québec are intended to:

- a) Make all those directly or indirectly involved, in the (federated) community, aware that all forms of abuse, harassment, negligence, or violence are not tolerated;
- b) Take reasonable measures to provide a safe environment free from abuse, harassment, negligence, or violence;
- c) Introduce measures that promote respect for the dignity and the psychological, physical and sexual integrity of those involved in the (federated) community;
- d) Encourage the reporting of behaviors, words, actions or gestures of abuse, harassment, negligence, or violence when they appear;
- e) Implement an effective procedure regarding the protection of the integrity, giving access to a formal process for dealing with complaints of abuse, harassment, negligence or by a Protection of Integrity Committee and beforehand, if the parties wish and consent to do so, to an informal approach to dispute resolution such as mediation.
- f) Take necessary administrative or disciplinary measures to stop abuse, harassment, negligence, or violence brought to its attention;
- g) Identify resources that a person can contact when involved (whether as a victim or a witness) in a situation of abuse, harassment, negligence, or violence in the (federated) environment;
- h) Approve the mandate of the independent Complaints Officer to handle complaints of abuse, harassment, negligence, or violence.

3. APPLICATION

This Policy applies to all those involved in the (federated) community (including members, participants, parents of members or of participants, volunteers, employees, officers, suppliers, clients, etc.). It covers all cases of abuse, harassment, negligence, or violence, as defined in Appendix A, that may occur in any "approved" activity or program, or any activity other than a sporting activity. A member taking part in an "unapproved" sporting activity understands however, that the Federation's means of actions may be limited when involving non-members.

For the specific subjects which are laid down and defined in Appendix A (abuse, harassment, negligence, violence), this Policy takes priority over any other policies, rules, and procedures which may be in force at Cheval Québec or at any of its members (insert the categories of members included in the general by-laws regulations) and binds all members of Cheval Québec.

Nothing in this Policy is intended to prevent an employer, whether Cheval Québec or any of its active or affinitive members, from applying its own internal harassment policy to its employees, and to conduct its own administrative investigation so as to take any action it deems appropriate towards an alleged victim and the alleged perpetrator of abuse, harassment, negligence or violence, even if that person is also a member of Cheval Québec. Moreover, nothing in this Policy is intended to prevent Cheval Québec or any of its active or affinitive members from applying a by-law providing for the attribution of an automatic sanction in the context of a match or a competition involving members. At any time, any alleged victim can also apply the competent courts to exercise his/her rights, if any.

4. RESPONSABILITIES AND RIGHTS OF THOSE INVOLVED IN THE COMMUNITY (FEDERATED)

- 4.1 Cheval Québec points out that, in accordance with the Youth Protection Act, anyone who has reasonable grounds must report to the Director of Youth Protection (DYP) all situations of sexual abuse and all physical abuse of a minor, regardless of who the alleged abuser is and the steps taken by the parent to put an end to the situation. This imperative to report also applies to the situation where a minor is subjected to bodily harm or is being subjected to unreasonable methods of upbringing or of education.
- 4.2 All those involved in the (federated) community must maintain and promote standards of conduct so that it is free of abuse, harassment, negligence, or violence, in accordance with the Code of Conduct implemented by Cheval Québec.
- 4.3 Cheval Québec expects everyone to cooperate and encourages everyone to express their disapproval of behavior they deem inappropriate and to avail themselves of this Policy if needed.
- 4.4 Anyone involved in the (federated) community must report to the Complaints Officer any abuse, harassment, or violence of a sexual nature on a person who is also involved in the (federated) environment, whether a minor or an adult.
- 4.5 Anyone involved in the (federated) community must report to the Complaints Officer any abuse, harassment, negligence, or violence **other than of a sexual nature** committed against a person who is also involved in the (federated) community, whether a minor or an adult.
- 4.6 All members of Cheval Québec must cooperate in the handling process of a complaint filed under this Policy. All members must also respect the confidentiality inherent in handling a complaint.

5. FILING A COMPLAINT

- 5.1 For a complaint of abuse, harassment, or violence, of a **sexual nature**, the complaint can be filed at any time;
- 5.2 For a complaint of abuse, harassment, or violence **other than of a sexual nature**, unless there are exceptional circumstances, the complaint should be filed within one hundred and twenty (120) days of the event or events giving rise to it.
- 5.3 All complaints must be made in writing and forwarded directly to the Complaints Officer. It must be signed, and shall include the name and contact information of the alleged victim, a description of the alleged acts and their context, as well as the identity of the alleged perpetrator of abuse or harassment.
- 5.4 If the Complaints Officer or The Protection of the Integrity Committee consider a complaint to be abusive, frivolous or made in bad faith, it can initiate a new complaint process against the complainant. If said complainant is a member of Cheval Québec, he/she exposes himself/herself to disciplinary or administrative measures.
- 5.5 Thus, the Complaints Officer can forward his complaint against the complainant to the Protection of the Integrity Committee so that the latter can convene and hold a hearing according to the procedures provided for in this Policy, with the necessary adjustments.
- 5.6 If the Committee already handling a complaint finds out that said complaint is abusive, frivolous, or made in bad faith, it must forward its own complaint to the Complaints Officer so that the Complaints Officer appoints a new Protection of the Integrity Committee of different people, for a recommendation to be issued to Cheval Québec to sanction the wrongful behavior of the complainant, if need be.

6. COMPLAINT PROCESS

- 6.1 The processing of a complaint is carried out as quickly as possible in order to act rapidly to stop the situation of abuse, harassment, negligence, or violence.
- 6.2 The complaint handling process depends on the type of complaint involved, namely:
 - a) Abuse, harassment, or violence of a sexual nature;
 - b) Abuse, harassment, negligence, or violence, other than of a sexual nature.



7. COMPLAINTS MANAGEMENT PROCESS FOR ABUSE, HARASSMENT, OR VIOLENCE OF A SEXUAL NATURE

- 7.1 The Complaints Officer must report to the DYP all complaints of abuse, harassment, or violence of a sexual nature if the alleged victim is a minor, regardless of the seriousness or admissibility of the complaint. If the alleged victim is an adult, the Complaints Officer can report the situation directly to the police department.

The copy of the complaint for abuse, harassment, or violence of a sexual nature is not communicated to the alleged perpetrator of abuse, harassment, or violence.

All complaints are handled with due regard for confidentiality of the identity of the alleged victim. However, if it is not possible to handle the complaint without the alleged victim being identified due to the nature of the information provided, the alleged victim will be notified. The alleged victim may choose to remain anonymous.

- 7.2 If any of the persons subjected to a complaint of abuse, harassment, negligence or violence of a sexual nature is an employee of Cheval Québec, the Complaints Officer immediately sends a copy of the complaint to the chief executive officer or to the president of Cheval Québec so that the file can also be handled by its human resources manager, if need be. If the Complaints Officer is aware that any of the persons involved in the complaint is, or could be an employee of an active or affinitive member the Complaints Officer advises the complainant and the alleged victim, in writing, that they can, furthermore, file a complaint directly with the employer, as soon as the Officer pronounces himself/herself on the admissibility of the complaint.
- 7.3 When the Complaints Officer receives a complaint of abuse, harassment, or violence of a sexual nature, he may contact the complainant and the alleged victim for additional information to assess whether the complaint appears serious and admissible. The nature of the facts, their seriousness, the probative value of the allegations, or the person concerned are being considered by the Officer in his analysis. As regards a complaint reported to the DYP as provided for in Section 5 above, the Complaints Officer awaits and follows the DYP's decision on the admissibility of said complaints.
- 7.4 When the Complaints Officer has reasonable grounds to believe that a complaint of abuse, harassment, or violence of a sexual nature is serious, he confirms to the complainant and the alleged victim, as soon as possible, by e-mail or registered mail, that the complaint is admissible and has been upheld. Otherwise, he informs the complainant and the alleged victim in the same way, and provides reasons for rejecting the complaint.

- 7.5 If the alleged perpetrator of abuse, harassment or violence of a sexual nature is a member of Cheval Québec, the Officer advises him/her as soon as possible that he/she is the subject of an admissible complaint of abuse, harassment, or violence of a sexual nature and is automatically expelled from all programs and activities (federated) of Cheval Québec for an indefinite period. The exclusion applies to all levels if applicable. The Officer also notifies Cheval Québec that one of its members is expelled following a complaint of abuse, harassment, or violence of a sexual nature. At this stage, a formal investigation is not conducted by the Complaints Officer so as not to jeopardize or contaminate the work of the DYP or the police department.
- 7.6 The automatic indefinite exclusion confirmed by the Complaints Officer remains in effect until the Protection of the Integrity Committee has reached a decision regarding request for reassessment lodged by the alleged perpetrator of abuse, harassment, or violence of a sexual nature. In order to submit the request to the Committee, the alleged perpetrator must first demonstrate to the Complaints Officer, through a written request, that reasonable grounds justify a reassessment of his file (for example, the end of the investigation conducted by the police department and the DYP, a judgment pronounced by a court, etc.).

As part of the request for reassessment analysis, the Complaints Officer may contact the complainant and the alleged victim for further information. In the presence of reasons which may, at first sight, support a reassessment of the file, the Officer informs the alleged perpetrator of abuse, harassment or violence of a sexual nature, as well as the complainant and the alleged victim, if any, by e-mail or registered mail, within ten (10) days of receipt of the request unless exceptional circumstances exist.

The request for reassessment is then forwarded for a decision to the Protection of the Integrity Committee according to the terms of this Policy (section 23 et seq), with appropriate modifications. The Committee may recommend to Cheval Québec a disciplinary sanction; it can also decide on the outcome of the administrative measure to which the alleged perpetrator of abuse, harassment, or violence or a sexual nature is subject.

If the complainant makes representations before the Protection of the Integrity Committee at a hearing, he then accepts to have his name disclosed to the other parties involved. In all cases, the copy of the complaint for abuse, harassment, or violence of a sexual nature is not disclosed to the parties.

- 7.7 If the alleged perpetrator of abuse, harassment, or violence of a sexual nature is not a member of Cheval Québec, the Complaints Officer then determines what administrative measure, if any, can be taken by Cheval Québec and informs the complainant and the alleged victim.
- 7.8 The decisions made by the Complaints Officer are final and cannot be appealed.



8. COMPLAINTS MANAGEMENT PROCESS FOR ABUSE, HARASSMENT, NEGLIGENCE OR VIOLENCE OTHER THAN OF A SEXUAL NATURE

- 8.1 If any of the persons subjected to a complaint of abuse, harassment, negligence or violence, other than of a sexual nature is an employee of Cheval Québec, the Complaint Officer immediately sends a copy of the complaint to the chief executive officer or to the president of Cheval Québec so that the file can also be handled by its human resources manager, if need be. If the Complaints Officer is aware that any of the persons involved in the complaint is or could be an employee of an active or affinitive member of Cheval Québec, the Officer advises the complainant and the alleged victim in writing that they can also file a complaint directly with the employer concerned when he decides the admissibility of the complaint.
- 8.2 When the Complaints Officer receives a complaint of abuse, harassment, negligence or violence, other than of a sexual nature, he may contact the complainant or alleged victims for additional information to assess whether the complaint is admissible. Faced with a complaint that appears admissible, the Officer confirms by e-mail or registered mail to the complainant and the alleged victim, if necessary, that the complaint is admissible, within ten (10 days) of its receipt unless there are exceptional circumstances. Otherwise, he informs the complainant and the alleged victim in the same way by motivating the refusal.
- 8.3 At the time he receives a complaint of abuse, harassment, negligence or violence, other than of a sexual nature if the Complaints Officer has reasonable grounds to believe that the alleged victim's safety is compromised by the alleged perpetrator of abuse, harassment, negligence or violence other than of a sexual nature, he may recommend, as an administrative measure, the exclusion of the alleged perpetrator from all programs and activities (federated) of Cheval Québec for an indefinite period. The exclusion applies to all levels if applicable. The exclusion remains in effect until the Protection of the Integrity Committee has reached a decision following a hearing of the complaint.
- The nature of the facts, their seriousness, the probative value of the allegations, or the person concerned are being considered by the Officer in his analysis. The Officer may also contact the DYP if the complaint involves an alleged minor victim.
- 8.4 The Complaints Officer must report to the DYP any complaint of violence or physical abuse that he has deemed admissible and has upheld, if the alleged victim is a minor and if the Officer has reasonable grounds to believe that the alleged victim's safety is compromised.

- 8.5 If the alleged perpetrator of abuse, harassment, negligence or violence, other than of a sexual nature is not a member of Cheval Québec, the Complaints Officer then determines what administrative measure, if any, can be taken by Cheval Québec and informs the complainant and the alleged victim accordingly.
- 8.6 Before forwarding the file to the Protection of the Integrity Committee to initiate the formal process, the Complaints Officer may propose to the complainant, the alleged victim and the alleged perpetrator of abuse, harassment, negligence or violence, other than of a sexual nature, if appropriate, an informal resolution process. The goal of this informal process is to seek solutions to the problem, with the good faith participation of each one, and not to establish whether there is abuse, harassment, negligence or violence, other than of a sexual nature. This mediation process can be carried out through an internal or external mediator if the people involved consent.
- 8.7 All discussions during the informal process remain confidential. Only the collaboration agreement resulting from the mediation is recorded in writing, signed by the parties, and handed over to the Complaints Officer. If the parties refuse the informal process or if mediation fails, the complaint continues with the formal investigation process.
- 8.8 The Officer who ruled that a complaint is admissible forwards a copy of said complaint to the Protection of the Integrity Committee, in order to hold a hearing between the parties involved unless the matter has been resolved through mediation.
- 8.9 The decisions made by the Complaints Officer are final and cannot be appealed.

9. COMPOSITION OF THE PROTECTION OF THE INTEGRITY COMMITTEE

- 9.1 Protection of the Integrity Committee consists of three (3) individuals selected by the Complaints Officer from a list of qualified candidates. These individuals may not be employees or administrators of Cheval Québec.
- 9.2 Anyone sitting on the Protection of the Integrity Committee must avoid finding himself in a situation of conflict of interest with all parties involved in a complaint, in order to maintain impartiality of the process.
- 9.3 To conduct the hearing, the individuals selected to sit on the Protection of the Integrity Committee appoint among themselves the person who will act as Chair of the Committee.
- 9.4 The Chair of the Committee sends a notice of hearing to the complainant, the alleged victim, and the respondent (alleged perpetrators of abuse, harassment, negligence or violence, other than of a sexual nature) by e-mail or registered mail, at least twenty (20) days before the hearing. The notice of hearing addressed to the respondent must set out the reasons why he is summoned. A copy of this Policy and the general by-laws of the Federation (or organization) must be attached to the notice of hearing.
- 9.5 The committee can sit anywhere in Quebec according to the needs. The hearing may also be held by videoconference or by conference call.

10. HEARING PROCEDURE

- 10.1 The hearing is held in closed session.
- 10.2 The Committee first proceeds to hear the complainant's evidence, followed by the alleged victim's evidence. He then hears the respondent's evidence. Finally, he hears the representations of from, of the alleged victim, and of the respondent. Each party is responsible for ensuring that his witnesses are present. Each party is also responsible for the costs of his witnesses and must make sure to have enough copies of the documentation that the party intends to use for all participants at the hearing (6 in total).
- 10.3 The Committee may agree to postpone a hearing if it finds that the reasons given by a party are serious.
- 10.4 When a duly summoned respondent is absent at the hearing, the Committee renders a decision based on the only evidence presented to it by either of the parties present.
- 10.5 If neither the complainant nor the alleged victim is present at the hearing, although having been duly summoned, or if they both are unable to provide evidence supporting the complaint, the Committee must dismiss it for lack of evidence.

11. RULES OF EVIDENCE

- 11.1 Hearsay evidence is not admissible.
- 11.2 The parties may testify themselves or be examined by their representative.
- 11.3 Witnesses of the parties may testify themselves or be examined by their representative.
- 11.4 Cross-examination by the opposing party is not allowed.



12. DECISION OF THE PROTECTION OF THE INTEGRITY COMMITTEE

- 12.1 The Committee has twenty (20) days to transmit its recommendation to Cheval Québec by e-mail or registered mail.
- 12.2 Cheval Québec has ten (10) days to confirm the committee's recommendation and to respond to the committee by e-mail or registered mail.
- 12.3 Upon receipt of the Federation's decision (or the organization), the committee has five (5) days to forward the decision to the parties, by e-mail or by registered mail.
- 12.4 The Committee may accept or dismiss the complaint at the end of its hearing. If the complaint is upheld, the Committee can recommend to the federation one or the other, or a combination of the following sanctions:
- a) Place a reprimand on the member's file;
 - b) Require the member a penalty of \$100.00 to \$2,000.00, to be paid to Cheval Québec within the time determined by the Committee. If the member fails to pay Cheval Québec the penalty established within the allotted time, the member is automatically suspended as a member of Cheval Québec and all its members (insert the categories of members included in the general by-laws), from the day after the deadline and until he has fulfilled his obligation;
 - c) Require conditions and commitments from the member;
 - d) Require the member to take part, at his own expense, in a training course specified by the Committee within the time frame it determines, to maintain its membership status. Failing to be able to prove to Cheval Québec that he completed the training within the time limit, the member is automatically suspended as a member of Cheval Québec and all its members (insert the categories of members included in the general by-laws), from the day after the deadline until he has fulfilled his obligation and is able to prove it;
 - e) Restrict the approved activities and programs in which the member can participate for the duration he determines;
 - f) Suspend the member as a member of Cheval Québec and all its members (insert the categories of members included in the general by-laws) for a maximum period of twelve (12) months;
 - g) Expel the member as a member of Cheval Québec and all of its members (insert the categories of members included in the general by-laws).
- 12.5 The Protection of the Integrity Committee's decision is final and cannot be appealed.
- 12.6 Cheval Québec keeps at all times the right to initiate all necessary proceedings against the respondent in order to force the payment of a penalty.

13. CONFIDENTIALITY

Cheval Québec respects the right of individuals to the confidentiality of their personal information. Accordingly, it recognizes that personal information obtained in relation to the application of this Policy and the decisions made under this Policy are confidential and will remain confidential within the limits established by law.



14. COMMITMENT OF THE MEMBERS OF CHEVAL QUÉBEC

- 14.1 All active or affinitive members of Cheval Québec must make this Policy available to their own members as soon as they join, in particular by telling them in writing that it exists and by publishing it on their website.
- 14.2 All members of Cheval Québec must respect and implement, if necessary, the appropriate measures to enforce the decisions of the Complaints Officer and the Protection of the Integrity Committee. It is up to the Complaints Officer to make the necessary checks with the members to ensure compliance with decisions made under this Policy.
- 14.3 A member who fails to comply with the decisions made and to put in place the necessary measures is subject to disciplinary or administrative measures. In these circumstances, the Complaints Officer sends a copy of his complaint to the Protection of the Integrity Committee so that it can hold a hearing in accordance with the procedures provided in this Policy, with the necessary adjustments, for a decision to be made to sanction the member's wrongful behavior.

15. CONTESTING A DECISION AND DISCLAIMER

The validity or the legality of the decisions made under this Policy cannot be challenged before the courts, unless to oppose an error of law or a contravention to a rule of public order.

Cheval Québec expressly excludes its civil liability as well as that of its agents, subordinates and representatives for any damage resulting directly or indirectly from the application of this Policy, except in the presence of an intentional or gross fault.

16. IDENTIFICATION OF CERTAIN RESOURCES TO CONTACT IN CASE OF ABUSE OR HARASSMENT

- The Director of Youth Protection in your area
- The police department
- Sport'Aide
By phone and SMS
1-833-211-AIDE (2433)
1-833-245-HELP (4357)

*** In the event of a discrepancy between the French and the English version of the Policy, rules and procedures regarding the protection of the integrity, the French version shall prevail.**

A woman in a tan jacket and dark pants is walking away from the camera on a dirt path covered in fallen leaves. She is leading a white horse with dark patches. The path is flanked by trees with vibrant autumn foliage in shades of yellow, orange, and red. In the background, a green field is visible under a clear sky.

I FILE A COMPLAINT

VIOLENCE • HARASSMENT
ABUSE • NEGLIGENCE

APPENDIX A

CODE OF CONDUCT

As stated in the preamble of this Policy regarding the protection of the integrity, the Code of Conduct forms an integral part of said Policy and binds members of the Federation. Thus, it is the responsibility of each organization member of Cheval Québec to inform its members of the existence of the Policy regarding the protection of the integrity and the Code of Conduct, and to have each organization sign a declaration acknowledging that it has read the Policy and the Code of Conduct and endorses its content.

It is also the responsibility of each organization to notify its members, through the declaration, that any breach of any of the obligations contained in this Policy and its Code of Conduct is subject to a sanction. The sanction is imposed by the Protection of the Integrity Committee for a breach of the Policy regarding the protection of the integrity, or by the club's Disciplinary Committee or Board of Directors for a breach of the Code of Conduct.



Part 1 – Administrator’s code of conduct

The decision-making process rests in the hands of the administrators. They have the ultimate responsibility for the quality of sporting or leisure activities. A local, regional, or provincial administrator must ensure that the practice of sport or leisure activities is in line with the values pursued by educational and social purposes. To perform his role properly, the administrator must:

- a. Recognize the participant as the central element of any decision or action;
- b. Ensure that an equal opportunity to participate in the activities is offered to all participants, regardless of age, gender, or skill level;
- c. Ensure that the participants are supervised by skilled individuals who respect the principles valued by the organization;
- d. Promote fair play, social and civic engagement, and the spirit of solidarity;
- e. Promote all volunteer’s participation in training programs or the advance courses;
- f. Take all necessary measures to value and impose respect towards the officials;
- g. Take all necessary measures to ensure the safety and integrity of the participant;
- h. Ensure that the premises, facilities, equipment, and rules of the game meet the interests and needs of the participant;
- i. Ensure good relationships and contacts with the media, the public, and all organizations or individuals associated with the organization;
- j. Plan all activities so that a worker (coach/instructor, administrator, therapist, volunteer, official, etc.) is never alone in a closed private location with a participant, or someone involved in the community. This location can be real (a room, a bedroom, lockers, a car) or virtual (message system, social networks);
- k. Refer to the guidelines offered on the www.sportbienetre.ca website;

- l. Use social networks, the Internet, and other electronic media in an ethical and respectful manner towards colleagues, coaches/instructors, and managers, not to use it to provoke the opponent or another member;
- m. Refrain from all alcohol or drug use in the execution of your duties;
- n. Ensure that everyone is treated with respect and fairness.



Part 2 – Coach/Instructor’s code of conduct

The coach/instructor must first and foremost be aware of the importance of his role and the great influence he has on the participants and on people around him. He must carry out a mission of education and of physical, moral, and social training with participants, and be worthy of this responsibility. He needs to focus more on the well-being and interests of the participants rather than on their results. He should not consider sport and leisure as an end in itself but as a tool for education. To accomplish his task, the coach/instructor must:

2.1 Physical safety and health of the participants

- a. Ensure that training, competition, or activity facilities are safe at all times;
- b. Be prepared to respond quickly and appropriately in case of an emergency;
- c. Avoid putting participants in situations that are unnecessary or unsuitable for their level;
- d. Seek to preserve the health, safety, integrity, and well-being, present or future, of participants;
- e. Obtain parental consent to drive a minor participant to or from practice, competition, or an activity.

2.2 Coaching/supervising in a responsible way

- a. Use the authority associated with his position wisely and make decisions that are in the best interests of participants;
- b. Promote the development of the participants’ self-esteem;
- c. Avoid taking personal advantage of a situation or decision;
- d. Know your limits in terms of knowledge/skills when making decisions, giving instructions, or taking action;
- e. Honor the commitments, the word given, and the objectives on which there was agreement. Maintain the confidentiality and privacy of personal information and use it appropriately;
- f. Use social networks, the Internet, and other electronic media in an ethical and respectful manner towards colleagues, coaches/instructors, and managers, not to use it to provoke the opponent or another member;

- g. Refrain from all alcoholic beverages or drugs during the execution of duties and make players aware of the problems related to the use of these products as well as doping in sports;
- h. Ensure that everyone is treated with respect and fairness.

2.3 Integrity in relationships

- a. Avoid situations that may affect the objectivity, impartiality, or integrity of coaching/supervising duties.
- b. Refrain from any behavior that constitutes abuse, harassment, negligence, and violence, or any inappropriate relationship with a participant.
- c. Activities should be planned so that a coach/instructor is never alone in a closed private location with a participant, or someone involved in the community. This location can be real (a room, a bedroom, lockers, a car) or virtual (message system, social networks).

In particular:

- Electronic communications between a participant and a coach/instructor must include the participant's parents if participant is under the age of 18.
- Group e-mail must be preferred to private messages.
- The coach/instructor must request the presence of another adult when a participant visits his office or his room.
- The coach/instructor must not drive participants under the age of 18 to or from an activity (practice, party, competition, or other) without their parents' consent. He must get parental consent for any exceptional case.
- During trips involving a stay, the coach/instructor makes sure that the chaperones stay in a room next to the participants rooms.
- The coach/instructor must limit visits in the hotel rooms to same-sex visitors.
- The coach/instructor must ensure that the room checks are done by trained adults and preferably mixed pairs.

- d. Ensure that participants understand that abuse, harassment, negligence, violence, or inappropriate behaviour are not tolerated, and encourage the practice among participants to disclose and report such behaviours.
- e. The coach/instructor must refer to the guidelines offered on the www.sportbienetre.ca website.

2.4 Respect

- a. Ensure that everyone is treated equally, regardless of age, descent, color, race, citizenship, ethnicity, place of origin, language, belief, religion, athletic potential, disability, family status, marital status, gender identity, gender expression, gender, or sexual orientation;
- b. Preserve the dignity of each person when interacting with others;
- c. Respect the guidelines, rules, or policies in force.

2.5 Honor of sport

- a. Observe and enforce all regulations strictly;
- b. Wanting to compete against an opponent in fairness;
- c. Maintain dignity in all circumstances and exercise self-control;
- d. Respect the officials and accept their decisions without doubting their integrity.

Part 3 – Official code of conduct

No competition may take place in a satisfactory manner without the presence of officials. Good ensures the pleasure of playing under the rules of the game and the protection of the participants. However, the decisions of the officials are often the source of many frustrations, their judgment rarely making unanimity.

An efficient and competent official must, therefore:

- a. Protect the integrity of the competition and the safety of the participants;
- b. Know the rules and their interpretation;
- c. Comply with the rules set out;
- d. Apply the rules objectively and impartially, fairly, and wisely;
- e. Communicate respectfully with participants;
- f. Be physically and mentally fit to complete the task;
- g. Avoid imposing oneself too much in order to stand out to the detriment of the participants;
- h. Plan all activities so that an official is never alone in a private closed location with a participant, or someone involved in the community. This location can be real (a room, a bedroom, lockers, a car) or virtual (message system, social networks).

In particular:

- Electronic communications between a participant and an official must include the participant's parents if participant is under the age of 18.
- Group e-mail must be preferred to private messages.
- The official must request the presence of another adult when a participant visits his office or his room.
- The official must not drive participants under the age of 18 to or from an activity (practice, party, competition, or other) without their parents' consent. He must get parental consent for any exceptional case.
- **During trips involving a stay, the official makes sure that the chaperones stay in a room next to the participants rooms.**

- The official must limit visits in the hotel rooms to same-sex visitors.
 - The official must ensure that the room checks are done by trained adults and preferably mixed pairs.
- i. Must refer to the guidelines offered on the www.sportbienetre.ca website.
 - j. Use social networks, the Internet, and other electronic media in an ethical and respectful manner towards colleagues, coaches/instructors, and managers, not to use it to provoke the opponent or another member.
 - k. Refrain from all alcohol or drug use in the execution of duties.
 - l. Ensure that everyone is treated with respect and fairness.

Part 4 – Player/athlete/participant’s code of conduct

To benefit optimally from the practice of sport or leisure, the player, the athlete, or the participant must have an attitude and behavior which derive from the purest sportsmanship or camaraderie.

The important thing is not to win or lose, but the way she or he practices the discipline (sports or leisure). She or he should never lose sight that this is a game. To get the most fun, any player, athlete, or participant will have to:

- a. Play for fun while remembering that the practice of sport or leisure is not an end in itself, but a means;
- b. Strictly observe the rules of the game and the charter for sportsmanship;
- c. Accept and respect the officials’ decisions at all times;
- d. Respect at all times, the officials, opponents, and their supporters who must not become enemies;
- e. Always remain in control of yourself;
- f. Have exemplary conduct on and off the sets, using language without insult, vulgar expression, or profanity;
- g. Respect his/her coach/instructor and managers and follow their instructions when they are not against your well-being;
- h. Engage all his/her strength in the game by avoiding discouragement in failure, and vanity in victory;
- i. Respect the property of others and avoid theft or vandalism;
- j. Refuse and not tolerate the use of drugs, medication, or any stimulant to improve performance;
- k. **s’abstenir de toute consommation de boisson alcoolique ou de drogue pendant la pratique de l’équitation;**
- l. Know that no abuse, harassment, negligence, violence, or inappropriate behavior is tolerated, and report immediately to the coach/instructor or any person in authority any such act committed against another person or yourself;

- m. Read the "athlete" section of the www.sportbienetre.ca platform;
- n. Use social networks, the Internet, and other electronic media in an ethical and respectful manner towards colleagues, coaches/instructors, and managers, not to use it to provoke the opponent or another member;
- o. Ensure that everyone is treated with respect and fairness.

Part 5 – Parents code of conduct

Parents concerned about the development of their child should take an interest in their well-being and know the educational underlying values of sport or leisure. They must therefore collaborate in the use of sport or leisure as a means of education and expression so that their child can benefit from it. To properly carry out their duties, parents must adopt the following behaviors:

- a. Show respect for coaches/instructors, managers, and officials;
- b. Have a good behavior and use appropriate language;
- c. Avoid any verbal abuse towards the participants and support all efforts in this regard;
- d. Never forget that their child plays in a sport or takes part in a leisure activity for his pleasure, not for his parent's pleasure;
- e. Encourage their child to respect the sportsmanship charter, the rules of the game, or the internal management rules of their team or program;
- f. Recognize their child's outstanding performance as well as those of opposing participants;
- g. Help their child to improve their skills and develop sportsmanship or camaraderie;
- h. Teach their child that an honest effort is just as good as a victory;
- i. Objectively judge the possibilities of their child and avoid projections;
- j. Help their child choose one or more activities to their likings;
- k. Never ridicule a child for making a mistake or losing the game;
- l. Encourage their child, by their example, to respect the rules and resolve conflicts without aggression or violence;
- m. Read the guidelines offered on www.sportbienetre.ca website;

- n. Use social networks, the Internet, and other electronic media in an ethical and respectful manner towards colleagues, coaches/instructors, and managers, not to use it to provoke the opponent or another member;
- o. Ensure that everyone is treated with respect and fairness.



DEFINITIONS

The concepts set out in this section apply to all participants involved in sports or leisure activities, including vulnerable clientele (participants with physical or intellectual impairment) and athletes enrolled in an excellence program.

Words or expressions in bold in a definition are defined in this annex.



Physical abuse

- 1° When a person suffers physical injuries or **bodily harm** leaving or no visible marks, or when a person is subject to unreasonable educational methods from one or both parents, or any person involved in the (federated) community.
- 2° When a person runs a serious risk of suffering physical injuries or **bodily harm** leaving or no visible marks, or of being subject to unreasonable educational methods from one or both parents, or any person involved in the (federated) community.

Sexual abuse

- 1° A gesture or any act of sexual nature, with or without physical contact, including any form of sexual exploitation, taken by any person against any other person.
- 2° The serious risk that a gesture or any act of a sexual nature, with or without physical contact, including any form of sexual exploitation, be taken by any person against any other person.

Shall be regarded as sexual abuse, any **sexual harassment**, or any unwanted or unwelcome conduct of a sexual nature.

Sexual assault

Sexual acts, with or without physical contact, committed by an individual against any other person, without his/her consent or, sometimes, particularly with children, by emotional manipulation or blackmail. It is an act aimed at subjugating another person at one's desires by using his/her authority or power, by using force or constraint, or under implicit or explicit threat. Sexual assault is a violation of an individual's fundamental rights, including a person's physical and psychological integrity and security.

The present definition applies, regardless of the age, sex, culture, religion, or sexual orientation of the victim or the sexual abuser, and regardless of the type of sexual activity committed, the place or life environment in which it took place, and regardless of the relationship between the victim and the sexual abuser.

Psychological harassment

Any vexatious conduct in the form of repeated and hostile or unwanted behaviors, words, actions, or gestures that affect a person's dignity or psychological or physical integrity and that results in a harmful life environment.

A single serious incidence of such behavior may constitute psychological harassment if it has the same lasting harmful effect on a person.

Examples of behaviors that may be considered as psychological harassment:

Bullying, cyberbullying, threats, isolation; offending or defamatory words or gestures towards a person or his/her work; verbal violence; belittling.

Sexual harassment

An abusive, offensive, and unwelcome conduct of a sexual nature that has direct consequences on the person who is subjected to said conduct, and on the preservation or the improvement of his/her living environment, and/or creates a climate of bullying, humiliation or hostility towards him/her.

Examples of behaviors that may be considered sexual harassment:

Any form of attention or unwanted sexual proposal, for example, insistent solicitations, looks, kisses, unwanted touching, sexist insults, vulgar language; remarks, jokes, or images of a sexual nature by any technological or other means.

Negligence

- 1° When a child's parents, or the person holding legal custody, do not respond to the child's basic needs, either on a physical level, or on the child's physical or mental health, or do not provide the child with the appropriate mentoring and monitoring;
- 2° When a person does not act with the level of care, any other reasonable person would exercise in similar circumstances.

It may consist either of an action or an omission or both.

Examples of negligence in sport or leisure: to ask a participant, or a person involved in the field, to abandon or take a break from school, to train instead of going to school (during competitions, sport-study program); knowing that a participant or a person involved in the field does not receive the care required by his/her state of mental or physical health and not intervene; knowing that youth has an unsafe behavior towards himself/herself (ex: eating disorder or use of a doping substance) and not intervene; knowing that a participant or a person involved in the field is or has been a victim of physical, psychological or sexual violence and not do anything to protect him/her.

Bodily harm

Corporal ill-treatments on a person one has under his/her authority or is the guardian of.

Violence

Violence means any demonstration of force, either verbal, written, physical, psychological, or sexual, exercised against a person, which causes told people to feel distressed, to be harmed, hurt, or oppressed by attacking his/her integrity or his/her psychological or physical well-being, his/her rights or his/her assets.

In the context of sport and leisure, this violence can be shown by a person in authority (ex: a coach/instructor), peers (teammates, opponents), parents, team managers, team representatives, spectators, a member of the medical team or the support team (fitness trainer, massage therapist, etc.). Violence can occur in the locker rooms or the showers, on the field during a game or training, at the trainer's house or, during competitions, initiations or trips.

Physical violence

Any action of physical nature by a parent or any person involved in the field, in a situation of conflict with another parent or person, which risks compromising that parent or person's integrity, or his/her psychological or physical well-being, however, intended.

Psychological violence

Psychological violence is when a person, on a serious and continuing basis, is subjected to behaviors that could cause him/her harm, from a parent or a person involved in the field. Examples of such behaviors include indifference, belittling, emotional rejection, excessive control, isolation, threats, exploitation, especially if the child is forced to do a job or an activity that is disproportionately compared to that child's capacities.

Examples of psychological violence in the context of sport or leisure: Shouting insults (swear words), say mean things or make humiliating remarks to a participant, threaten a participant with physical injuries or pretend to throw something at him/her, systematically expel or exclude the participant from a training session, voluntarily reject or ignore a participant (or systematically ignore the participant's presence), force a participant to train despite an injury known to the training staff, inflict additional training that leads to exhaustion or make the participant sick, ask the participant to make moves that are too difficult for his/her abilities, any other request that could have negative impacts on the health of a participant (ex: use of dangerous techniques, doping substances, etc.).

Sexual violence

A sexual act committed or attempted by a person without it being freely consented, or against a person unable to consent or refuse. Sexual violence includes **sexual assault**, **sexual abuse**, and **sexual harassment**.

Examples of sexual violence in the context of sport or leisure: touching any private part of a participant or of a person involved in the field, making offensive sexual jokes, making suggestive gestures, showing off your private parts, touching someone's private parts, forcing a participant or any person involved in the field to perform sexual acts in exchange for favors, privileges, or under peer manipulation, having a written or verbal conversation of a sexual nature, exposing a participant or any person involved in the field of sexual images.

PRECISION

Bullying

Any behavior, word, act, repetitive gesture, deliberate or not, expressed directly or indirectly, including in cyberspace, in a context characterized by unequal power relations between the persons involved, having the effect of generating feelings of distress, to injure, hurt, oppress or ostracize.

Bullying as understood in the present annex is one of three types of violence defined above: physical violence, psychological violence, and sexual violence.



CHEVAL
QUÉBEC

www.cheval.quebec