



# TAEKWON-DO

**NOVA SCOTIA ASSOCIATION**

## **CODE OF CONDUCT AND ETHICS**



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## **DEFINITION**

1. The following terms have these meanings in the Policy:
  - a. “TNSA” – CTFI Taekwon-Do Nova Scotia Association;
  - b. “CTFI” – Canadian Taekwon-Do Federation International;
  - c. “ITF” – International Taekwon-Do Federation;
  - d. “Individual” – All individuals engaged in activities with TNSA, including but not limited to athletes, students, coaches, instructors, officials, volunteers, directors, committee members, employees, managers and administrators; and
  - e. “Social Media” – Various activities that integrate technology, social interaction and content creation via platforms which include, but are not limited to, blogs, wikis, photo and video sharing, podcasts, social networking and virtual worlds.

## **PURPOSE**

2. The purpose of this Code of Conduct and Ethics policy is to ensure a safe and positive environment within the TNSA programs, activities and events, by making individuals aware that there is an expectation of appropriate behaviour, consistent with the values of the CTFI, ITF and the unwritten rules of martial arts at all times.
3. The TNSA is committed to providing an environment in which all individuals are treated with respect. Furthermore, the TNSA supports equal opportunity and prohibits discriminatory practices. Members of the TNSA are expected to conduct themselves at all times in a manner consistent with the values of the CTFI and ITF that include fairness, integrity, open communication and mutual respect.
4. Conduct that violates this Code of Conduct and Ethics policy may be subject to sanctions pursuant to this policy, and dealt with under the TNSA’s Discipline and Complaints Policy.

## **SCOPE & APPLICATION**

5. This policy applies to the Individuals defined above, relating to conduct that may arise during the course of the TNSA’s business, activities and events, including but not limited to, office environment, club/school environment, competitions, practices, tournaments, training camps, travel, demonstrations, special events and any meetings.
6. This policy shall apply to conduct that occurs outside of the TNSA’s business and events when such conduct adversely affects the TNSA and is detrimental to the image and reputation of the TNSA, CTFI and ITF.

## RESPONSIBILITY

7. All individuals have a responsibility to:
  - a. Maintain and enhance the dignity and self-esteem of all individuals by:
    - (1) Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion belief, political belief, disability or economic status;
    - (2) Focusing comments or criticism appropriately and avoiding public criticism of athletes, students, coaches, instructors, officials, volunteers, directors, committee members, employees, managers and administrators;
    - (3) Consistently demonstrating the Tenants of Taekwon Do, Student Oath, the spirit of martial arts and sportsmanship, leadership and ethical conduct;
    - (4) Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
    - (5) Consistently treating individuals fairly and reasonably; and
    - (6) Ensuring the rules and regulations of the TNSA, CTFI, ITF, and the spirit of such rules, are adhered to.
  - b. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behaviour that constitute harassment include but are not limited to:
    - (1) Written or verbal abuse, threats or outbursts;
    - (2) The display of visual material which is offensive or which one ought to know is offensive;
    - (3) Unwelcomed remarks, jokes, comments, innuendos or taunts;
    - (4) Leering or other suggestive or obscene gestures;
    - (5) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
    - (6) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
    - (7) Any form of hazing;
    - (8) Unwanted physical contact including touching, petting, pinching or kissing;

- (9) Unwelcomed sexual flirtations, advances, requests or invitations;
  - (10) Physical or sexual assault;
  - (11) Behaviours such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment; or
  - (12) Retaliation or threats of retaliation against an individual who reports harassment.
- c. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitutes sexual harassment include, but are not limited to:
- (1) Sexist jokes;
  - (2) Display of sexually offensive material;
  - (3) Sexually degrading words used to describe a person;
  - (4) Inquiries or comments about a person's sex life;
  - (5) Unwelcomed sexual flirtations, advances or propositions;
  - (6) Persistent unwanted contact; or
  - (7) Sexual assault.
- d. Refrain from use of power or authority to attempt to coerce another person to engage in inappropriate activities;
- e. Refrain from consuming alcohol and drugs eight (8) hours prior to or while participating in TNSA programs or events. In the case of adults, avoid consuming alcohol or drugs in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages and drug use in adult-oriented social situations associated with TNSA events;
- f. Refrain from consuming tobacco during an TNSA program or event;
- g. Respect the property of others and not willfully causing damage;
- h. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods;
- i. Comply at all times with the By-laws, policies, rules and regulations of the TNSA as adopted and amended from time to time; and
- j. Adhere to all Federal, Provincial, Municipal and host country laws.

## **SOCIAL MEDIA**

8. All individuals have a responsibility to:
  - a. Only connect and communicate with others through Social Media in a positive manner;
  - b. Ensure comments may not be interpreted as slurs, demeaning or inflammatory, etc;
  - c. Comply with applicable privacy, confidentiality and intellectual property law;
  - d. Refrain from the use of Social Media for the purposes of fraud and/or impersonation;
  - e. Refrain from uploading, posting, emailing or otherwise transmitting:
    - (1) Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another's privacy or otherwise objectionable;
    - (2) Material which is designed to cause annoyance, inconvenience, or needless anxiety to others;
    - (3) Infringes the patent, trademark, trade secret, copyright or other proprietary right of another party;
    - (4) Any unsolicited or unauthorized advertising or commercial material, "junk mail", "spam", "chain letter", "pyramid scheme" or any other form of solicitation; and
    - (5) Any material that contains software viruses or any other computer code, file or program designed to interrupt, destroy or limit the functionality of any computer software or telecommunications equipment.

## **COACHES/INSTRUCTORS**

9. In addition to paragraph 7 above, Coaches/Instructors have additional responsibilities. The Student-Instructor relationship is a privileged one and plays a critical role in the personal development of their student's life. Instructors must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Instructors **SHALL** at all times:

- a. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of students, including educating students as to their responsibilities in contributing to a safe environment;
- b. Prepare students systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm the students;

- c. Avoid compromising the present and future health of students by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of students' medical and psychological needs;
- d. Under no circumstances provide, promote or condone the use of drugs, alcohol, tobacco or performance enhancing substances;
- e. Accept and promote students' personal goals and refer students to other Instructors and sport specialists as appropriate and as opportunities arise;
- f. At no time engage in an intimate or sexual relationship with a student under the age of 18 years and at no time engage in an intimate or sexual relation with a student over the age of 18 if the Instructor is in a position of power, trust or authority over the student;
- g. Where a student has qualified for a training camp, provincial team, national team, etc, the Instructor will support the program, applicable coaching staff, the TNSA, CTFI and ITF;
- h. Respect the decisions of officials, and encourage students to do the same; and
- i. Respect and show appreciation to all competitors, Instructors, officials and other volunteers who give their time to the sport.

## **STUDENTS**

- 10. In addition to paragraph 7 above, students will have additional responsibilities to:
  - a. Report any medical or fitness problems in a timely fashion, where such problems may limit the student's ability to travel, train or compete;
  - b. Participate and appear on time for all competitions, practices, training sessions, events or activities; and
  - c. Refrain from behaviours that contravene the Tenants of Taekwon Do and the Student Oath.

## **OFFICIALS**

- 11. In addition to paragraph 7 above, Officials will have additional responsibilities to:
  - a. Conduct all events according to the rules of the TNSA, CTFI, ITF and/or modified rules as approved by the TNSA, CTFI, ITF or Host of the event;
  - b. Be fair and objective;
  - c. Avoid situations which a conflict of interest might arise;
  - d. Make independent judgments; and

- e. Report all inappropriate influences from individuals, including but not limited to Instructors, Coaches, Parents, Spectators and any representative of the TNSA.

### **PARENTS/GUARDINANS/SPECTATORS**

12. In addition to paragraph 7 above, Parents/Guardians of Individuals and Spectators at events will:

- a. Encourage students/participants to conduct themselves by the rules and to resolve conflicts without resorting to hostility or violence;
- b. Never ridicule a participant for making a mistake during a performance or practice;
- c. Provide positive comments that motivate and encourage participants' continued effort;
- d. Respect the decisions of officials, and encourage students to do the same. If there is a decision that is made and not supported, address the concern with the students' Head Instructor; and
- e. Respect and show appreciation to all competitors, and to the Coaches, Instructors, Officials and other volunteers who give their time to the sport.

### **SOLICITION**

13. Instructor, Coach, Owner or Representative's shall not solicit directly or indirectly a student from an instructor or club. If a student wants to relocate to another school, the following procedure will be strictly adhered to:

- a. The student must notify the instructor for the intent and reasons to relocate;
- b. The student in circumstances where the comfort levels prevents para 13a, the student can request a representative, such as the receiving instructor or the TNSA Board of Directors to facilitate the process;
- c. In the event the losing Instructor denies the relocation of the student, the TNSA Board of Directors will review the merits of the relocation and vote. A majority vote will be required; and
- d. The receiving Instructor shall notify the TNSA Board of Directors in every situation of a student requesting or relocating from another Instructor.

### **REVIEW & APPROVAL**

14. This policy will be reviewed annually on the date of first approval.

15. This Policy was approved by the TNSA on the \_\_\_ day of \_\_\_\_\_, 20\_\_.