

## **Sport North Bay**

## Fair Play Policy and Code of Ethics Development Manual

**For Sport Organizations** 

### So all kids can play in a safe and fun environment



Note: Sport groups should check with their provincial sport governing body for a fair play policy specific to their sport.

#### Purpose....

This manual is intended to assist sport organizations in the development of:

- Strategies to promote the positive benefits of participating in youth sports.
- Communication techniques to promote fair play and ethical behaviour.
- A plan to foster attitudes that discourage the use of intimidation and/or physical or verbal assaults in sporting event.
- Dispute resolution strategies.

#### **Table of Contents**

1.	North Bay a "True Sport" Community	.1
2.	Why have a Fair Play Policy and Code of Ethics?	.3
3.	Fair Play Principles	.5
4.	Communication Strategies for Coaches	7
5.	Strategies for Promoting Fair Play within your organization	9
6.	Guidelines for Effective Communication and Conflict Resolution	10
7.	Acknowledgements	13

#### **Appendices**

Appendix 1 - Code of Conduct for Coaches

Appendix 2 – Code of Conduct for Athlete

Appendix 3 – Code of Conduct for Parents

Appendix 4 – Code of Conduct for Officials

Appendix 5 – Code of Conduct for League Organizers

#### North Bay - A "True Sport" Community

Sport North Bay is a member of "True Sport" and supports its Values and Principles. We encourage all sport organizations, teams, schools to adopt them as well, to guide the delivery of their respective sport programs and services. Supporters can become a member of the "True Sport" community by signing up at <a href="www.truesport.ca">www.truesport.ca</a>. This site provides valuable information and resources to members.

The vast majority of Canadians (over 90%) believe that sport can and should make a positive contribution to the development of our youth and the quality of life in our communities. But less than one in five believe that sport is living up to its potential. (2002 Canadian Public Opinion Survey on Youth and Sport)

#### Sport is never neutral....

- It can teach positive values and ethics or not.
- It can help people develop a positive self-image and respect for others or not.
- It can strengthen community life or not.
- Sport can bring people together, foster friendships, and reinforce healthy lifestyles, and build civic pride and community participation.
- Or it can be about violence, drugs, cheating, winning at any cost.
- It's up to us.

Positive sport values may be alive and well in your group or community, but don't take this for granted. It's essential to actively support positive values, in simple and powerful ways. Join the growing ranks of teams, organizations, schools, communities, clubs and associations across Canada who are building a stronger, more positive sport culture through True Sport.

#### **True Sport is...**

...a national Movement of communities and groups across Canada working to ensure a positive, meaningful and enriching experience for all who participate in sport. The True Sport Movement is based on the belief that good sport can help build lasting strengths in individuals, as well as healthy, vibrant communities and a more socially connected Canada. At the heart of True Sport there are four core values: **fairness, excellence, inclusion and fun**.

#### It's a Movement powered by people like you...

...athletes, coaches, officials, organizers, parents, teachers, and community leaders; People who know that sport can transform lives and communities; People who care about the positive values that sport embodies; like teamwork and commitment; People who want to see sport live up to its full potential.

Fact: 92% of Canadians believe community-level sports contribute to the development of positive values in youth today. (CCES Public Opinion survey, 2002)

#### **True Sport Guiding Principles**

To guide all stakeholders as they build the sporting community in North Bay

- To Recognize Sport as a Valuable Community Asset.
- To Champion Ethical Conduct.
- To Promote Inclusion.
- To Strengthen Connections.
- To Support Excellence.
- To Foster Healthy, Active Lifestyles.
- To Create Safe and Welcoming Environments.
- To Celebrate Contribution.

#### **Honouring Sport**

The principle of honouring sport challenges coaches, athletes, parents, spectators, volunteers and administrators to recognize and promote the value of sport for individuals, teams, the community and society in general. Honouring sport implies that all those involved in a duty of care including coaches, parents, officials, volunteers and administrators.....

- Act on and promote clearly articulated values related to the coaching and administration of sport.
- Encourage and model honourable intentions and actions.

#### Why have a Fair Play Policy and Code of Ethics?

- To reduce the incidences of verbal, physical and emotional intimidation in all sports in the City of North Bay.
- To promote positive cheering behaviours among spectators and fans.
- To increase the level of understanding among spectators, coaches, and players of the importance of a positive and supportive environment for the development of children's physical, social and emotional well being within the sport context.



There is a strong net positive social impact from sport participation. (http://www.sportalberta.ca)

#### Why have a Code of Ethics?

A code of ethics can help coaches, officials, and administrators to evaluate issues arising within a sport because it represents a reference for what constitutes the "right thing to do".

#### What is a Code of Ethics?

A code of ethics defines what is considered good and right behaviour. It reflects the values held by a group and outlines the expected conduct of members while they participate and/or perform their duties and responsibilities. It can also be used as a benchmark to assess whether certain behaviours are acceptable.

#### **Principles of a Code of Ethics include:**

- Respect for Athletes
- Honouring Coaching Responsibilities
- Maintaining integrity in relations with others
- Honouring sport

#### **An Ethical Coach:**

- Is consistently modeling the values of fair play integrity, fairness and respect.
- Is an advocate for the children on his/her team.
- Keeps information and conversations about the children confidential and never gossips about players with parents or other team members.
- Remains calm and in control of emotions at all times, regardless of the outcome of the game.
- Is involved and responsible for everything that happens when the children are in his/her care.
- Has a copy of and is aware of his/her sports CODE of ETHICS.

#### **Fair Play Principles**

"Fair play is a universally understood concept that is grounded in the principles of integrity, fairness and respect including respect for others, respect for the game and respect of self. Fair play is one of the principle cornerstones of sport and is the essential ingredient impacting the moral development of athletes.

Fair play is a choice not only made by participants but also by coaches, trainers, officials, parents and sport administrators. Through positive sport experiences, participants learn about setting goals, working hard, and having fun. They learn to respect their own abilities, (and in team sports, those of their team-mates) and those of their competitors, and to value the effort of all participants, regardless of ability. When guided appropriately, athletes begin to realize that the joy of sport is as much in the effort as in the result."

#### (http://www.ethicalsport.ca/eng/fairplay.cfm)

In addition to a code of ethics all coaches, athletes, parents, administrators and volunteers should abide by the principles of fair play. Applying fair play principles implies that all those involved in sport recognize the importance of fairness, a respectful attitude, and appropriate conduct when engaged in sporting activities and agree to model and promote them.

Fair play promotes safety, respect, and a positive environment.

## How persons involved interact determines how positive or negative an event becomes.

#### **Principles of Fair Play**

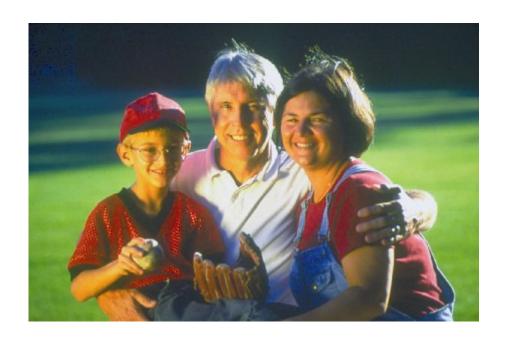
- Respect the rules.
- Respect the opponents.
- Respect the officials.
- Have everyone participate.
- Maintain self control.
- Have Fun

#### **Rationale behind Fair Play:**

- A fair play program makes all individuals aware that playing a sport is a privilege not a right.
- A fair play program can provide an association with a visible commitment that promotes the concepts of safety, integrity and respect.
- A fair play program can develop a comprehensive guide by which the association executive can run its programs in addition to existing rules, regulations and objectives.

## Fair Play behaviours for coaches, athletes, officials and parents include:

- Follow all the rules and never seek to deliberately break a rule.
- Aim to compete fairly, using talent and ability to win; refuse to win by illegal means or by cheating.
- Respect the officials and accept their decisions.
- Recognize good performances by the opponents.
- Maintain dignity in all circumstances and demonstrate self control. In defeat, recognize
  with dignity the superiority of the opponent. In victory act modestly and do not ridicule
  the opponent.
- For the officials, know all the rules and apply them with impartiality at all times.



Sport develops skills that individuals can use to become more productive at work. It also builds social cohesion and social capital—keys to development and prosperity. (http://www.sportalberta.ca)



#### **Communication Strategies for Coaches**

The most important aspect of good communication is that it happens regularly. Try to communicate with every child every time you practice or have a game. Address each child by his or her name at every opportunity. Talk to each child on a regular basis about their interests and life outside of sports.

Children tend to equate trying hard with being successful. Your feedback should reward their efforts and correct their skills; focus on what athletes should do and avoid using the word "don't". Their internal sense of self confidence, self worth and motivation is profoundly affected by the feedback they get from coaches and parents. Positive and constructive feedback will motivate children and keep them playing sport.

- Talk to children at their level both figuratively and literally.
- Be sincere.
- Use words that kids understand; do not talk down to them.
- Practice active listening respond to their questions and concerns in a way that demonstrates that you are listening to them; really listen to what they are saying.
- Paraphrase their comments back to them.
- Communicate with parents throughout the season.
- Use discretion when discussing sensitive topics with parents or children.
- Children should not be disciplined publicly or in a way that humiliates them.
- Important discussions about children should be held privately with parents and kept in confidence.
- Screaming and yelling as a coaching technique DOES NOT WORK ON KIDS! Studies show that punishing athletes for their mistakes leads to children performing out of fear and athletes who have a fear of failure perform more poorly in competition, have a greater risk of injury, enjoy the sport experience less and are more likely to drop out of sports.
- Provide opportunity for the athletes to ask questions and contribute to team discussions and decisions.

After a win, the team's spirits are always higher and the kids feel good about their victory. This is the precise time to go over some of the areas for improvement which are often overlooked when the game is won.

**TIP:** a good coach teaches his players how to give proper encouragement so players become allies and friends!

Coaches who practice effective communication skills are setting the stage for a successful coaching season. Involving parents and athletes in setting goals and opening the lines of communication should help to avoid many conflicts.









#### **Strategies for Promoting Fair Play within Your Organization**

- Create a team handbook which promotes the goals and policies of the organization and contains the code of conduct for all those associated with the organization. Emphasize the importance of sportsmanship, fair play and the focus on skill development over winning at all costs.
- Hold a team meeting at the beginning, middle and end of the season to discuss and reinforce fair play and ethical behaviour.
- Review club/program/individual goals frequently.
- Hold a parent information night at the beginning and end of the season to review policies and celebrate successes.
- Post the players, coaches and spectators fair play codes of conduct where they are visible to all.
- Create a committee which will review policies, hear the concerns and decide outcomes in the best interest of the players and the organization.
- Ensure that players shake hands and congratulate or thank the opponents and officials respectfully at the end of the game.
- As a coach, official, parent or volunteer be sure you are a role model for positive behaviour.
- Create awards for players, parents and coaches who model and promote fair play.
- Provide an orientation program for new coaches, families, and administrators.
- Provide regular opportunities for safety, abuse and harassment training.
- Evaluate programs, circumstances and issues as they arise from the standpoint of the best interests of the child.



#### **Guidelines for Effective Communication and Conflict Resolution**

Effective communication is essential to ensure that parents, coaches, participants and spectators are not receiving mixed messages. At the outset of the season:

- Be sure coaches and parents are aware and accepting of the philosophy and policies of the program.
- Have procedures in place for dealing with conflicts which may arise between coaches and parents, parents and children, coaches and officials, among parents, among children.
- Have signed codes of fair play (conduct) which are clearly understood and which will be enforced consistently.
- Consistently evaluate your sport program on the basis of how well all participants communicate with one another.
- Develop an agreed upon policy for reporting safety, abuse, harassment issues and a protocol for action.
- Develop a dispute resolution committee.

(Sport North Bay is committed to assisting sport organizations with the development of policies and or the process involved in the resolution of disputes which may arise from time to time in the sport context.)

#### **Dispute Resolution Strategies**

- Look for solutions and not for blame.
- Focus on the problem and not on the person.
- Take a non-adversarial approach.
- Use dialogue...not debate.
- Try for a win/win solution.
- Focus on change and not on control.

#### **Toolbox of Skills:**

- Listening: Suspend judgment initially and concentrate on what is being said. Listen to **all** the other person has to say.
- Listen to both sides of an issue.
- Tone of voice should be low and calm.
- Acknowledge and respect the emotions of each party.
- Be sure parties feel that there is not a power imbalance.
- Be non-judgmental.
- Use open ended questions as much as possible.
- Facilitate the sharing of information.
- Summarize what you have heard to ensure clarity.
- Have an incident report form available and completed.

#### **Looking for Solutions:**

- Look for building blocks for resolution i.e. common interests.
- Focus on the present and future but not on the past.
- Brainstorm for solutions from both parties.
- Apply who, what, when, where and how questions to the proposed agreement to ensure all aspects are clear.
- Reach and sign agreements which impact the future.
- Consider evaluation, implementation and revision possibilities.
- Consider if legal advice is needed before signing agreements.

#### The Process:

- 1. Establish a process which recognizes the interested of all parties equally.
- 2. Gather all the information.
- 3. Identify the problem and the feelings behind it.
- 4. Ask open ended questions which are non-threatening and non-judgmental and commonly begin with how, what, when, and describe, but NOT why.
- 5. Determine the common interests.
- 6. Generate possible solutions- brainstorm for solutions from all involved parties.
- 7. Agree on one or more solutions.
- 8. Put the agreement in writing.
- 9. Evaluate the process and the outcome.







Guidelines for Effective Communication and Conflict Resolution continued......

#### **Consequences:**

Appropriate and fair consequences should be developed by the organization in consultation with all levels of personnel and others whose knowledge and experience would provide constructive input to the process (i.e. sport governing body, officials, etc.) prior to the beginning of the season. Consequences should also be delivered in a manner which is respectful and consistent for the benefit of all involved and with the intent to improve circumstances in the future.

Failure to abide by established policies will result in consequences that could include but are not limited to:

- Verbal warning by the appropriate personnel whose responsibility it is to maintain behavioural standards.
- Written warning.
- Written apology.
- Game suspension with written documentation of incident kept on file by the organization involved.
- Game forfeit where and when appropriate.
- Season suspension.

#### **Zero Tolerance**

A sport environment becomes unacceptable when there is neglect or emotional, physical or sexual abuse. In such cases, a policy of ZERO TOLERANCE must be practiced.

Sportsmanship is defined as "conduct and attitude considered as befitting participants, including a sense of fair play, courtesy toward team-mates and opponents, a striving spirit, and grace in losing."

#### **Acknowledgements**

- 1. National Coaching Certification Program
- 2. Ontario Hockey Federation, Code of Conduct
- 3. Coaches Association of Ontario, Coaching Code of Ethics
- 4. Sackville Minor Basketball Association Fair Play
- 5. City of Hamilton Conflict Codes
- 6. Good Sport Codes of Conduct
- 7. Australian Sports Commission Coaches Code of Conduct
- 8. National Youth Sport Safety Foundation Sport Parent Code of Conduct
- 9. Gloucester Hockey Association Fair Play in the GHA
- 10. Managing Conflict A Practical Guide to Conflict Resolution
- 11. High Five Quality at Play
- 12. True Sport Canada



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## **Appendices**

## **Sample**

## **Codes of Conduct**

**For Sport Organizations** 



#### Appendix 1



#### **Code of Conduct for Coaches**

- I will teach my athletes to play fairly and to respect the rules, officials, opponents and team-mates.
- I will ensure that all my athletes receive equal instruction discipline, support and appropriate fair playing time.
- I will not ridicule or yell at my athletes for making mistakes or for performing poorly.
- I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- I will ensure that equipment and facilities are safe and match the athlete's ages and ability.
- I will use appropriate praise as it is earned and set a good example. I will remember that children need a coach they can respect.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will ensure that all team funds are properly accounted for and that any monies remaining at the end of the season are returned to the parents in a manner proportional to the way they were paid in.
- I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.

I agree to abide by this code of conduct and to be subject to the rules and policies of the team, club/organization

Name:		Date	Date	
	(Print)			
Signature		Team name:		

# Sample

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#### Appendix 2

#### **Code of Conduct for Athletes**



- I will play for the enjoyment of the game in the true meaning of sportsmanship.
- I will cooperate with my coaches, team-mates and the officials.
- I will do my best at every practice or game remembering that both my own and the teams performance will improve as a result.
- I will remember that winning is only part of the game; having fun, making friends, improving performance and doing my best are most important.
- I will acknowledge good plays by my team-mates and the opposition.
- I will control my temper. I understand that verbal abuse and provoking an opponent are not acceptable behaviours.
- I will always play by the rules. If I disagree with the decision of an official I will inform the captain, coach or manager who will deal appropriately with the situation.
- I will not participate in any aspect of team activities while intoxicated or using inappropriate substances.
- I will respect the rights, dignity and worth of all people regardless of age, gender, ability or cultural background.

I will thank the opposition and officials at the end of the game.

I agree to abide by this code of conduct and to be subject to the team, club/organization.	e rules and policies of the
Participant Name:	_ Date:
Signature:	



#### Appendix 3



#### **Code of Conduct for Parents**

- I will remember that my child participates in sport for his/her enjoyment and not mine.
- I will remember that children learn best by example and therefore I will applaud good plays and performances by both my child's team and the opposition.
- I will encourage my child to play within the rules, to respect the opponents and to resolve conflict without resorting to hostility, humiliation or violence.
- I will encourage my child to do his or her best rather than focus on the outcome of the competition.
- I will never ridicule or yell at a child for making a mistake or losing a game.
- I will respect the decisions of the officials or judges and will question decisions only through the appropriate mechanism.
- I will support all efforts to remove verbal and physical abuse from children's games.
- I will respect and show appreciation for the volunteers who give their time for the betterment of sport.
- I will never harass players, coaches, officials or other spectators.
- I will not arrive at a team event intoxicated in any manner or use inappropriate substances during games or at any time associated with team activity.

I agree to abide by this code of conduct and team, club/organization.	to be subject to the rules and policies of the
Name:	Date:
Signature:	

# sample

#### Appendix 4

#### **Code of Conduct for Officials**



- I will place the safety and welfare of players above all else.
- I will respect all players regardless of their age, gender, and ability, cultural or religious background.
- I will be impartial, consistent, objective and courteous when making decisions.
- I will accept responsibility for my actions and decisions.
- I will not accept unsportsmanlike behaviour.
- I will avoid any situations which may lead to or be construed as a conflict of interest.
- I will be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive.
- I will always respect and remain supportive of other officials.
- I will emphasize the spirit of the game rather than the errors.

Signature:

- I will keep up to date with the latest laws and rules of the game.
- I will refrain from any form of personal abuse towards players, coaches, parents or spectators.

#### Appendix 5





As a league organizer you are responsible for considerable behind the scenes work. You organize schedules, ensure the rules are enforced and communicate league information and policies to sport governing bodies, coaches, parents, players and the media. You play an immense role in creating an atmosphere that establishes, encourages and maintains fair and safe play.

- 0 We will do our best to ensure that all children are given a chance to participate regardless of gender, ability or ethnic background.
- We will ensure that the leagues equipment and facilities are safe and match the • athlete's age and abilities.
- We will remember that athletes play for their own sake and that winning should be kept in proper perspective.
- We will mandate and ensure the distribution and collection of fair play codes to • coaches, athletes, parents, officials and spectators.
- We will model and provide opportunity for fair play development while learning new • skills.
- I will ensure that all of the organizations funds are properly accounted for and managed in a responsible manner.

I agree to abide by this code of conduct and to be subject to the rules and policies of the association. Name: Date: Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: