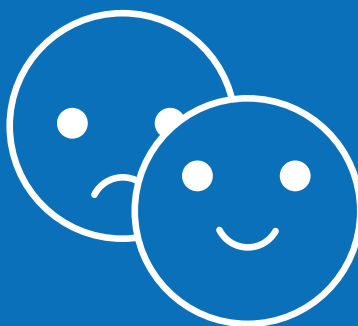


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## Integrity protection policy, rules and procedures ADMINISTRATOR'S CODE OF CONDUCT

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 \_\_\_\_\_

- » Recognize the participant as the central element of any decision or action
- » Ensure that an equal opportunity to participate in the activities is offered to all participants, regardless of age, gender, or skill level;
- » Ensure that the participants are supervised by skilled individuals who respect the principles valued by the organization;
- » Promote fair play, social and civic engagement, and the spirit of solidarity;
- » Promote all volunteer's participation in training programs or the advance courses
- » Take all necessary measures to value and impose respect towards the officials;
- » Take all necessary measures to ensure the safety and integrity of the participant;
- » Ensure that the premises, facilities, equipment, and rules of the game meet the interests and needs of the participant;
- » Ensure good relationships and contacts with the media, the public, and all organizations or individuals associated with the organization;
- » Plan all activities so that a worker (coach, 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);
- » Refer to the guidelines offered on the [www.sportbienetre.ca](http://www.sportbienetre.ca) website;
- » Use social networks, the Internet, and other electronic media in an ethical and respectful manner towards colleagues, coaches, and managers, not to use it to provoke the opponent or another member;
- » Refrain from all alcohol or drug use in the execution of your duties;
- » Ensure that everyone is treated with respect and fairness.

Administrator's, don't take any situation lightly or brush it off

