

SPORT. EDUCATION. PRIDE.

RSEQ®

**INTEGRITY,
PROTECTION POLICY,
RULES & PROCEDURES**

A. PREAMBLE

As part of its mission, the Réseau du sport étudiant du Québec (hereinafter RSEQ) has the responsibility to protect its members, providing them with a safe, fair and trustworthy environment for all stages at all levels, whether local, regional, provincial, national or international.

Therefore, the RSEQ will not tolerate any form of abuse, harassment, negligence or violence, whether physical, psychological or sexual, in all programs and activities, deemed “approved,” it and its members provide in accordance with its rules and regulations. The RSEQ recognizes the importance of taking reasonable steps to prevent and intervene to stop all forms of abuse, harassment, negligence or violence when such behaviour is brought to its attention. Within this context, the RSEQ has adopted this Policy and the Code of Conduct, which is an integral part of this Policy that sets out the main duties associated with the performance of activities it governs. This Policy and the Code of Conduct expressly bind all the members of the RSEQ, its regional bodies, its different sections, including all male and female participants. The fact that many of its members (e.g., institutions, schools, colleges, universities, athletic directors, coaches, officials and administrators) are in a position of authority over other members justifies RSEQ’s key role in providing a safe and healthy environment for sports.

This Integrity Protection Policy serves as a governance tool to which all individuals listed in Section C below are subject, which aims to regulate their behaviour, ensuring it is, at all times, aligned with our mission.

This Policy does not replace and/or substitute any law, regulation or other provision that may be applicable.

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

For the purposes of this Policy, the definitions of the terms herein are set out in Appendix A and the Code of Conduct in Appendix B .

B. OBJECTIVES

The provisions of this Policy established by the RSEQ aim to achieve the following objectives:

- a) Make all individuals (directly or indirectly involved in the RSEQ student sport community) aware that all forms of abuse, harassment, negligence or violence are not tolerated.
- b) Take reasonable steps to provide a safe and healthy environment for sports free from abuse, harassment, negligence or violence.
- c) Introduce measures that promote respect for the dignity and the psychological, physical and sexual integrity of individuals involved in the RSEQ student sport community.
- d) Encourage the reporting of abusive, harassing, neglectful or violent behavior, words, actions or gestures as soon as they occur.
- e) Establish an effective integrity protection procedure, providing access to a formal process for handling complaints of abuse, harassment, neglect or violence by an integrity protection committee and, if the parties wish and consent to do so, to an informal conflict resolution process, such as mediation.
- f) Take the necessary administrative or disciplinary steps to stop abuse, harassment, negligence or violence brought to its attention.
- g) Identify resources that a person can contact when involved (as a victim or a witness) in any case of abuse, harassment, negligence or violence in an RSEQ student sport environment.
- h) Approve the mandate of an independent Complaints Officer to handle complaints of abuse, harassment, negligence or violence.

C. APPLICATION

This Policy applies to all individuals involved in the RSEQ student sport community (including members, athletic directors, participants, parents of participants, referees/officials, volunteers, employees, officers, suppliers and clients). It covers all cases of abuse, harassment, negligence or violence, as defined in Appendix A, which may occur in any "approved" activity or program, or any activity other than a sports activity. Any member taking part in an "unapproved" sports activity understands, however, that the RSEQ's courses of actions may be limited when involving non-members. For the specific subjects set out and defined in Appendix A (such as abuse, harassment, negligence and violence), this Policy takes precedence over any other policies, rules and procedures that may be in effect at the RSEQ or at any of its members, regional bodies or different sections, binding all RSEQ members, regional bodies and different sections.

This Policy does not prevent an employer, whether it is RSEQ or one of its members, from applying its own internal harassment policy to its employees or from conducting its own administrative investigation in order to take any action that it deems appropriate toward an alleged victim and the alleged perpetrator of abuse, harassment negligence or violence. Moreover, this Policy does not prevent the RSEQ or one of its members from applying a rule for imposing an automatic sanction during a game or a competition involving members or male or female participants. At any time, any alleged victim can also apply to the appropriate courts to assert his or her rights, if any.

D. RESPONSIBILITIES AND RIGHTS OF INDIVIDUALS INVOLVED IN THE COMMUNITY (STUDENT SPORTS)

The RSEQ points out that, in accordance with the *Youth Protection Act*, any person with reasonable grounds must report to the Director of Youth Protection (DYP) all cases of a minor's sexual and physical abuse, regardless of the alleged abuser and the steps taken by the parents to put an end to the situation. This reporting requirement also applies to the situation where a minor is subjected to physical abuse or unreasonable educational or coaching methods.

All individuals involved in the RSEQ student sport community must maintain and promote standards of conduct to ensure that it is free of abuse, harassment, negligence, or violence in accordance with the Code of Conduct established by the RSEQ.

The RSEQ expects everyone to cooperate and encourages everyone to express their disapproval of behaviour that they deem inappropriate and apply this Policy, if necessary.

Any person involved in the RSEQ student sport community must report to the Complaints Officer any abuse, harassment or violence of a sexual nature committed against a person who is also involved in the RSEQ sport student community, whether he or she is a minor or an adult.

Any person involved in the RSEQ student sport community must report to the Complaints Officer any abuse, harassment, negligence or violence **of a non-sexual** nature committed against a person who is also involved in the RSEQ student sport community, whether he or she is a minor or an adult.

All members (including the regional bodies and different sections of RSEQ) must cooperate in the process of handling any complaint filed under this Policy. All members must also respect the confidentiality inherent in handling a complaint.

E. FILING A COMPLAINT

1. a) For any complaint of abuse, harassment or violence of a sexual nature, the complaint can be filed at any time.
b) For any complaint of abuse, harassment or violence of a non-sexual nature, unless there are exceptional circumstances, the complaint must be filed within one hundred and twenty (120) days of the event or events giving rise to it.
2. Every complaint must be made in writing and forwarded directly to the Complaints Officer. It must be signed and include the name and contact information of the alleged victim, a description of the alleged acts and circumstances, as well as the identity of the alleged perpetrator of the abuse or harassment.
3. If the Complaints Officer or the Integrity Protection Committee finds a complaint to be abusive, frivolous or made in bad faith, it can initiate a new complaint process against the complainant. If the complainant is a member of the RSEQ or a person involved in RSEQ student sport community, he or she may be subject to disciplinary or administrative action.

Therefore, the Complaints Officer can forward his or her complaint against the complainant to the Integrity Protection Committee, which can convene and hold a hearing according to the procedures set out in this Policy, with such modifications as the circumstances require. 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, who will appoint a new Integrity Protection Committee composed of different people, to make a recommendation to the Federation (or the organization) to sanction the misconduct of the complainant, if necessary.

F. COMPLAINT PROCESS

4. Complaints are handled as as quickly as possible in order to act rapidly to stop the situation of abuse, harassment, negligence or violence.
5. **The process for handling complaints is based on the type of complaint:**
 - a) Abuse, harassment or violence of a sexual nature
 - b) Abuse, harassment, negligence or violence of a non-sexual nature

G. PROCESS FOR HANDLING COMPLAINTS OF ABUSE, HARASSMENT OR VIOLENCE OF A SEXUAL NATURE

6. 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 may report the situation directly to the police department.

The copy of the complaint of abuse, harassment or violence of a sexual nature must not be released to the alleged perpetrator of abuse, harassment or violence.

All complaints are handled in a manner that maintains the confidentiality of the identity of the alleged victim. However, if it is not possible to handle the complaint without identifying the alleged victim due to the nature of the case, the alleged victim will be notified of this fact. The alleged victim may choose to remain anonymous.

7. If any of the individuals subject to a complaint of abuse, harassment, negligence or violence of a sexual nature is an employee of the RSEQ or an employee of one of its members, the Complaints Officer must immediately send a copy of the complaint to the chief executive officer or president of the RSEQ or the member in question, allowing the file to be also handled by its human resources manager, if necessary. If the Complaints Officer is aware that any of the individuals involved in the complaint is, or could be, an employee of a RSEQ member, the Complaints Officer must notify the complainant and the alleged victim, in writing, that they may also, submit a complaint directly to the employer, as soon as the Officer rules on the admissibility of the complaint.
8. When the Complaints Officer receives a complaint of abuse, harassment or violence of a sexual nature, he or she may contact the complainant and the alleged victim for additional information to determine if the complaint is serious and admissible. The nature of the facts, their seriousness, the probative value of the allegations and the person concerned are all considered by the Officer in his analysis. With a complaint reported to the DYP as set out in Section 5 above, the Complaints Officer awaits the DYP's ruling on the admissibility of the said complaint.
9. When the Complaints Officer has reasonable grounds to believe that a complaint of abuse, harassment or violence of a sexual nature is serious, he or she 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 or she informs the complainant and the alleged victim in the same way, providing reasons for denying the complaint.

10. If the alleged perpetrator of abuse, harassment or violence of a sexual nature is a member of the RSEQ or a person involved in RSEQ's student sport community, the Officer informs him or her as soon as possible that he or she is the subject of an admissible complaint of abuse, harassment or violence of a sexual nature and is automatically expelled from all RSEQ programs and activities for an indefinite period. The exclusion applies to all levels, if applicable. The Officer also notifies the RSEQ that one of its members or a person involved in RSEQ's student sport community has been expelled due to a complaint of abuse, harassment or violence of a sexual nature. At this stage, a formal investigation is not conducted by the Complaints Officer to prevent jeopardizing or contaminating the work of the DYP or the police department.
11. The automatic indefinite exclusion confirmed by the Complaints Officer remains in effect until the Integrity Protection Committee has reached a ruling on a 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 or her file (for example, the end of the investigation conducted by the police department and the DYP or a judgment rendered by a court)..

In the course of analyzing the request for reassessment, the Complaints Officer may contact the complainant and the alleged victim to obtain additional information. If there are prima facie grounds to support a reassessment of the case, the Complaints Officer will notify the alleged perpetrator of abuse, harassment or violence of a sexual nature, as well as the complainant and the alleged victim, if applicable, by e-mail or registered mail, within ten (10) days of receiving the request, unless there are exceptional circumstances.

The request for reassessment is, at this stage, forwarded for a ruling to the Integrity Protection Committee in accordance with the provisions of this Policy (Section 23 and onward), with such modifications as the circumstances require. The Committee may recommend a disciplinary sanction to the RSEQ. It can also rule on the outcome of the administrative measure to which the alleged perpetrator of abuse, harassment or violence of a sexual nature is subject.

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

12. If the alleged perpetrator of abuse, harassment or violence of a sexual nature is not a member of the RSEQ, the Complaints Officer will determine the administrative measure, if any, that can be taken by the RSEQ and informs the complainant and the alleged victim.
13. The rulings rendered by the Complaints Officer are final and cannot be appealed.

H. PROCESS FOR HANDLING COMPLAINTS OF ABUSE, HARASSMENT, NEGLIGENCE OR VIOLENCE OF A NON-SEXUAL NATURE

14. If any of the persons subject to a complaint of abuse, harassment, negligence or violence of a non-sexual nature is an employee of the RSEQ or one of its members, the Complaints Officer will immediately send a copy of the complaint to the chief executive officer or the president of the RSEQ or the member involved in the complaint, allowing the file to be also handled by its human resources manager or the president, if the complaint involves the executive director. If it is known to the Complaints Officer that any of the individuals involved in the complaint is or could be an employee of a member of the RSEQ, the Officer shall notify the complainant and the alleged victim in writing that they may also file a complaint directly with the employer concerned, as soon as he or she has ruled on the admissibility of the complaint.
15. When the Complaints Officer receives a complaint of abuse, harassment, negligence or violence of a non-sexual nature, he or she may contact the complainant or alleged victims for additional information to determine if the complaint is admissible. Faced with a complaint that appears admissible, the Officer shall confirm, 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 receiving it, unless there are exceptional circumstances. Otherwise, the complainant and the alleged victim shall be informed in the same way, giving reasons for the refusal.
16. When he or she receives a complaint of abuse, harassment, negligence or violence of a non-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 of a non-sexual nature, he or she may recommend, as an administrative measure, the exclusion of the alleged perpetrator, by the RSEQ or its member, from all programs and activities of the RSEQ or the member involved in the complaint, for an indefinite period. The exclusion applies to all levels, if applicable. The exclusion remains in effect until the Integrity Protection Committee has reached a ruling following a hearing on the complaint.

The nature of the facts, their seriousness, the probative value of the allegations and the person concerned are all considered by the Officer in his analysis. The Officer may also contact the DYP if the complaint involves an alleged minor victim.
17. 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 has been compromised.
18. If the alleged perpetrator of abuse, harassment, negligence or violence of a non-sexual nature is not a member of the RSEQ or one of its members, the Complaints Officer shall determine the administrative measure, if any, that can be taken by the RSEQ or the member concerned, notifying the complainant and the alleged victim accordingly.
19. Before forwarding the file to the Integrity Protection 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 of a non-sexual nature, if applicable, an informal resolution process. The goal of this informal process is to seek solutions to the problem, with the good faith participation of everyone involved in the complaint, and not to establish whether there is abuse, harassment, negligence or violence of a non-sexual nature. This mediation process can be conducted by an internal or external mediator, if the individuals involved in the complaint consent.

20. 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 approach or if mediation fails, the complaint will be addressed by the formal investigation process.
21. The Officer who ruled that a complaint is admissible shall forward a copy of said complaint to the Integrity Protection Committee, in order to hold a hearing between the parties involved, unless the case has been resolved through mediation.
22. The rulings rendered by the Complaints Officer are final and cannot be appealed.

Composition of the Integrity Protection Committee

23. The Integrity Protection Committee consists of three (3) individuals selected by the Complaints Officer from a list of qualified candidates. These individuals cannot be employees or administrators of the RSEQ or one of its members.
24. Individuals on the Integrity Protection Committee must not be in a conflict of interest with all parties involved in a complaint, in order to preserve the impartiality of the process..
25. To conduct the hearing, the individuals selected to sit on the Integrity Protection Committee shall appoint one of its members as Chair of the Committee.
26. The Chair of the Committee shall send a Notice of Hearing to the complainant, alleged victim and respondent (alleged perpetrators of abuse, harassment, negligence or violence of a non-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 for his or her summons. A copy of this Policy and RSEQ's general by-laws must be attached to the notice of hearing.
27. The Committee can sit anywhere in Quebec, if necessary. The hearing may also be held by videoconference or conference call.

Hearing Procedure

28. The hearing is held in closed session.
29. The Committee first proceeds to hear the complainant's evidence, followed by the alleged victim's evidence. It subsequently hears the respondent's evidence. Finally, it hears the representations of the complainant, the alleged victim and the respondent. Each party is responsible for ensuring the presence and expenses his or her witnesses and must make sure to have enough copies of the documentation that he or she intends to use for all participants at the hearing (six in total).
30. The Committee may agree to postpone a hearing, if it finds that the reasons given by a party are serious.
31. When a duly summoned respondent is absent from the hearing, the Committee shall render a ruling based on the only evidence presented to it by the parties present at the proceeding.
32. If neither the complainant nor the alleged victim are present at the hearing, although duly summoned, or if they both cannot provide evidence supporting the complaint, the Committee must dismiss it for lack of evidence.

Rules of Evidence

33. Hearsay evidence is not admissible.
34. The parties may testify themselves or be examined by their representative.
35. Witnesses of the parties may testify themselves or be examined by their representative.
36. Cross-examination by the opposing party is not permitted at the hearing.

Integrity Protection Committee Ruling

37. The Committee has twenty (20) days to transmit its recommendation to the RSEQ or the members involved in the complaint, by e-mail or registered mail.
38. The RSEQ or the members involved in the complaint have ten (10) days to confirm the Committee's recommendation and respond to the Committee by e-mail or registered mail.
39. Upon receiving the decision of the RSEQ or the members concerned, the Committee has five (5) days to forward the decision to the parties, by e-mail or by registered mail.
40. 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 RSEQ or the members concerned any one, or a combination of, the following sanctions:
 - a) Place a reprimand in the member's file.
 - b) Require the member to pay a penalty of \$100 to \$2,000 to the RSEQ within the period of time determined by the Committee. If the member fails to pay this established penalty to the RSEQ within the allotted time, the person involved is automatically suspended as a member of the RSEQ and all its members, from the day following the deadline until he or she has fulfilled his or her obligation.
 - c) Require conditions and commitments from the member.
 - d) Require the member to take part, at his or her own expense, in a training course specified by the Committee within the time frame it determines, to maintain its membership status. Failing to prove to the RSEQ that he or she completed the training within the time limit, the member is automatically suspended as a member of the RSEQ and all its members from the day following the deadline until he or she has fulfilled his or her obligation and is able to prove it.
 - e) Restrict the approved activities and programs in which the member can participate for the length of time it determines.
 - f) Suspend the member as a member of the RSEQ and all its members for a maximum period of twelve (12) months.
 - g) Expel the person involved as a member of the RSEQ and all its members.
41. The Integrity Protection Committee's ruling is final and cannot be appealed.
42. The RSEQ retains, at all times, the right to initiate any necessary proceedings against the respondent in order to force the payment of a penalty.

I. CONFIDENTIALITY

The RSEQ respects the right of individuals to the confidentiality of their personal information. Accordingly, it acknowledges that personal information obtained in connection with the application of this Policy and the decisions made under this Policy is confidential and will remain confidential to the extent permitted by law.

J. COMMITMENT OF THE MEMBERS OF THE FEDERATION (OR THE ORGANIZATION)

All members of the RSEQ must provide this Policy to their own members as soon as they join, primarily by notifying them in writing that it exists and publishing it on their website.

All members of the RSEQ must respect and implement, if necessary, the appropriate measures to enforce the decisions of the Complaints Officer and the Integrity Protection Committee. It is up to the Complaints Officer to make the necessary checks with the members to ensure compliance with any rulings under this Policy.

Any member who fails to comply with any rulings and implement the necessary measures is subject to disciplinary or administrative action. Under these circumstances, the Complaints Officer shall send a copy of his or her complaint to the Integrity Protection Committee, permitting it to hold a hearing in accordance with the procedures set out in this Policy, with such modifications as the circumstances require, for a ruling to be rendered to sanction the member's misconduct.

K. CONTESTING A RULING AND DISCLAIMER

The validity or legality of the rulings rendered under this Policy cannot be challenged in any court of law, unless an error of law or contravention of public policy is involved

The RSEQ and its members 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 case of an intentional or gross fault.

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

- a) The Director of Youth Protection in your area
- b) The police department
- c) 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 versions of the Integrity Protection Policy, Rules and Procedures, the French version shall take precedence.

APPENDIX A

DEFINITIONS

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

Bold words or expressions in a definition are defined in this appendix.

Physical abuse:

1. When a person is subjected to **physical harm**, whether or not it leaves marks, or unreasonable methods of upbringing by one parent or both parents, or by any other person involved in the student sport community.
2. When a person is at serious risk of physical harm, whether or not it leaves marks, or is subject to unreasonable methods of upbringing by one parent or both parents, or by any other person involved in the student sport community .

Sexual abuse:

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

Est assimilé à un abus sexuel, tout **harcèlement sexuel** ou toute conduite de nature sexuelle non sollicitée.

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 or 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.

This 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 behaviour, words, actions or gestures that affect a person's dignity. psychological or physical integrity that results in a harmful life environment.

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

Examples of behaviours that may be considered psychological harassment

Bullying, cyberbullying, threats, isolation; offensive or defamatory words or gestures toward 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 behaviours 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 methods.

Negligence:

1. When a child's parents, or the person with legal custody, does 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, an omission or both.

Examples of negligence in sports or recreational settings: asking 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 or her state of mental or physical health and does not intervene; knowing that the young person is behaving dangerously toward himself or herself (e.g. he or she has eating disorder or uses a doping substance) and does 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 did not do anything to protect him or her.

Physical harm:

Physical abuse of anybody under a person's authority or custody.

Violence:

Violence is defined as any manifestation of force, whether verbal, written, physical, psychological or sexual, exerted against a person, which has the effect of distress, harm, injury or duress to that person's psychological or physical integrity or well-being, rights or property.

In sports or recreational settings, this violence can be manifested by a person in authority (e.g., a coach), peers (teammates, opponents), parents, managers, team representatives, spectators, a member of the medical or support team (such as a physical trainer or massage therapist). It can occur in the locker room or shower room, on the field during a game or practice, at a coach's home, or during competitions, sports clinics 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 may compromise the integrity of that parent or person, or the person's psychological or physical well-being, regardless of his or her intentions.

Psychological violence:

Psychological violence occurs when a person is subjected to serious and ongoing conduct that is likely to cause him or her harm, by a parent or a person involved in the field. Examples of such behaviour include indifference, belittling, emotional rejection, excessive control, isolation, threats and exploitation, especially if the child is forced to do a job or an activity that is disproportionate to the child's abilities.

Examples of psychological violence in sport or recreation settings: Yelling profanities (swearing, cursing), saying mean things or making humiliating remarks to the participant, threatening the participant with physical injury or pretending to throw an object at the participant, systematically expelling or excluding the participant from a workout, purposely rejecting or ignoring the participant (systematically ignoring the participant's presence), forcing the participant to train despite an injury known to the coaching staff, inflicting additional training that leads to exhaustion or makes the participant ill, asking the participant to perform movements or techniques that are too difficult for his or her abilities, any other requests that could have negative impacts on the participant's health (such as the use of dangerous weight techniques and the use of a "no-go" approach). Any other request that could have a negative impact on a participant's health (e.g., the use of dangerous weight techniques and doping products).

Sexual violence:

A sexual act committed or attempted by a person without free consent, or against a person who is incapable of consenting or refusing. The term sexual violence includes **sexual assault**, **sexual abuse** and **sexual harassment**.

Examples of sexual violence in sports or recreational setting: touching any intimate part of a participant or a person involved in the field, making offensive sexual jokes, making suggestive gestures, exposing your private parts, touching someone's private parts, forcing a participant or an individual involved in the field to perform sexual acts in exchange for favours, privileges or under the manipulation of a peer, having an oral or written conversation of a sexual nature, exposing a participant or an individual involved in the field to sexual images.

Comme énoncé dans le préambule de la présente Politique sur l'intégrité, le Code de conduite fait partie intégrante de la Politique et lie le RSEQ et ses membres.

Ainsi, il incombe à chaque membre du RSEQ, à chaque institution, (école, collège, université) d'informer ses propres

Clarification

Bullying:

Any repetitive behaviour, word, act, gesture, deliberate or not, expressed directly or indirectly, including in cyberspace, in a context characterized by an unequal power relationship between the individuals concerned, which has the effect of creating feelings of distress, and harming, injuring, oppressing or ostracizing the person in the inferior power position.

Bullying, as defined in this appendix, is one of the three types of violence defined above: physical violence, psychological violence and sexual violence.

APPENDIX B

CODE OF CONDUCT

As stated in the preamble of this Integrity Protection Policy, the Code of Conduct is an integral part of it Policy, binding the RSEQ and its members.

Therefore, it is the responsibility of each RSEQ member and each institution (school, college and university) to inform its own members and its male and female participants of the existence of the Integrity Protection Policy and the Code of Conduct — in addition to ensuring that each club signs a declaration acknowledging that it read and accepts this Policy and the Code of Conduct.

It is also the responsibility of each institution to notify its own members and its male and female participants, through the declaration, that any breach of the obligations set out in this Policy and the Code of Conduct is subject to a sanction. The sanction shall be imposed by the Integrity Protection Committee for a breach of the Integrity Protection Policy 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:

Decision-making authority rests with the administrators, who have the ultimate responsibility for the quality of sporting and recreational activities. The local, regional or provincial administrator must ensure that the conduct of the sports or recreation is in line with their educational and social values. To fulfill this role, the administrator must do the following:

- a. Recognize the participant as the driving force behind any decision or action.
- b. Ensure that there is an equal opportunity to participate in activities for all participants, regardless of their age, gender or skill level.
- c. Ensure that the participants are supervised by skilled individuals who adhere to the principles valued by the organization.
- d. Promote fair play, social and civic engagement, as well as the spirit of solidarity.
- e. Promote volunteer participation in training programs or advance courses.
- f. Take all necessary steps to recognize, and demand respect for, officials.
- g. Take all necessary steps to ensure the safety and integrity of every participant.
- h. Ensure that the premises, facilities, equipment and rules of the game meet the needs of participants.
- i. Build and maintain good relationships and contacts with the media, the public, and all organizations or individuals associated with the organization.
- j. Plan all activities to ensure that no worker (such as a coach, administrator, therapist, volunteer and official) is ever 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 or a car) or virtual (message system or social media).
- k. Refer to the guidelines on the www.sportbienetre.ca.
- l. Use social media, the Internet and other digital media ethically and respectfully with colleagues, coaches and managers, not to use this media to provoke the opponent or another member.
- m. Refrain from the use of alcoholic beverages or drugs while on duty.
- n. Ensure that everyone is treated respectfully and fairly.

PART 2 — COACH'S CODE OF CONDUCT:

Coaches must, first and foremost, be aware of the importance of their role and significant influence on participants and people around them. They have a mission of educational, physical, moral and social training with

participants, and must be worthy of this responsibility. They need to focus more on the well-being and interests of participants, rather than on their needs. They should not consider sports and recreational activities as an end in itself but as an educational tool. To accomplish this task, coaches must do the following:

Physical safety and health of 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. Ensure that participants do not take unnecessary and/or inappropriate risks.
- d. Seek to preserve the current and future health, safety, integrity and well-being of participants.
- e. Obtain parental consent to drive a minor participant to or from a practice, a competition or an activity.

Coaching in a responsible way

- a. Use the authority associated with your position wisely, making decisions that are in the best interests of participants.
- b. Promote the development of each participant's self-esteem.
- c. Do not take personal advantage of a situation or decision.
- d. Know your limits in terms of knowledge or skills when you make decisions, give instructions or take action.
- e. Honour the commitments, words given, and objectives where there was agreement. Maintain the confidentiality of personal information and use it appropriately.
- f. Use social media, the Internet and other digital media ethically and respectfully with colleagues, coaches and managers, not to use it to provoke the opponent or another member.
- g. Refrain from alcohol or drug use while on duty and make players aware of the problems related to their consumption and doping in sports.
- h. Ensure that everyone is treated respectfully and fairly

Integrity in relationships

- a. Avoid situations that may affect the objectivity, impartiality or integrity of your coaching duties.
- b. Refrain from any behaviour that constitutes abuse, harassment, negligence and/or violence, or any inappropriate relationship with any participant.
- c. All activities should be planned to ensure that coaches are 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 or a car) or virtual (message platform or social networks).

Primarily do the following :

- Digital communications between a participant and a coach must include the participant's parents, if participant is under the age of 18.
- Opt for group email over private messages.
- Coaches must request the presence of another adult when a participant visits his office or his room.

- Coaches must not drive participants under the age of 18 to or from an activity (practice, party, competition or another activity) without a parent’s consent. He must get parental consent for any exceptional case.
 - During trips involving a stay, the coach must make sure that the chaperones stay in a room next to each participant’s rooms.
 - Coaches must limit visits in hotel rooms to same-sex visitors.
 - Coaches must ensure that room checks are done by trained adults, preferably mixed pairs.
- d. Make sure participants understand that abuse, harassment, negligence, violence or inappropriate behaviour shall not be tolerated, encouraging the practice among participants to disclose and report such behaviour.
 - e. Coaches must refer to the guidelines on the www.sportbienetre.ca/.

Respect

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

Honor of sport

- a. Follow and enforce all rules and regulations strictly.
- b. Aim to compete fairly against an opponent.
- c. Maintain your dignity under any circumstance and exercise self-control.
- d. Respect the officials and accept their decisions without doubting their integrity.

PART 3 — OFFICIAL CODE OF CONDUCT:

No competition can take place in a satisfactory manner without the presence of officials. Good refereeing ensures that the game is enjoyable and the participants are protected. However, the decisions of officials are often the source of much frustration — their judgment calls are rarely met with unanimous approval.

An efficient and competent official must therefore do the following :

- a. Protect the integrity of the competition and the safety of the participants.
- b. Understand the rules and their interpretation (comply with the rules set out).
- c. Apply rules and regulations objectively and impartially, fairly and wisely.
- d. Communicate respectfully with participants.
- e. Be physically and mentally fit to complete the task.

- f. Avoid imposing yourself too much to stand out to the detriment of the participants.
- g. 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 or a car) or virtual (messaging and social media).

Primarily do the following :

- Digital communications between a participant and an official must include the participant's parents, if participant is under the age of 18.
 - Opt for group e-mail over private messages.
 - The official must request the presence of another adult when a participant visits his or her office or room.
 - The official must not drive participants under the age of 18 to or from an activity (practice, party, competition or another activity) without the consent of their parents. He or she 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 rooms of the participants.
 - Officials must limit visits in their hotel rooms to same-sex visitors.
 - The official must ensure that room checks are done by trained adults, preferably mixed pairs.
- h. Must refer to the guidelines offered on the www.sportbienetre.ca.
 - i. Use social media, the Internet and other digital media in an ethical and respectful manner with colleagues, coaches and managers — do not use it to provoke the opponent or another member.
 - j. Refrain from all alcohol or drug use while on duty.
 - k. Ensure that everyone is treated respectfully and fairly.

PART 4 — PLAYER/ATHLETE/PARTICIPANT CODE OF CONDUCT:

To benefit fully from the practice of sports or recreational activities, male and female players, students, student-athletes and participants must have an attitude and behaviour that stems from the purest spirit of sportsmanship or camaraderie.

The important thing is not to win or lose, but the way they practice (sports or recreation). They should never lose sight that this is only a game. To have the most fun, players, athletes and participants need to do the following :

- a. Play for fun, remembering that the practice of any sport or recreational activity is not an end in itself, but a means.
- b. Strictly follow the rules of the game and the charter for sportsmanship.
- c. Accept and respect the decisions of officials at all times.
- d. Respect, at all times, officials, opponents and their fans, who must not become enemies.
- e. Always remain in control of yourself.
- f. Conduct yourself in an exemplary manner on and off the field, using language that is free of vulgar expressions or profanity.
- g. Respect your coach and managers and follow their instructions when they are not detrimental to your health.

- h. Give all you got to every game to avoid discouragement when you lose and false pride when you win.
- i. Respect the property of others and avoid theft or vandalism.
- j. Refrain from (and do not tolerate) the use of drugs, medication or any stimulant to improve performance.;
- k. Recognize that no abuse, harassment, negligence, violence or inappropriate behaviour shall be tolerated, and report immediately to the coach or any person in authority any such act committed against another person or yourself
- l. Read the “Athlete” section on www.sportbienetre.ca.
- m. Use social media, the Internet and other digital media ethically and respectfully with colleagues, coaches and managers — do not use it to provoke your opponent or another member.
- n. Ensure that everyone is treated respectfully and fairly.

PART 5 — PARENTS CODE OF CONDUCT:

Parents concerned about the development of their child should take an interest in their well-being and learn the underlying educational values behind sports or any recreational activity. They must therefore be partner in using sports or recreation as a form of education and expression, allowing their child to benefit from these activities. To properly carry out their duties, parents must adopt the following behaviour :

- a. Show respect for coaches, managers and officials.
- b. Behave properly and use appropriate language.
- c. Avoid any verbal abuse toward participants and support every efforts in this respect.
- d. Remember that their child plays sports or takes part in a recreational activity for the fun, not for his or her parent’s pleasure.
- e. Encourage their child to respect the sportsmanship charter, the rules of the game and the internal management rules of their team or program.
- f. Recognize the outstanding performance of their child and their opponents.
- g. Help their child 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 potential of their child and avoid predictions.
- j. Help their child choose one or more activities to their liking.
- k. Never ridicule a child for making a mistake or losing a game.
- l. Encourage their child, by example, to follow the rules and resolve conflicts without aggression or violence.
- m. Read the guidelines on www.sportbienetre.ca.
- n. Use social media, the Internet and other digital media ethically and respectfully with colleagues, coaches and managers — do not use it to provoke the opponent or another member.
- o. Ensure that everyone is treated respectfully and fairly.

NOTE: L’utilisation de la forme masculine n’a d’autre but que d’alléger le texte en ce qui a trait aux postes d’autorité.

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DÉVELOPPEMENT CONCENTRATION
ÉCOLE RECONNAISSANCE ÉTOILES
RÉSEAU ÉDUCATION ENDURANCE
UNIVERSITÉ VALUES EXCELLENCE
SCHOOL ENTRAÎNEMENT
ATHLETICS ESPRIT DÉFI
PLAISIR ÉCOLE ACTIVITÉ
ESTIME DE SOI VALEURS
VICTOIRE DÉPASSEMENT
ATHLÈTE PERSÉVÉRANCE
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