



ONTARIO SKEET SHOOTING ASSOCIATION

CODE OF CONDUCT FOR BOARD OF DIRECTORS POLICY

As [AFFIRMED](#) by the OSSA'S Board of Directors
at the Meeting of Directors

Held VIRTUALLY on [23 April 2024](#)



Ontario Skeet Shooting Association

P.O. Box 233, PO MAIN

PETAWAWA, ON K8H 2X2

Correspondence: ossasecretary@gmail.com

Treasurer: ontarioskeettreasurer@gmail.com

Website: <https://www.ontarioskeet.ca/>

Definitions

The following terms have these meanings in this Code:

- a. “Individuals” – All categories of membership defined in the Ontario Skeet Shooting Association’s By-Laws, as well as, all individuals engaged in activities with the Ontario Skeet Shooting Association, including but not limited to clubs, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the OSSA, spectators of Provincial Sport Organization (PSO) events and parents of the Ontario Skeet Shooting Association members.
- b. OSSA – Ontario Skeet Shooting Association

Purpose

The purpose of this Code of Conduct (“Code”) is to ensure a safe and positive environment (within OSSA programs, activities, and events) by making all individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the values of the OSSA.

The OSSA is committed to providing an environment in which all individuals are treated with respect. The OSSA supports equal opportunity and prohibits discriminatory practices. At all times, individuals are expected to conduct themselves in a manner consistent with the values of the OSSA that include fairness, integrity, accountability, excellence, accessibility, innovation, and respect.

Conduct that violates this Code may be subject to sanctions pursuant to OSSA’s Discipline and Complaints Policy.

Application of this Code

This Code applies to conduct that may arise during the course of OSSA business, activities, and events, including but not limited to:

- a. Its office environment,
- b. Competitions,
- c. Practices,
- d. Training camps,
- e. Tryouts,
- f. Travel, and
- g. Any meetings of the OSSA



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This Code also applies to the conduct of individuals that may occur outside of OSSA's business, activities, events, and meetings when such conduct adversely affects relationships within the OSSA (and its work and sport environment) and is detrimental to the image and reputation of the OSSA. Such applicability will be made by the OSSA in its sole discretion.

Responsibilities

All Individuals have a responsibility to:

- a. Maintain and enhance the dignity and self-esteem of OSSA members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of shooting and the spirit of those rules
- 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:
 - i. Written or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance, or adversely affect working conditions
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - vii. Any form of hazing where hazing is defined as *"Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's*



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willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."

- viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - ix. Unwelcome sexual flirtations, advances, requests, or invitations
 - x. Physical or sexual assault
 - xi. Behaviour such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xii. Retaliation or threats of retaliation against an individual who reports harassment to the OSSA.
- 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 constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact
- d. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the OSSA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and shall be subject to disciplinary action, and possible sanction, pursuant to the PSO Discipline and Complaints Policy. The OSSA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the OSSA or any other sport organization.
- e. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive shooting, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- f. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g. In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with OSSA events.



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- h. Respect the property of others and not willfully cause damage
- i. Promote target shooting in the most constructive and positive manner possible
- j. Adhere to all federal, provincial, municipal and host country laws
- k. Comply at all times with the bylaws, policies, procedures, rules and regulations of the OSSA, as adopted and amended from time to time

Board/Committee Members and Staff

In addition to the Responsibilities above, Board and Committee Members and Staff will:

- a. Function primarily as a member of the board and/or committee(s) of the OSSA; not as a member of any particular member or constituency
- b. Act with honesty and integrity and conduct himself or herself in a manner consistent with the nature and responsibilities of OSSA business and the maintenance of Member confidence
- c. Ensures that the financial affairs of the OSSA are conducted in a responsible and transparent manner with due regard for his or her fiduciary responsibilities
- d. Conduct oneself openly, professionally, lawfully, and in good faith in the best interests of the OSSA
- e. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
- g. Keep informed about the activities of the OSSA, the provincial sport community, and general trends in the sectors in which it operates
- h. Exercise the degree of care, diligence, and skill required in the performance of his or her duties pursuant to the laws under which the OSSA is incorporated
- i. Respect the confidentiality appropriate to issues of a sensitive nature
- j. Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- k. Respect the decisions of the majority and resign if unable to do so
- l. Commit the time to attend meetings and to be diligent in preparation for, and participation in, discussions at such meetings
- m. Have a thorough knowledge and understanding of all OSSA's governance documents
- n. Conforms to the By-Laws and policies approved by the OSSA, in particular this Code of Conduct as well as, for Directors, the Conflict of Interest Policy and Confidentiality Agreement
- o. Rules as outlined by coaches or chaperones



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Review and Approval

The Ontario Skeet Shooting Association's President and the Vice-President shall review this policy on an annual basis.

This policy was affirmed by the Ontario Skeet Shooting Association's Board of Directors on 23 April 2024.

Acknowledgement

The Ontario Skeet Shooting Association's Board of Directors thank the Ontario Council of Shooters for this policy.



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Revision History

Date	Description	Reviewed By	Approved By	Affirmed By
Jan. 2017	Policy First Written	N/A	N/A	N/A
12 Jan. 2017	Policy Reviewed and Approved by OSSA Board of Directors	BOD	BOD	
01 Dec. 2020	Tri-Annual Review of Policy	BOD	BOD	
23 April 2024	Tri-Annual Review of Policy - Minor grammatical amendments. - Minor formatting amendments.	BOD	N/A	BOD
13 Nov. 2025	Annual Policy Review by President & Vice-President – No Amendments	President Vice-President	N/A	N/A