



Alberta Dressage Association Board of Directors Code of Conduct

The Alberta Dressage Association (ADA) is the coordinating body for provincial and local dressage organizations, promoting and supporting the sport of dressage in Alberta with the vision of being the cornerstone of a thriving dressage community in Alberta. The ADA is a member driven organization that operates within the guidelines of [The Canada Not-for-profit Corporations Act](#).

The purpose of this Code of Conduct (the “Code”) is to provide a framework for conducting the business of the of the ADA in accordance with the applicable laws, regulations, rules and to the highest standards of ethics and values.

All ADA Board members and Area Representatives are expected to review and acknowledge their commitment to this code. [This Code comes into effect in 2025 and will not be applied retroactively to previous Boards or Members.](#)

ADA Mission

The Alberta Dressage Association strengthens the Alberta dressage community by:

- Accessing and distributing funds for dressage training and education
- Supporting the development and continuing education of dressage coaches and riders
- Advocating for Alberta dressage riders at the national level
- Rewarding competency and improvement in dressage riding
- Promoting and creating awareness for the sport and discipline of dressage in Alberta

ADA Guiding Principles

Guiding Principles are the moral values that establish a framework for expected behavior and decision making and can be referenced to lead the organization through any situation it may face.

These Guiding Principles are in alignment with and further the realization of the ADA Mission. No decision should contradict the guiding principles.



ADA Board Members and Area Representatives agree that:

Compliance with Laws and Policies:

- We will adhere to all applicable laws, regulations, and organizational policies. We will not engage in any illegal activities or behaviors that violate the organization's policies or Code of Conduct.
- We will promote consistent and fair application of best practices, guidelines, rules, and regulations when making decisions on club policies, procedures, and practices, as well as during dressage competitions and events.

Conflict of Interest:

- We will disclose any relationships, associations or activities that may be perceived to compromise our judgement and/or ability to act in the best interest of the ADA and excuse ourselves from participating in discussions and decisions that may be perceived as a conflict of interest.

Respectful Behavior:

- We will treat all individuals with respect, courtesy, and professionalism. We will refrain from any form of discrimination, harassment, or disrespectful behavior.

Professionalism:

- We will conduct ourselves in a professional manner, demonstrating a commitment to the organization's mission and values.
- We will make decisions by prioritizing the ADA organization's interests and needs over our personal interests.
- We will hold ourselves, and each other, accountable for the administration of the financial responsibilities of the organization.

Confidentiality and Data Privacy:

- We will respect the confidentiality of sensitive information and data. We will not disclose or misuse confidential information, including personal or financial data,



draft documents, and in-camera meeting discussions until authorized by the Executive to release the information.

Social Media and Online Conduct:

- We will be mindful of our online presence and conduct ourselves professionally and respectfully on online platforms, refraining from harmful or inappropriate behavior and will comply with the ADA Social Media Policy.

Conflict Resolution:

- We will disclose any relationships, associations or activities that may be perceived as a conflict of interest when making decisions on behalf of the ADA.
- We will seek to resolve conflicts and disagreements in a constructive and respectful manner, promoting open communication and cooperation. We will refrain from engaging in any hostile or confrontational behavior.

Violations of the Code of Conduct

Board Members will be informed of the contents of the Code of Conduct as part of their orientation to the Board of Directors.

If any individual observes or believes that a Board Member is non-compliant with any aspect of the Code of Conduct, they may file a complaint with the President or the designated Complaints Director. The Complaints Director will be elected by the Board from among its members at the start of each term.

Individuals who report violations in good faith and with reasonable grounds will be protected from retaliation. Investigations will remain confidential, with information shared only with those directly involved in resolving the matter.

The President and the Complaints Director will assess the circumstances surrounding any alleged noncompliance, provide the individual who is the subject of the complaint an opportunity to respond, and conduct or delegate any necessary investigation. Based on the investigation, the complaints team will review the findings and determine whether a violation occurred.

If a violation is confirmed, consequences will be determined based on the severity of the violation. Possible consequences include:



- A verbal or written warning,
- Mandatory training or counseling,
- A request for the Board Member's resignation.

If the consequence involves a request for resignation, a briefing will be prepared and presented to the full Board of Directors during an in-camera session, fully ensuring confidentiality possible.