



Alberta Dressage Association Members' 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 participating as a member of the ADA, in accordance with the applicable laws, regulations, rules and to the highest standards of ethics and values.

This Code applies to member conduct at ADA and Area Group activities and events, in communications, and on online platforms.

All ADA members are expected to review and acknowledge their commitment to this code.

ADA Area Groups

As per the ADA Bylaws, the ADA is divided into area groups which have been established for the purpose of promoting and implementing the objectives stated in the ADA Vision and Mission Statements.

ADA area group membership is a privilege and may be denied or revoked by the ADA Board of Directors or by an Area Group (within their area of authority) if they believe that doing so is in the best interests of the ADA.

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 of 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 Members 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 behaviours that violate the organization's policies or Code of Conduct.

Respectful Behaviour:

- 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 manner that reflects positively on ADA and the dressage community.
- We will demonstrate a commitment to ADA's mission and values in our conduct and communications.

Confidentiality and Data Privacy:



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

Social Media and Online Conduct:

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

Conflict Disclosure and 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 or Area Groups.
- We will seek to resolve conflicts and disagreements constructively and respectfully, promoting open communication and cooperation.
- We will refrain from threatening, abusive, hostile, retaliatory, or confrontational behaviour.

Violations of the Code of Conduct

Submitting a Complaint:

- Any individual may submit a complaint regarding an alleged breach of this Code.
- Complaints must be submitted in writing to the ADA Complaints Director, using the ADA Complaint Form (or other written format acceptable to ADA).
- Complaints should be submitted as soon as reasonably possible and must include sufficient detail to permit review, including:
 - names of the complainant and respondent(s);
 - date(s), time(s), and location(s) of the incident(s);
 - description of the alleged conduct and relevant section(s) of the Code;
 - witnesses (if any); and
 - supporting documentation (if available).

ADA may decline to consider complaints that are:

- anonymous (unless safety concerns require review);



- frivolous, vexatious, retaliatory, or made in bad faith;
 - based primarily on rumour or speculation;
 - lacking sufficient detail or evidence to permit review; and/or outside ADA's jurisdiction.
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- Concerns related to Safe Sport, maltreatment, or child protection will be handled through the appropriate external Safe Sport process and/or referred to law enforcement/child protection authorities where required.

 - Where appropriate, the Complaints Director may seek informal resolution, conduct an investigation, or appoint an impartial investigator/panel. Complaints will be handled as confidentially as possible, with information shared only as necessary to ensure a fair process, participant safety, and legal compliance. Where a breach is substantiated, disciplinary action may include education, warnings, conditions on participation, suspension of privileges/membership, or termination of membership and/or Area Group affiliation.