



Code of Conduct and Ethics

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Cycling Canada (the “NSO”) has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (“UCCMS”), as amended from time to time, which shall be incorporated into this Code by reference as if set out in full herein. Any modifications or amendments made to the UCCMS by the Sport Dispute Resolution Centre of Canada (“SDRCC”) shall come into effect immediately upon their adoption by the SDRCC and automatically without the need for any further action by the NSO.

Hereinafter, all references to the Code of Conduct and Ethics will be referred to as the “Code”.

1. GOAL

- 1.1. The purpose of this Code is to outline minimum expectations with respect to appropriate behaviour consistent with Cycling Canada’s core values of excellence, integrity, respect and community.

2. PRINCIPLES

- 2.1. Individuals can and typically will be subject to the provisions of more than one code. Although other organizations may have their own conduct standards, this Code reflects the minimum expectation of Cycling Canada.
- 2.2. Conduct that does not meet minimum standards articulated in this Code is subject to disciplinary actions.
- 2.3. Conduct that violates this Code may be subject to actions identified in other Cycling Canada policies and procedures, and any resulting measures imposed under those policies.
- 2.4. Members of Cycling Canada are strongly encouraged to implement a similar Code to govern the conduct of individuals within their jurisdictions.

3. FIELD OF APPLICATION

- 3.1. This Code shall apply to all Individuals involved in Cycling Canada’s business, activities, and Events or, as applicable, those of its Members.
- 3.2. The Code applies to conduct that may arise during Cycling Canada and/or Member activities. This includes, without limitation, Cycling Canada and/or Member Events, programming, and business, such as training and camps, team travel, the Workplace, club activities, competitions, and any meetings, virtual activities, and social media postings.
- 3.3. This Code also applies to conduct that occurs outside of Cycling Canada and/or Member activities when such conduct adversely affects relationships within Cycling Canada and/or a Member and its work or sport environment or is detrimental to the image and reputation of the organization. Such applicability will be determined by the NSO or the relevant Member, as applicable, at its sole discretion.

- 3.4. In addition, this Code will apply to breaches of the Code that occurred when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).
- 3.5. This Code applies to Individuals active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Individuals was active in the sport.

4. DEFINITIONS

- 4.1. **Athlete:** An individual who is an Athlete Participant in Cycling Canada who is subject to the policies of Cycling Canada and to this Code.
- 4.2. **Athlete Support Personnel:** Any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other person working with, treating, or assisting and Athlete participating in or preparing for sport competition.
- 4.3. **Event:** An event sanctioned by Cycling Canada or a Member and which may include a social Event
- 4.4. **Harassment:** A course of vexatious comment or conduct against an [Organization Participant/Individual/Registered Participant] or group, which is known or ought reasonably to be known to be unwelcomed.
- 4.5. **Member:** The Members of Cycling Canada are the provincial and territorial associations recognized by the Board which have met the prescribed financial and administrative obligations, as indicated in the Cycling Canada By-laws.
- 4.6. **Minor:** as defined in the UCCMS
- 4.7. **NSO:** Cycling Canada
- 4.8. **OSIC:** Office of the Sport Integrity Commissioner, an independent division of the SDRCC which comprises the functions of the Sport Integrity Commissioner.
- 4.9. **Individual:** Refers to Participants as defined in the By-laws of Cycling Canada and, , to the extent not already included in the definition of Participant, all people employed by, contracted by, or engaged in activities with Cycling Canada including, but not limited to, employees, contractors, Athletes, Athlete Support Personnel, coaches, instructors, officials, judges, managers, administrators, parents or guardians, spectators, or directors or officers.
- 4.10. **Participant** – as defined in Cycling Canada’s By-laws
- 4.11. **Person in Authority:** Any Individual who holds a position of authority within Cycling Canada including, but not limited to, coaches, instructors, officials, managers, Athlete Support Personnel, chaperones, committee members, or directors or officers.
- 4.12. **Power Imbalance:** as defined by the UCCMS.
- 4.13. **Staff:** An individual recognized by Cycling Canada operating in a full-time, part-time, term, contract, or volunteer capacity.
- 4.14. **UCCMS:** *Universal Code of Conduct to Prevent and Address Maltreatment in Sport*, as amended from time to time by the SDRCC
- 4.15. **UCCMS Participant:** An Individual affiliated with Cycling Canada who has been designated by Cycling Canada as a UCCMS Participant and who has signed the required consent form. For Cycling Canada, UCCMS Participants include Cycling Canada board members, employees, operational committee members, Cycling Canada full-time coaches, performance services staff, contractors supporting high performance programming, national level officials, classifiers, carded athletes and all athletes participating at a national team project.
- 4.16. **Vulnerable Participant:** as defined by the UCCMS.

- 4.17. **Workplace:** Any place where business or work-related activities are conducted. Workplaces include but are not limited to, Cycling Canada and/or a Member's registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions.
- 4.18. **Workplace Harassment:** A course of vexatious comment or conduct against an Individuals in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions.
- 4.19. **Workplace Violence:** The use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker.

5. POLICY STATEMENT

- 5.1. Facilitating a safe, positive, and inclusive environment is the collective responsibility of everyone involved in the cycling community. This Code sets out the minimum expectations for acceptable behaviour for all individuals within the scope of this policy. However, Cycling Canada anticipates and expects that the conduct of all individuals in the cycling community will exceed these minimum standards.

6. PROHIBITED BEHAVIOURS

- 6.1. All Individuals must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and the Code.
- 6.2. Individuals are responsible for knowing what actions or behaviours constitute a Prohibited Behaviour and Maltreatment.
- 6.3. Prohibited Behaviours under the UCCMS include, but are not limited to:
- i. Physical Maltreatment
 - ii. Psychological Maltreatment
 - iii. Neglect
 - iv. Sexual Maltreatment
 - v. Grooming
 - vi. Boundary Transgressions
 - vii. Discrimination
 - viii. Failing to Report
 - ix. Aiding and Abetting
 - x. Retaliation
 - xi. Interference with or Manipulation of Process
 - xii. False Reports
- 6.4. In addition to the Prohibited Behaviours as defined by the UCCMS, this Code sets out other expected standards of behaviour and conduct for all Individuals and any failure to respect these expected standards of behaviour by an Individuals may constitute a break of this Code.

7. PROVISIONS

GENERAL CODE OF CONDUCT AND ETHICS

All individuals agree to:

- 7.1. Refrain from any behaviour that constitutes Maltreatment and Prohibited Behaviour under this Code and the UCCMS.
- 7.2. Adhere to all applicable international, Canadian, provincial/territorial, municipal laws, regulations, or other requirements;
- 7.3. Conduct themselves in a manner consistent with the True Sport principles;
- 7.4. Treat all individuals with dignity by:
 - 7.4.1. Demonstrating respect to individuals regardless of actual or perceived body type, physical characteristics, athletic ability, nationality, national origin, religion, religious belief, political belief, economic status, race, ancestry, place of origin, colour, ethnic or linguistic background or origin, citizenship, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, family status, social condition or disadvantage, physical or mental disability, or any other ground of discrimination prohibited by applicable law;
 - 7.4.2. Consistently demonstrating the spirit of fair play, sports leadership and ethical conduct including, but not limited to:
 - i. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, Athlete Support Personnel, officials, organizers, volunteers, employees, members, or other Individuals;
 - ii. Acting to prevent or correct practices that are unjustly discriminatory and to encourage those that promote equity and inclusivity;
 - iii. Consistently treating individuals fairly and reasonably and with regard for their physical and psychological well-being;
 - iv. Show concern, empathy and caution towards others who may be sick or injured;
- 7.5. Act with integrity and professionalism by:
 - 7.5.1. Being ethical, considerate, fair, courteous and honest in all dealings with people and organizations;
 - 7.5.2. Accepting responsibility for your actions;
- 7.6. Operate within the rules and spirit of the sport including being aware of and complying, always with, as applicable:
 - 7.6.1. National and international regulations that govern Cycling Canada;
 - 7.6.2. Cycling Canada By-laws, policies, procedures, rules, and regulations;
 - 7.6.3. Club and/or Member By-laws, policies, procedures, rules, and regulations;
- 7.7. Refrain from any form of abuse or harassment towards others, including:
 - 7.7.1. Harassment: comment, conduct, or gesture directed towards an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive;
 - 7.7.2. Abuse: a misuse of power which uses the bonds of intimacy, trust and dependency to make the victim vulnerable, for example to sexual, physical, or psychological maltreatment;
- 7.8. Be alert to the coercive potential of Power Imbalance in relationships. Never use power or authority, intentionally or unintentionally, in an attempt to coerce another person to engage in inappropriate activities;

- 7.9. If a Minor, do not consume alcohol, tobacco, cannabis, or any other illegal products;
- 7.10. If an adult, do not consume (vape, smoke, eat, or ingest by any other means) cannabis in the Workplace or in any situation associated with the Events of Cycling Canada (subject to protections under applicable human rights legislation). Alcohol may be consumed in adult-oriented social situations associated with Cycling Canada activities, provided consumption is professionally reasonable and kept to a minimum. Under no circumstances may an individual operate a motor vehicle if they have been consuming alcohol or recreational drugs.
- 7.11 When driving a vehicle:
 - i. Have a valid driver's license;
 - ii. Obey traffic laws;
 - iii. Have valid car insurance; and
 - iv. Refrain from engaging in any activity that would constitute distracted driving.
- 7.12. Use social media responsibly, modeling appropriate behaviour that is expected of representatives of Cycling Canada or a Member;
- 7.13. Respect the property of others and not willfully cause damage;
- 7.14. Adhere to and respect Cycling Canada's Safe Sport Policy, and in particular, the protocols, education, and screening requirements it prescribes;
- 7.15. Report any alleged infractions of this Code, following the reporting procedures outlined herein.

ROLE-SPECIFIC CODES OF CONDUCT

In addition to abiding by the General Code of Conduct and Ethics set out above, individuals in certain roles within the Cycling Canada community are subject to further conduct standards as follows.

7.16. ATHLETE RIGHTS AND CODE OF CONDUCT

Cycling Canada is an Athlete-focused organization and, as such, strives to ensure that each Athlete's experience is one of quality, safety, inclusion, and enjoyment.

7.16.1. Athlete Rights

Athletes should have expectations of their sport as well as the sport having expectations of the Athletes. Athletes have the right to:

- i. Participate in a safe, healthy, and inclusive environment;
- ii. Have qualified, experienced, and Athlete-focused leadership that attends to the well-being and developmental needs of Athletes;
- iii. Participate in a transparent and clean sport environment that has fair officiating, clear rules, and appropriate training and competition schedules;
- iv. Feel empowered, use their voice, and share in the leadership and decision-making of their sport experience;
- v. Have appropriate opportunities for proper preparation for competitions;
- vi. Receive information that is important to Athlete well-being and be advised of all opportunities to strive for success;
- vii. Access education related to the sport, participation, welfare and safety, as well as work or study throughout active participation in cycling, should the Athlete wish to do so;
- viii. Be respected, treated with dignity, and safeguarded from abuse, Harassment, or Discrimination, as defined in the UCCMS and this Code;
- ix. Report any breach of this Code, the UCCMS or any other Cycling Canada or Member policy, rule or regulation without fear of retribution, retaliation or reprisal;
- x. Know, understand, protect, and advocate for their rights.

7.16.2. Athlete Code of Conduct

In addition to abiding by the above General Code of Conduct and Ethics, Athletes will have the responsibility to:

- i. Provide complete and accurate information on all declarations required concerning medication that is being taken;
- ii. Participate and appear on-time and to their best abilities in all competitions, training sessions, tryouts and Events;
- iii. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or any other reason;
- iv. Act in a sporting manner and not display of violence, foul language or gestures to other Athletes, officials, Athlete Support Personnel, spectators, or other Individuals;
- v. Dress to represent the sport and themselves well and with professionalism;
- vi. Act in accordance with Cycling Canada's policies and procedures and, when applicable, additional rules as outlined by Athlete Support Personnel;
- vii. Athletes engaging in national team activities will:
- viii. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train, or compete;
- ix. Adhere to Cycling Canada's rules and requirements regarding clothing and equipment; and
- x. Comply with all other obligations set out in their athlete agreement.

7.17. DIRECTORS, COMMITTEE MEMBERS, AND STAFF

In addition to abiding by the above General Code of Conduct and Ethics, directors, committee members, and Staff will:

- 7.17.1. Function primarily as a director, committee member or Staff of Cycling Canada (as applicable) and not as a member of any other constituency;
- 7.17.2. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Cycling Canada's business and the maintenance of individuals' confidence;
- 7.17.3. Ensure that Cycling Canada's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities;
- 7.17.4. Conduct themselves transparently, professionally, lawfully and in good faith in the best interests of Cycling Canada;
- 7.17.5. Be independent, impartial, and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism;
- 7.17.6. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Cycling Canada is incorporated;
- 7.17.7. Respect the confidentiality appropriate to issues of a sensitive nature;
- 7.17.8. Respect the decisions of the majority;
- 7.17.9. Staff must comply with all other obligations set out in Cycling Canada HR Policy and HR Handbook;
- 7.17.10. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings;

- 7.17.11. Have a thorough knowledge and understanding of all Cycling Canada's governing documents;
- 7.17.12. Conform to the By-laws and policies approved by Cycling Canada.
- 7.17.13. Not engage in Workplace Harassment or Workplace Violence

7.18. COACHES

In addition to abiding by the above General Code of Conduct and Ethics, coaches have many additional responsibilities. The coach-Athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the Athlete. Coaches must understand and respect the inherent Power Imbalance that exists in this relationship and must be extremely careful not to abuse it, intentionally or unintentionally. Coaches will:

- 7.18.1. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved Athletes;
- 7.18.2. Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm Athletes physically or psychologically;
- 7.18.3. Avoid compromising the present and future health of Athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments;
- 7.18.4. Support the coaching staff of a training camp, provincial team, or national team; should an Athlete qualify for participation with one of these programs;
- 7.18.5. Accept and promote Athletes' personal goals and refer Athletes to other coaches and sports specialists as appropriate;
- 7.18.6. Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete;
- 7.18.7. Refrain from one-on-one personal communication with Minor Athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications;
- 7.18.8. Act in the best interest of the Athlete's development as a whole person;
- 7.18.9. Immediately report to Cycling Canada any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance;
- 7.18.10. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco;
- 7.18.11. Respect Athletes riding with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes;
- 7.18.12. Not engage in a sexual or intimate relationship with a Minor Athlete;
- 7.18.13. Disclose any sexual or intimate relationship with an Athlete over the age of majority to Cycling Canada and immediately discontinue any coaching involvement with that Athlete;
- 7.18.14. Disclose any sexual or intimate relationship with another employee to Cycling Canada, where one individual has influence or control over the other's conditions of employment;
- 7.18.15. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following

procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights;

- 7.18.16. Dress professionally, neatly, and inoffensively;
- 7.18.17. Use inoffensive language, considering the audience being addressed;
- 7.18.18. Endorse the Coaching Code of Ethics of the Canadian Professional Coaches Association.

7.19. OFFICIALS

In addition to abiding by the above General Code of Conduct and Ethics, officials will:

- 7.19.1. Maintain and update their knowledge of the rules and rules changes
- 7.19.2. Not publicly criticize other officials or any cycling club or association;
- 7.19.3. Work within the boundaries of their position's description while supporting the work of other officials;
- 7.19.4. Act as ambassadors of Cycling Canada by agreeing to enforce and abide by international, national and provincial rules and regulations;
- 7.19.5. Take ownership of actions and decisions made while officiating;
- 7.19.6. Act openly, impartially, professionally, lawfully, and in good faith;
- 7.19.7. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others;
- 7.19.8. Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about individuals;
- 7.19.9. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time;
- 7.19.10. When writing reports, set out the actual facts to the best of their knowledge and recollection;
- 7.19.11. Dress in proper attire for officiating.

7.20. ATHLETE SUPPORT PERSONNEL

In addition to abiding by the above General Code of Conduct and Ethics, and section 7.17, Athlete Support Personnel have the responsibility to:

- 7.20.1. Embrace the responsibility to facilitate and advocate for a safe, healthy, and inclusive environment;
- 7.20.2. Act in the best interests of all participants involved in programs and activities;
- 7.20.3. Communicate consistently and openly with all members of the community, especially Athletes, parents, and legal guardians, and empower them to share in decision-making processes related to athletic development, health, and well-being;
- 7.20.4. Establish and advocate for open and observable environments for training, competition, and medical assistance, treatment, and support;
- 7.20.5. Treat all Athletes equally and do not display favouritism, giving special privileges, sending personalized gifts, or creating opportunities to engage privately with a particular Athlete or Athlete's family outside of the sport context;
- 7.20.6. Refrain from one-on-one personal communication with Minor Athletes through emails, texts, letters, or phone calls and always include parents, legal guardians, or other responsible adults in these communications;

- 7.20.7. Respect Athletes riding with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes;
- 7.20.8. Abide by all applicable laws, policies, rules, and regulations, and standards of conduct established by the applicable licensing body governing each medical support staff, and maintain membership in good standing with these licensing bodies;
- 7.20.9. Always respect and uphold the confidentiality of personal and/or medical information and share pertinent information with appropriate personnel only;
- 7.20.10. Maintain appropriate records as required by Cycling Canada and/or the applicable licensing body in which the individual belongs;
- 7.20.11. Respect officials and volunteers and never attempt to intimidate, embarrass, or improperly influence any individual responsible for officiating or administering a competition.

7.21. PARENTS/GUARDIANS AND SPECTATORS

In addition to abiding by the above General Code of Conduct and Ethics, parents/guardians and spectators at Events will:

- 7.21.1. Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence;
- 7.21.2. Condemn the use of violence in any form;
- 7.21.3. Never ridicule an Individual for making a mistake during a competition or practice;
- 7.21.4. Respect the decisions and judgements of officials and encourage Athletes to do the same;
- 7.21.5. Support all efforts to stop and prevent verbal and physical abuse, coercion, intimidation, and excessive sarcasm;
- 7.21.6. Respect and show appreciation to all competitors, and to coaches, officials, and other volunteers;
- 7.21.7. Never harass Individuals, competitors, Athlete Support Personnel, officials, parents/guardians, or other spectators;
- 7.21.8. Never encourage, aid, cover up or assist an Athlete in cheating through doping, competition manipulation or other cheating behaviours.

7.22. RETALIATION, RETRIBUTION OR REPRISAL

- 7.22.1. It is a breach of this Code for any Individual to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that Individual from filing, in good faith, a complaint pursuant to any Cycling Canada policy.
- 7.22.2. It is also a breach of this Code for an Individual to file a complaint for the purpose of retaliation, retribution or reprisal against any other Individual(s).
- 7.22.3. Any Individuals found to be in break of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

7.23. ANTI-DOPING¹

- 7.23.1. All Individuals shall:

¹ Any capitalized terms used in this Anti-Doping section shall, unless the context requires otherwise, have the meanings ascribed to them in the Definitions section of the Canadian Anti-Doping Program.

- i. Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force. More specifically, Cycling Canada and its Members adopt and adhere to the Canadian Anti-Doping Program. Cycling Canada and its Members will respect any sanction imposed on an Individual as a result of a breach of the [Canadian Anti-Doping Program](#) or any other applicable anti-doping rules
- ii. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable anti-doping rules
- iii. Cooperate with any Anti-Doping Organization that is conducting an investigation into any anti-doping rule violation(s)
- iv. Refrain from any offensive conduct toward a doping control official or other individual involved in doping control, whether or not such conduct constitutes Tampering as defined in the Canadian Anti-Doping Program

7.23.2 All Athlete Support Personnel or other Persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to Athletes that fall under Cycling Canada's or a Member's jurisdiction

7.24. REPORTING PROCEDURES

7.24.1. Anyone may report conduct that is perceived to contravene this Code of Conduct and Ethics, and should do so as soon as possible, in accordance with the reporting procedures set out in the Complaints & Discipline Policy.

7.25. DISCIPLINE

7.25.1. Conduct that violates this Code of Conduct and Ethics is subject to actions identified in other Cycling Canada policies and procedures, including but not limited to the By-laws, the Complaints & Discipline Policy, the Anti-Doping Rule Violation Policy, and the Safe Sport Policy.

8. REVIEW AND APPROVAL

8.12. Original policy development leads: Bill Kinash, Kevin Baldwin, Greg Mathieu.

8.13. Current policy development leads: Adam Klevinas, Kelly Murray, Mathieu Boucher, Geordie Moss