**CANADIAN BLIND SPORTS ASSOCIATION**

**[the “Organization”]**

**Safe Sport Policy Manual**

# STATEMENT ON SAFE SPORT

The Organization and its Members have a fundamental obligation and responsibility to protect the health, safety and physical and mental well-being of every individual that is involved in the Canadian Goalball and blind sport community.

The Organization and its Members take any situation involving misconduct or maltreatment very seriously. For this reason, the Organization and its Members are collectively committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

This Safe Sport Policy Manual contains policies for the Goalball and blind sport community, that are applicable from the national level to other levels as adopted by the Organization’s Members. The policies are intended to promote a Safe Sport environment in a manner that allows for consistent, immediate, appropriate and meaningful action should any issues arise, but also to prevent issues from arising in the first place by communicating expected standards of behaviour.

Should any individuals involved with Goalball and blind sport programs, including Athletes, coaches, officials, volunteers, and parents of Athletes, wish to report any instance of misconduct or maltreatment, they may do so directly to the Organization. They may also contact the Canadian Sport Helpline by phone or text at 1-888-83-SPORT (77678) or by email at info@abuse-free-sport.ca. Finally, they may contact the organization’s Safe Sport Ombuds Brian Ward at safesport\_wwdrs@primus.ca.

The Organization makes the following commitments to a sport environment free from Maltreatment:

1. All Participants in sport can expect to play, practice and compete, work, and interact in an environment free from Maltreatment.
2. Addressing the causes and consequences of Maltreatment is a collective responsibility and requires the deliberate efforts of all Participants, sport stakeholders, sport club administrators and organization leaders.
3. Participants in positions of trust and authority have the general responsibility to protect the health and well-being of all other Participants.
4. Adult Participants have a specific ethical and statutory duty and the additional responsibility to respond to incidents of Maltreatment involving Minors and other Vulnerable Participants.
5. All Participants recognize that Maltreatment can occur regardless of age, sex, sexual orientation, gender identity or expression, race, ethnicity, Indigenous status, or level of physical and intellectual disability and their intersections. Moreover, it is recognized that those from traditionally marginalized groups have increased vulnerability to experiences of Maltreatment.
6. All Participants recognize that individuals who have experienced Maltreatment may experience a range of effects that may emerge at different time points and that can profoundly affect their lives.
7. All adults working with children and youth have a duty to prevent or mitigate opportunities for misconduct.
8. In recognition of the historic vulnerability to discrimination and violence amongst some groups, and that continues to persist today, Participants in positions of trust and authority have a duty to incorporate strategies to recognize systemic bias, unconscious bias, and to respond quickly and effectively to discriminatory practices.

The Organization also recognizes the recent development of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). Since the UCCMS may continue to evolve in the foreseeable future, this Safe Sport Policy Manual incorporates the key elements of the current version of the UCCMS. Going forward, and prior to **April 1, 2021**, this Safe Sport Policy Manual will be amended further to ensure that the UCCMS is fully incorporated and can be implemented appropriately.

The Organization will provide all Participating Members with assistance, where necessary, in the implementation of this Safe Sport Policy Manual. While this policy identifies persons who are blind, deafblind, or partially sighted as vulnerable individuals, the Organization asserts that it is committed to encouraging diversity, equity and inclusion in all of its activities. As such, a crucial part of its mandate is to enhance the quality of, and increase the level of participation in, its leadership and programs for athletes who are blind, deafblind, and partially sighted, while supporting and encouraging their independence.

Since the UCCMS may continue to evolve in the foreseeable future, this Safe Sport Policy Manual incorporates the key elements of the current version of the UCCMS as follows:

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| **UCCMS v. 5.1 Section** | **Safe Sport Manual** |
| Section 1.2 – General Principles | Discipline and Complaints Policy para. 2 |
| Section 1.3 – Consensus Statements | Statement on Safe Sport |
| Definitions (related to conduct) | Definitions |
| Definitions (unrelated to conduct) | Definitions |
| Scope and Application 2.12 | Code of Conduct para. 4Discipline and Complaints Policy para. 6 |
| Scope and Application 2.13 | Code of Conduct para. 10b |
| Scope and Application 2.14 | Code of Conduct para. 7-8 |
| Scope and Application 2.15 | Code of Conduct para. 9 |
| Scope and Application 2.16 | Investigation Procedure para. 8 |
| Maltreatment 2.2 | Definitions |
| Retaliation 2.2.6.1.2 | Investigation Procedure para. 12 |
| Sanctions 3.1 | Discipline and Complaints Policy para. 36 |
| Considerations 3.2 | Discipline and Complaints Policy para. 34-35 |
| Presumptive Sanctions 3.3 | Discipline and Complaints Policy para. 37 |
| Public Disclosure 3.4 | Discipline and Complaints Policy para. 47 |

The Organization requires mandatory training on preventing and addressing harassment and abuse for the following categories of Participants:

1. Category 1 – Participants in decision-making positions at the Organization:
2. Senior staff
3. High Performance Directors
4. Case Managers / Adjudicators / Investigators
5. Board of Directors (when the Board is an operational Board)
6. Category 2 – Athletes and individuals direct contact with Athletes:
7. National Team Program Athletes
8. Junior National Team Athletes
9. Parents of underage National/Junior National Team Athletes
10. High Performance Staff
11. Training Centre Staff
12. Organization-Appointed Coach Developers
13. Integrated Support Personnel: Mental, Strength and Conditioning, Nutrition, etc.
14. Coaches: Paid, Unpaid
15. Sport Assistants, guides, interpreters, etc.
16. Contractors (with direct Athlete contact)
17. Officials
18. Category 3 – Participants with no direct Athlete contact:
19. Organizing Committees
20. Admin/Finance Committees
21. Governance Committees/Judicial Boards
22. Board of Directors (when the Board is a governance Board)
23. Event volunteers
24. Office Staff

Categories of Participants must take the following training:

1. Category 1 – [CAC Safe Sport Training](https://coach.ca/safe-sport-training)
2. Category 2 – [CAC Safe Sport Training](https://coach.ca/safe-sport-training)
3. Category 3 – [CAC Safe Sport Training](https://coach.ca/safe-sport-training)

Categories of Participants must take the training at the following times:

1. Category 1 – the earlier of:
2. Within 12 weeks of starting date; or
3. Prior to their first formal activity in their season, or any unsupervised contact with an Athlete
4. Category 2 – Prior to their first formal activity in their season, or prior to any unsupervised contact with an Athlete
5. Category 3 – the earlier of:
6. Within 12 weeks of starting date; or
7. Prior to their first formal activity and/or event

In addition, each Category of participant must also take any other safe sport training as prescribed by the organization.

The Organization will annually ensure that Participants have received up-to-date training. When the training program has been substantially updated to include new information or resources, or if the Participant’s certification has expired, the Participant will be required to re-take the training.

The Organization will provide annual, up-to-date information on the Organization’s policies and procedures related to Maltreatment.

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| CANADIAN BLIND SPORTS ASSOCIATIONDEFINITIONS |
| ***The terms defined below shall apply to all policies included in this the Organization’s Safe Sport Manual.*** |

* 1. “*Affected Party*” – Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the *Appeal Policy* and who may have recourse to an appeal in their own right
	2. “*Appellant*” – The Party appealing a decision
	3. “*Appeal Manager*” – An individual, who may be any staff member, committee member, volunteer, Director, or an independent third party, who is appointed to oversee the *Appeal Policy*. The Appeal Manager will have responsibilities that include using decision making authority empowered by the *Appeal Policy*
	4. *“Athlete”* – An individual who is an Athlete Participant in the Organization or a Participating Member who is subject to the UCCMS and the policies of the Organization and the applicable Participating Member
	5. *“Board*” – The Board of Directors of the Organization or a Participating Member, as applicable
	6. *“Case Manager”* – An independent individual (or individuals) appointed by the Organization to receive and administer complaints under the *Discipline and Complaints Policy*
	7. “*Complainant*” – A Participant or observer who makes a report of an incident, or a suspected incident, of Maltreatment or other behaviour that is a violation of the standards described in the *Code of Conduct and Ethics*
	8. ***Consent*** – *Consent* is defined in Canada’s *Criminal Code* as the voluntary agreement to engage in the sexual activity in question. The law focuses on what the person was actually thinking and feeling at the time of the sexual activity. Sexual touching is only lawful if the person affirmatively communicated their consent, whether through words or conduct. Silence or passivity does not equal consent. Sexual activity is only legal when both parties’ consent. The *Criminal Code* also says there is no consent when: Someone says or does something that shows they are not consenting to an activity; Someone says or does something to show they are not agreeing to continue an activity that has already started; Someone is incapable of consenting to the activity, because, for example, they are unconscious; The consent is a result of a someone abusing a position of trust, power or authority or someone consents on someone else’s behalf. A person cannot say they mistakenly believed a person was consenting if: that belief is based on their own intoxication; they were reckless about whether the person was consenting; they chose to ignore things that would tell them there was a lack of consent; or they didn’t take proper steps to check if there was consent. Sexual activity with a Minor is a criminal offence as is sexual activity with a person under the age of 18 years when the other person is in a position of trust or authority
	9. “*Criminal Record Check (CRC)*” – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
	10. “*Days*” – Days including weekends and holidays
	11. “*Discipline Chair*” – an individual appointed to handle the duties of the Discipline Chair as described in the *Discipline and Complaints Policy*.
	12. ***Disclosure*** - The sharing of information by a Participant regarding an incident or a pattern of Maltreatment experienced by that Participant. Disclosure does not constitute a formal report that initiates a process of investigation to address the Maltreatment
	13. “*Discrimination*” – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability
	14. ***Duty to Report***
1. **Concerns Under Child Protection Legislation**: A legal duty to report is mandated by law, and the requirement varies by province depending on provincial legislation. Everyone has a duty to report child abuse and neglect under Canadian child welfare laws. Professionals who work with children and youth have an added responsibility to report. Adults are obliged to report child Maltreatment if there is knowledge or suspicion that it is occurring. This is called the “duty to report.” Every person in Canada has the duty to report known or suspected child Maltreatment by law. Known or suspected abuse or neglect of a child must be reported to local child welfare services (e.g., children’s aid society or child and family services agency), or provincial/territorial social service ministries or departments, or local police
2. **Concerns Outside of Child Protection Legislation**: Participants have a duty to report concerns of inappropriate conduct of other Participants to uphold the ethical standards and values of Canadian sport. Reporting inappropriate conduct is important to ensure proper action is taken and expectations are re-established. By addressing inappropriate conduct, a collective responsibility to protect Participants from Maltreatment is enacted
	1. “*Enhanced Police Information Check (E-PIC)*” – a Criminal Record Check plus a search of Local Police Information, available from Sterling Backcheck
	2. “*Event*” – An event sanctioned by the Organization or by a Participating Member
	3. ***Grooming*** – Deliberate conduct by a Participant to sexualize a relationship with a Minor that involves the gradual blurring of boundaries and normalization of inappropriate and sexually abusive behaviour. During the grooming process, the Participant will gain the trust of the Minor and protective adults and peers around the Minor often under the guise of an existing relationship. Manipulation tactics are then used to

blur perceptions and gain further access to and private time with the Minor in order to abuse or exploit the Minor. Groomingcan occur whether or not harm is intended or results from the behaviour. (Grooming is also a prohibited behaviour listed under the definition of Maltreatment)

* 1. “*Harassment*” – A course of vexatious comment or conduct against a Participant or group, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
1. Written or verbal abuse, threats, or outbursts;
2. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
3. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
4. Leering or other suggestive or obscene gestures;
5. Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
6. Practical jokes which endanger a person’s safety, or may negatively affect performance;
7. Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual’s positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual’s 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 or group member based on class, number of years on the team or with the group, or ability;
8. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
9. Deliberately excluding or socially isolating a person from a group or team;
10. Persistent sexual flirtations, advances, requests, or invitations;
11. Physical or sexual assault;
12. Contributing to a poisoned sport environment, which can include:
13. Locations where material that is discriminatory is displayed (e.g., sexually explicit posters and racial/racist cartoons)
14. Groups where harassing behaviour is part of the normal course of activities
15. Behaviour that causes embarrassment, awkwardness, endangers a person’s safety or negatively affects performance.
16. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
17. Retaliation or threats of retaliation against a person who reports harassment to the Organization or to a Participating Member.
	1. “*Local Police Information (LPI)*” – Additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
	2. “*Maltreatment* – Includes Maltreatment related to:
18. *Psychological Maltreatment*: whichincludes, without limitation, verbal acts, non-assaultive physical acts and acts that deny attention or support:
19. Verbal Acts: verbally assaulting or attacking a Participant, including but not limited to unwarranted personal criticisms; body shaming; derogatory comments related to a Participant’s identity (e.g., race, gender identity or expression, ethnicity, Indigenous status, or ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about a Participant to diminish their reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatmentmay also occur in online forms.
20. Non-assaultive Physical Acts (no physical contact): physically aggressive behaviours, including but not limited to throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others.
21. Acts that Deny Attention or Support: acts of commission that deny attention, lack of support or isolation including but not limited to ignoring psychological needs or socially isolating a Participant repeatedly or for an extended period of time; abandonment of an Athleteas punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.
22. *Physical Maltreatment*: includes, without limitation, contact or non-contact behaviours that have the potential to cause physical harm:
23. Contact behaviours: including but not limited to deliberately punching, kicking, beating, biting, striking, strangling or slapping another; deliberately hitting another with objects.
24. Non-contact behaviours: including but not limited to isolating a Participant in a confined space; forcing a Participant to assume a painful stance or position for no athletic purpose (e.g., requiring an Athleteto kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to a Participant under the legal drinking age; providing illegal drugs or non-prescribed medications to a Participant; encouraging or knowingly permitting an Athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready.
25. *Sexual Maltreatment*: includes, without limitation, any act targeting a person’s sexuality, gender identity or expression, that is committed, threatened or attempted against a person, and includes but is not limited to the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Examples include:
26. Any penetration of any part of a person’s body, however slight, with any object or body part by a person upon another person, including but not limited to:
	* + 1. vaginal penetration by a penis, object, tongue, or finger; and
			2. anal penetration by a penis, object, tongue, or finger.
27. Any intentional touching of a sexual nature of any part of a person’s body, however slight, with any object or body part by a person upon another person, including but not limited to:
28. kissing;
29. intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;
30. any contact, no matter how slight, between the mouth of one person and the genitalia of another person;
31. making a person touch themselves or someone else with or on any of the body parts listed in 2); and
32. any intentional touching in a sexualized manner.
33. In addition to the criminal acts identified above, the UCCMS prohibits sexual relations between an Athlete above the age of majority (depending upon jurisdiction) and a Participant who holds a position of trust and authority on the basis that there can be no Consent where there is a Power Imbalance. A Power Imbalance that is presumed to exist may be challenged.
	1. *Neglect*: Neglect *,* or acts of omission, include without limitation, not providing an Athleterecovery time and/or treatment for a sport injury; not being aware of and not considering a Participant’s physical or intellectual disability; not considering supervision of an Athleteduring travel, training or competition; not considering the welfare of the Athlete when prescribing dieting or other weight control methods; disregarding the use of prohibited substances by an Athlete; failure to ensure safety of equipment or environment; allowing an Athleteto disregard sport rules, regulations, and standards, or subjecting Participantsto the risk of Maltreatment.
	2. *Grooming:* is often a slow, gradual and escalating process of building trust and comfort with a young person. Grooming includes, without limitation, the process of making inappropriate behaviour seem normal and gradually engaging in ‘boundary violations’ which have been professionally-identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult Participants sharing rooms with a Minor who is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise; private social media and text communications; sharing personal photographs; shared use of locker rooms; private meetings; private travel, and providing gifts). The Grooming process:
34. Grooming usually begins with subtle behaviours that do not appear to be inappropriate. Many victims/survivors of sexual abuse do not recognize the grooming process as it is happening, nor do they recognize that this process of manipulation is part of the overall abuse process.
35. In the grooming process, the offender begins by gaining trust of adults around the young person. The offender establishes a friendship and gains the young person’s trust. Grooming then involves testing boundaries (e.g., telling sexual jokes, showing sexually explicit images, making sexual remarks). Typically, behaviour moves from non-sexual touching to “accidental” sexual touching
36. The young person is often manipulated into feeling responsible for the contact, is discouraged from telling anyone else about the relationship, and is made to feel obligated to protect the offender. The offender also builds trust with those close to the young person so that the relationship with the young person is not questioned).
37. Interference with or manipulation of process
38. it is considered maltreatment if an adult Participant directly or indirectly interferes with a process by:
39. falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;
40. destroying or concealing information;
41. attempting to discourage a Participant’s proper participation in or use of the Organization’s or a Participating Member’s processes;
42. harassing or intimidating (verbally or physically) any person involved in the Organization’s or a Participating Member’s processes before, during, and/or following any proceedings;
43. publicly disclosing a Participant’s identifying information, without the Individual’s agreement;
44. failing to comply with any temporary or provisional measure or other final sanction;
45. distributing or otherwise publicizing materials a Participant gains access to during any investigation or hearing, except as required by law or as expressly permitted; or
46. influencing or attempting to influence another Individual to interfere with or manipulate the process.
47. Retaliation: A Participant shall not take an adverse action against any other Individual for making a good faith report of possible Maltreatment or for Participating in any process found in a policy included in the Safe Sport Policy Manual. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or Participating in the Organization’s or a Participating Member’s processes. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred. Retaliation does not include good-faith actions lawfully pursued in response to a report of possible Maltreatment.
48. Aiding and Abetting which is any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by a participant. Aiding and Abetting also includes, without limitation, knowingly:
49. allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Participants;
50. providing any coaching-related advice or service to an Athletewho has been suspended or is otherwise ineligible; and
51. allowing any Individual to violate the terms of their suspension or any other sanctions imposed.
	1. *Reporting*: it is considered Maltreatment to fail to report Maltreatment of a Minor. A legal Duty to Report is mandated by law, and the requirement varies by province depending on provincial legislation
52. Failure by an adult Individual to report actual or suspected Maltreatment of a Minor.
53. The obligation to Report requires the Reporting of any conduct which, if proven true, would constitute Psychological Maltreatment, Sexual Maltreatment, Physical Maltreatment or Neglect involving a Minor Participant. The obligation to Report is an ongoing one and is not satisfied simply by making an initial Report. The obligation includes Reporting, on a timely basis, all relevant information of which an adult Participant becomes aware
54. The obligation to Report includes making a direct Report
55. The obligation to Report includes personally identifying information of a potential Minor Complainant to the extent known at the time of the Report, as well as a duty to reasonably supplement the Report as to identifying information learned at a later time
56. Participants should not investigate or attempt to evaluate the credibility or validity of allegations involving Psychological Maltreatment, Sexual Maltreatment, Physical Maltreatment or Neglect. Participants making a good faith Report are not required to prove the Reports are true before Reporting.
57. Failure to report inappropriate conduct:
58. Not all inappropriate conduct may meet the threshold for constituting Maltreatment. However, such inappropriate conduct may represent behavior with the risk of escalating to Maltreatment. Any Participant who suspects or becomes aware of another Participant’s inappropriate conduct, even if it is not defined as Maltreatment, has a Duty to Report such inappropriate conduct through the organization’s internal procedures. Those in positions of trust and authority who become aware of another’s inappropriate conduct have a responsibility for reporting the concern within their organization’s policies and procedures. The person making the report does not need to determine whether a violation took place: instead, the responsibility lies in reporting the objective behaviour
59. Intentionally Filing a False Allegation
60. An allegation is false if the events Reported did not occur, and the person making the Report knows the events did not occur
61. A false allegation is different from an unsubstantiated allegation; an unsubstantiated allegation means there is insufficient supporting evidence to determine whether an allegation is true or false. Absent demonstrable bad faith, an unsubstantiated allegation alone is not grounds for a violation.
	1. “*Members*” – Includes Provincial, Territorial, and Multi-sport organizations who govern the sport of Goalball and/or who provide support for all Canadians who are blind/visually impaired to be involved in a range of sports.
	2. “*Minor*” – Any Individual who is under the age of majority at the time and in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of a minor. For the purpose of protection in each Canadian province and territory, the age of a child is defined as follows:
62. 16 years old: Newfoundland and Labrador; Saskatchewan; Northwest Territories; Nunavut
63. 18 years old: Prince Edward Island; Quebec; Ontario; Manitoba; Alberta
64. 19 years old: Nova Scotia; New Brunswick; British Columbia; Yukon
	1. ***Neglect*** – Any pattern or a single serious incident of lack of reasonable care, inattention to a Participant’s needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour, but the behaviour must be evaluated with consideration given to the Participant’s needs and requirements, not whether harm is intended or results from the behaviour. (Neglect is also a prohibited behaviour listed under the definition of Maltreatment).
	2. ***Participants*** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization and in the By-laws of a Participating Member who are subject to the UCCMS and the policies of the Organization and the applicable Participating Member , as well as all people employed by, contracted by, or engaged in activities with, the Organization or a Participating Member including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
	3. “*Participating Members*” – Includes Members who elect to adopt the Safe Sport policies within this Manual
	4. “*Parties*” – the groups involved with the particular dispute. In the *Discipline and Complaints Policy*, the Parties are the Complainant and Respondent. In the *Appeal Policy*, the Parties are the Appellant, Respondent, and any Affected Party
	5. “*Person in Authority*” – Any Individual who holds a position of authority within the Organization or a Participating Member including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers
	6. ***Physical Maltreatment*** – Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of the Participant. Physical Maltreatment includes, without limitation, contact or non-contact infliction of physical harm. Physical Maltreatmentis determined by the objective behaviour, not whether harm is intended or results from the behaviour. (Physical Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)
	7. ***Power Imbalance*** – A Power Imbalance may exist where, based on the totality of the circumstances, a Participant has supervisory, evaluative, a duty of care, or other authority over another Participant. A Power Imbalance may also exist between an Athlete and other adults involved in sport in positions such as high-performance directors, sport specific health-care providers, sport science support staff, care or support persons, guides or pilots. Maltreatment occurs when this power is misused. Once a coach-Athlete relationship is established, a Power Imbalance is presumed to exist throughout the coach-Athlete relationship, regardless of age, and is presumed to continue for Minor Athletes after the coach-Athlete relationship terminates or until the Athlete reaches 25 years of age. A Power Imbalance may exist, but is not presumed, where an intimate relationship existed before the sport relationship commenced (e.g., a relationship between two spouses or life partners, or a sexual relationship between consenting adults that preceded the sport relationship).
	8. Sexual Maltreatment
65. **Involving a Child:** Any form of adult/child sexualized interaction constitutes child sexual abuse. Sexual abuse of a child may occur through behaviours that do or do not involve actual physical contact. (Sexual Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)
66. **Involving a person over the Age of Majority:** Any sexual act, whether physical or psychological in nature, that is committed, threatened, or attempted against a Participant without the Participant’s Consent. It includes any act targeting a Participant’s sexuality, gender identity or expression, that is committed, threatened or attempted against a Participant without that Participant’s Consent, and includes but is not limited to, the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Sexual Maltreatment can take place through any form or means of communication (e.g., online, social media, verbal, written, visual, hazing, or through a third party). (Sexual Maltreatment is also a prohibited behaviour listed under the definition of Maltreatment)
	1. ***Reporting (or Report)***– The provision of information in writing by any person or a Participant to a relevant independent authority (the independent person or position, such as a Case Manager, charged with receiving a report and determining next steps) regarding Maltreatment. Reporting may occur through either: (i) the Complainant (of any age) or the one who experienced the Maltreatment, or (ii) a witness – someone who witnessed the Maltreatment or otherwise knows or suspects Maltreatment. In either case, the intention of Reporting is to initiate an independent investigative process, which could result in disciplinary action being taken against the Respondent
	2. *“Respondent”* – The Participant responding to a complaint or, in the case of an appeal, the body whose decision is being appealed.
	3. “*Social media”* – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, and Twitter.
	4. “*Vulnerable Participants*” – Includes Minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by a Person in Authority);
	5. “*Vulnerable Sector Check (VSC)*” – A detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database
	6. “*Workplace*” – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the office of the Organization or a Participating Member, work-related social functions, work assignments outside offices, work-related travel, the training and competition environment, and work-related conferences or training sessions;
	7. *“Workplace Harassment”* – Vexatious comment or conduct against a worker 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. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
67. Bullying;
68. Workplace pranks, vandalism, bullying or hazing;
69. Repeated offensive or intimidating phone calls or emails;
70. Inappropriate sexual touching, advances, suggestions or requests;
71. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
72. Psychological abuse;
73. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
74. Deliberately withholding information that would enable a person to do his or her job, perform or train;
75. Sabotaging someone else’s work or performance;
76. Gossiping or spreading malicious rumours;
77. Intimidating words or conduct (offensive jokes or innuendos); and
78. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
	1. “*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. Types of behaviour that constitute Workplace Violence include, but are not limited to:
79. Verbal or written threats to attack;
80. Sending to or leaving threatening notes or emails;
81. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
82. Wielding a weapon in a Workplace;
83. Hitting, pinching or unwanted touching which is not accidental;
84. Dangerous or threatening horseplay;
85. Physical restraint or confinement;
86. Blatant or intentional disregard for the safety or wellbeing of others;
87. Blocking normal movement or physical interference, with or without the use of equipment;
88. Sexual violence; and
89. Any attempt to engage in the type of conduct outlined above.

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| CANADIAN BLIND SPORTS ASSOCIATIONATHLETE PROTECTION POLICY |
| ***This Policy has been prepared by the Organization and is a Pan-Canadian Policy applicable to the Organization and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the Organization.*** |

1. **Purpose**
2. This *Athlete Protection Policy* describes how Persons in Authority shall maintain a safe sport environment for all Athletes. It has been written to adhere to the Universal Code of Conduct to Prevent and Address Maltreatment in Sport.
3. **Interactions between Persons in Authority and Athletes – the ‘Rule of Two’**
4. For interactions between Persons and Authority and Athletes, the Organization and its Participating Members strongly recommends the ‘Rule of Two’ for all Persons in Authority who interact with athletes. The ‘Rule of Two’ is a directive that says that an athlete must never be alone one-on-one with an unrelated Person in Authority.
5. The Organization recognizes that fully implementing the ‘Rule of Two’, as described above (and modified accordingly for Persons in Authority), in all circumstances, may not always be possible. Due to the nature of blind sports, interactions between Persons in Authority and Athletes may occur in a private setting. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:
6. The training environment should be as open and transparent as possible so that all interactions between Persons in Authority and Athletes are observable.
7. Private or one-on-one situations must be avoided unless they are open and observable by another adult or Athlete
8. Persons in Authority shall not invite or have a Vulnerable Individual (or Vulnerable Participants) in their home without the written permission and contemporaneous knowledge of the Vulnerable individual, and where the Vulnerable Individual is a minor the Vulnerable Individual's parent or guardian
9. Vulnerable Participants must not be in any situation where they are alone with a Person in Authority without another screened adult or Athlete present unless prior written permission is obtained, from the Vulnerable Individual and where the Vulnerable Individual is a minor from the Athlete’s parent or guardian
10. **Practices and Competitions**
11. As it relates to practices and/or competitions, the Organization and its Participating Members recommends the following guidelines. Note that while these guidelines apply fully to Vulnerable Minors, they may also apply to Vulnerable Adults where it is reasonably feasible to implement
12. A Person in Authority should never be alone with a Vulnerable Minor prior to or following a competition or practice unless the Person in Authority is the Athlete’s parent or guardian
13. If the Vulnerable Minor is the first Athlete to arrive, the Athlete’s parent should remain until another Athlete or Person in Authority arrives
14. If a Vulnerable Minor would potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all of the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Minor, should be present in order to avoid the Person in Authority being alone with a Vulnerable Minor
15. Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority
16. When observing the Rule of Two is not possible due to training or competition circumstances, Persons in Authority and Athletes should take additional steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Participants for a lengthy period of time must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message
17. **Communications**
18. For communication between Persons in Authority and Athletes, the Organization and its Participating Members recommends:
19. Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and Athletes
20. Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone
21. Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such communication occurs, it must be recorded and available for review by another Person in Authority and/or by the Athlete’s parent/guardian (when the Athlete is a Vulnerable Participant)
22. Parents and guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or to request that certain information about their child may not be distributed in any form of electronic communications
23. All communication between a Person in Authority and Athletes must be between the hours of 6:00am and midnight unless extenuating circumstances justify otherwise
24. Communications concerning drugs or alcohol use (unless regarding its prohibition) is not permitted
25. No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium
26. Persons in Authority are not permitted to ask Athletes to keep a secret for them
27. **Travel**
28. For travel involving Persons in Authority and Athletes, the Organization and its Participating Members recommends:
29. Teams or groups of Athlete shall always have at least two Persons in Authority with them
30. For mixed gender teams or groups of Athletes, there should be one Person in Authority from each gender identity
31. Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present
32. No Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete’s parent or guardian
33. A Person in Authority may not share a room or be alone in a hotel room with an Athlete unless the Person in Authority is the Athlete’s parent or guardian
34. Room or bed checks during overnight stays must be done by two Persons in Authority
35. For overnight travel when Athletes must share a hotel room, roommates will be age-appropriate (e.g., within two years of age of one another) and of the same gender identity
36. **Locker Room / Changing Areas**
37. For locker rooms, changing areas and other closed meeting spaces, the Organization and its Participating Members recommends:
38. Interactions (i.e., conversation) between Persons in Authority and Athletes should not occur in any room where there is a reasonable expectation of privacy such as a locker room, restroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such room (e.g., the Rule of Two must be respected)
39. If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, for reasons including but not limited to team communications and/or emergencies
40. **Photography / Video**
41. For all photography and video of an Athlete, the Organization and its Participating Members recommends:
42. Photographs and video may only be taken in public view, must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Athlete
43. The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited
44. Examples of photos that shall be edited or deleted include:
45. Images with misplaced apparel or where undergarments are showing
46. Suggestive or provocative poses
47. Embarrassing images
48. If any photographs or videos will be used on any form of public media, an Image Consent Form (**Appendix A**) must be completed before any images are taken and used
49. **Physical Contact**
50. Some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill or tending to an injury. For physical contact, the Organization and its Participating Members recommends:
51. It is recognized that there may be a certain amount of physical contact inherent in coaching and supporting Athletes who are blind, deafblind, or partially sighted. This type of physical contact directly related to safety and skill acquisition is NOT harassment, provided it is explained to the athlete beforehand, and the athlete understands and is comfortable with it. If the athlete indicates that the physical contact is unwelcome, then the physical contact must stop, and an alternate procedure found.
52. Unless it is otherwise impossible because of serious injury or other justifiable circumstance, a Person in Authority must always clarify with an Athlete where and why any physical contact will occur prior to the contact occurring. The Person in Authority must make clear that he or she is requesting to touch the Athlete and not requiring physical contact
53. Infrequent, non-intentional physical contact during a training session is permitted
54. Hugs lasting longer than five seconds, cuddling, physical horseplay, and physical contact initiated by the Person in Authority is not permitted. It is recognized that some Athletes may initiate hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance), but this physical contact should always be limited to circumstances where the Person in Authority believes it is in the best interest of the Athlete and when it occurs in an open and observable environment.
55. **Enforcement**
56. Any alleged violations of this *Athlete Protection Policy* shall be addressed pursuant to the Organization’s *Discipline and Complaints Policy*.

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| **Policy History** |
| Approved | **2021 01 21** |
| Next Review Date |  |

# APPENDIX A – IMAGE CONSENT FORM

Name of Participant (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I hereby grant to [Insert Name of Participating Member organization(s)] and the Canadian Blind Sports Association (collectively the “Organizations”)on a worldwide basis, the permission to photograph and/or record the Participant’s image and/or voice on still or motion picture film and/or audio tape (collectively the “Images”), and to use the Images to promote the sport and/or the Organizations through traditional media such as newsletters, websites, television, film, radio, print and/or display form, and through social media such as Instagram, Facebook, YouTube, and Twitter. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes. This consent will remain in effect in perpetuity.
2. I hereby fully release, discharge, and agree to save harmless the Organizations, for any and all claims, demands, actions, damages, losses or costs that might arise out of the collection, use or disclosure of the Images or taking, publication, distortion of the Images, negatives, and masters or any other likeness or representation of the Participant that may occur or be produced in the taking of said Images or in any subsequent processing thereof, including without limitation any claims for libel, passing off, misappropriate of personality or invasion of privacy.
3. **I UNDERSTAND AND AGREE**, that I have read and understood the terms and conditions of this document. On behalf of me, my heirs and assigns, I agree that I am signing this document voluntarily and to abide by such terms and conditions.

Signature of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OR,** if the Participant is younger than the age of majority

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| CANADIAN BLIND SPORTS ASSOCIATIONCODE OF CONDUCT AND ETHICS |
| ***This Policy has been prepared by the Organization and is a Pan-Canadian Policy applicable to the Organization and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the Organization.*** |

1. **Purpose**
2. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of the Canadian Blind Sports Association (the ‘Organization’) and its Participating Members by making Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization’s core values, policies, as well as the Universal Code of conduct to Prevent and Address Maltreatment in Sport (UCCMS). The Organization and its Participating Members support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.
3. **Application of this Code**
4. This Code applies to any Individual’s conduct during the business, activities, and events of the Organization and its Members including, but not limited to, competitions, practices, evaluations, treatment or consultations (i.e., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
5. This Code also applies to Participants’ conduct outside of the business, activities, and events of the Organization and its Members when such conduct adversely affects the organization’s relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization or a Participating Member. Such applicability will be determined by the Organization or a Participating Member, as applicable, at its sole discretion.
6. This Code applies to Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Individual was active in the sport.
7. In addition, breaches of this Code may occur when the Participants 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).
8. Any Individual who violates this Code may be subject to sanctions pursuant to the *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy,* a Participant who violates this Code during a competition may be removed from the competition or training area, and the Individual may be subject to further sanctions.
9. **Persons in Authority and Maltreatment**
10. When they are a Person in Authority, Participants are responsible for knowing what constitutes Maltreatment. The categories of Maltreatment are not mutually exclusive, nor are the examples provided in each category an exhaustive list. Rather, what matters for the assessment of the Maltreatment is whether the conduct falls into one or more of the categories, not into which category it falls. Abuse, assault, Harassment, bullying, and hazing can be experienced in more than one category of Maltreatment.
11. Maltreatment can be any of the prohibited behaviours and conduct, provided the Maltreatment occurs in any one or a combination of the following situations (The physical location(s) where the alleged Maltreatment occurred is not determinative):
12. Within a sport environment;
13. When the Participant alleged to have committed Maltreatment was engaging in sport activities;
14. When the Participants involved interacted due to their mutual involvement in sport; or
15. Outside of the sport environment where the Maltreatment has a serious and detrimental impact on another Participant.
16. It is a violation of the Code for sport administrators or other Persons in Authority to place Participants in situations that make them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and coach to share a hotel room when traveling, hiring a coach who has a past history of Maltreatment, assigning guides and other support staff to a para-Athlete when the guide or support staff has a reputation for Maltreatment or assigning such a guide or support staff to a para-Athlete in the absence of consultation with the para-Athlete.
17. **Responsibilities**
18. Participants have a responsibility to:
19. Conduct themselves in a manner consistent with the True Sport principles
20. Refrain from any behaviour that constitutes Maltreatment, Discrimination, Harassment, Workplace Harassment, or Workplace Violence
21. Maintain and enhance the dignity and self-esteem of members and other individuals by:
22. Treating each other with the highest standards of respect and integrity;
23. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other participants;
24. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
25. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
26. Consistently treating individuals fairly and reasonably; and
27. Ensuring adherence to the rules of the sport and the spirit of those rules.
28. Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Discrimination, or any form of Maltreatment
29. Refrain from any behaviour that violates the *Athlete Protection Policy*
30. 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, the Organization and its Participating Members adopt and adhere to the Canadian Anti-Doping Program. The Organization and its Participating Members will respect any sanction imposed on a Participant as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules
31. 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
32. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
33. Refrain from consuming tobacco products, cannabis, or recreational drugs while Participating in the programs, activities, competitions, or events of the Organization or a Participating Member;
34. In the case of minors, not consume alcohol, tobacco, or cannabis at any competition or event;
35. In the case of adults, not consume cannabis in the Workplace or in any situation associated with the events of the Organization or a Participating Member (subject to any requirements for accommodation), not consume alcohol during competitions and in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations
36. Respect the property of others and not willfully cause damage
37. Promote sport in the most constructive and positive manner possible
38. When driving a vehicle:
39. Not have his or her license suspended;
40. Not be under the influence of alcohol or illegal drugs or substances;
41. Have valid car insurance; and
42. Refrain from using a mobile device.
43. Adhere to all federal, provincial, municipal and host country laws
44. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a para-classification, competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
45. Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of the Organization and its Participating Members, as applicable and as adopted and amended from time to time
46. Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving a Participant to the Organization or to a Participating Member, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method
47. **Directors, Committee Members, and Staff**
48. In addition to section 10 (above), Directors, Committee Members, and Staff of the Organization and its Participating Members will have additional responsibilities to:
49. Function primarily as a Director or Committee Member or Staff Member of the Organization or a Participating Member (as applicable) while functioning in that role.
50. Ensure their loyalty prioritizes the interests of the Organization or the Participating Member (as applicable)
51. Act with honesty and integrity and conduct themselves in a manner consistent with the True Sport principles and with the nature and responsibilities of the business and the maintenance of Participants’ confidence
52. Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
53. Comply with the Screening Policy
54. Conduct themselves openly, professionally, lawfully and in good faith
55. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
56. Behave with decorum appropriate to both circumstance and position
57. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
58. Respect the confidentiality appropriate to issues of a sensitive nature
59. Respect the decisions of the majority and resign if unable to do so
60. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
61. Have a thorough knowledge and understanding of all governance documents
62. **Coaches and Instructors**
63. In addition to section 10 (above), coaches and instructors 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, either consciously or unconsciously. Coaches and instructors will:
64. Avoid any behaviour that abuses the Power Imbalance inherent in the coaching position to (i) establish or maintain a sexual relationship with an Athlete that they are coaching, or (ii) encourage inappropriate physical or emotional intimacy with an Athlete, regardless of the Athlete’s age
65. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes
66. 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
67. 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
68. Support the coaching staff of a training camp, provincial team, or national team, should an Athlete qualify for participation with one of these programs
69. Accept and promote Athletes’ personal goals and refer Athletes to other coaches and sport specialists as appropriate
70. Provide Athletes (and the parents/guardians of minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete
71. Act in the best interest of the Athlete’s development as a whole person
72. Comply with the *Screening Policy*
73. Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions to the Organization or a Participating Member, as applicable, including those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method
74. 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
75. Respect Athletes competing for other jurisdictions 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
76. Not engage in a sexual or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority
77. 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
78. Dress professionally
79. Use inoffensive language, taking into account the audience being addressed

1. **Athletes**
2. In addition to section 10 (above), Athletes will have additional responsibilities to:
3. Adhere to their Athlete Agreement (if applicable)
4. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
5. Participate and appear on-time and be prepared to participate to their best of their abilities in all competitions, practices, training sessions, and evaluations
6. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
7. Adhere to any rules and requirements regarding clothing and equipment
8. Dress to represent the sport and themselves with professionalism
9. Act in accordance with applicable policies, procedures, and, when applicable, additional rules as outlined by coaches or managers
10. **Officials**
11. In addition to section 10 (above), officials will have additional responsibilities to:
12. Maintain and update their knowledge of the rules and rules changes
13. Not publicly criticize other officials
14. Work within the boundaries of their position’s description while supporting the work of other officials
15. Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations
16. Take ownership of actions and decisions made while officiating
17. Respect the rights, dignity, and worth of all Participants
18. Act openly, impartially, professionally, lawfully, and in good faith
19. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
20. Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Participants
21. Comply with the *Screening Policy*
22. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or the Organization or the Participating Member at the earliest possible time
23. When writing reports, set out the facts to the best of their knowledge and recollection
24. Dress in proper attire for officiating
25. **Parents/Guardians and Spectators**
26. In addition to section 10 (above), parents/guardians and spectators at events will:
27. Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
28. Condemn the use of violence in any form
29. Never ridicule a participant for making a mistake during a competition or practice
30. Respect the decisions and judgments of officials, and encourage Athletes to do the same
31. Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
32. Respect and show appreciation to all competitors, and to coaches, officials and other volunteers
33. Never harass competitors, coaches, officials, parents/guardians, or other spectators
34. **Provincial/Territorial/Multi-sport Organizations and Clubs**
	* 1. Provincial/Territorial Organizations and Clubs will:
		2. Adhere to all of the Organization’s governing documents and, where necessary, amend their own rules to comply or align with those of the Organization
		3. Recognize that their websites, blogs and social media accounts may be seen as extensions of the Organization and must reflect the Organization’s mission, vision and values
		4. Ensure that all Athletes and coaches Participating in sanctioned competitions and events of the Organization are registered and in good standing
		5. Have well-defined hiring practices and standards in place including interviews, reference checks, and screening procedures to ensure Athletes have a healthy and safe sport environment
		6. Ensure that any possible or actual misconduct is investigated promptly and thoroughly
		7. Impose appropriate disciplinary or corrective measures when misconduct has been substantiated, regardless of the position or authority of the offender
		8. Advise the Organization immediately of any situation where a complainant has publicized a complaint in the media
		9. Provide the Organization with a copy of all decisions rendered pursuant to the organization’s policies for complaints and appeals

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| **Policy History** |
| Approved | **2021 01 21** |
| Next Review Date |  |
| Revision Approval Dates |  |

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| CANADIAN BLIND SPORTS ASSOCIATIONDISCIPLINE AND COMPLAINTS POLICY |
| ***This Policy has been prepared by the Organization and is a Pan-Canadian Policy applicable to the Organization and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the Organization.*** |

1. **Purpose**
2. Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, By-laws, rules, Code of Conduct, and regulations of the Canadian Blind Sports Association (the ‘Organization’) and its Participating Members, as applicable. Non-compliance may result in the imposition of sanctions pursuant to this Policy.
3. **Principles**
4. The following principles guide the findings and determinations under this Policy:
5. Any form of Maltreatment violates the integrity of Participants and undermines the values of Canadian sport.
6. Sanctions imposed will reflect the seriousness of the Maltreatment and the harm to those affected and the values of Canadian sport.
7. This Policy and its procedures will be:
8. Harmonized (applied to all Participants across Canada)
9. Fair (procedural and substantive due process for all Participants)
10. Comprehensive (all forms of Maltreatment addressed, and potential sanctions described)
11. Expert-informed (the determination of Maltreatment and impositions of sanctions will be informed by those with expertise in such areas as sport, child abuse, and the law)
12. Trauma-informed (acknowledgement of the physical, psychological and emotional effects of trauma, and avoidance of re-traumatization)
13. Evidence-driven (evidence of Maltreatment required, where Evidence or “proof” of maltreatment may include the words/report of a complainant if found credible by the relevant authorities. Depending upon the nature of the Maltreatment, physical evidence, corroboration or third-party verification may not be needed)
14. Independent administration (free from all conflicts of interest)
15. **Application of this Policy**
16. This Policy applies to all Participants.
17. This Policy applies to matters that may arise during the business, activities, and events of the Organization and its Participating Members (as applicable) including, but not limited to, competitions, practices and training, treatment or consultations (i.e., massage therapy), camps and clinics, travel associated with the activities of the Organization or a Participating Member, and any meetings.
18. This Policy also applies to Participants’ conduct outside of the business, activities, and events of the Organization and its Participating Members (as applicable) when such conduct adversely affects the Organization’s and/or a Participating Member’s relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization or a Participating Member, or upon the acceptance of the Organization or a Participating Member.
19. This Policy applies to alleged breaches of the *Code of Conduct and Ethics* by Participants who have retired from the sport where any claim regarding a potential breach of the *Code of Conduct and Ethics* occurred when the Individual was active in the sport. In addition, this Policy will apply to breaches of the *Code of Conduct and Ethics* that occurred when the Participants 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).
20. Applicability of this Policy will be determined by the Organization or a Participating Member at its sole discretion and shall not be subject to appeal.
21. In the event it is considered appropriate or necessary on the basis of the circumstances, immediate discipline or the imposition of a sanction may be applied, after which further discipline or sanctions may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions may be for the duration of the competition, training, activity, or event only.
22. In addition to being subject to disciplinary action pursuant to this *Discipline and Complaints Policy*, an employee of the Organization or a Participating Member who is a Respondent to a complaint may also be subject to consequences in accordance with the employee’s Employment Agreement or policies for human resources, if applicable.
23. **Minors**
24. Complaints may be brought for or against a Participant who is a Minor. Minors must have a parent/guardian or other adult (with the permission of the parent/guardian) serve as their representative during this process.
25. Communication from the Case Manager, Discipline Chair or Discipline Panel, as applicable, must be directed to the Minor’s representative.
	* 1. A Minor is not required to attend an oral hearing, if held.
26. **Reporting a Complaint**
27. All complaints must be reported by a Participant (or Participants) to one of the Organization’s identified independent Case Managers.
28. At its discretion, the Organization or a Member (as applicable) may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the Organization or a Member (as applicable) will identify an individual to represent the organization.
29. Complaints or incident reports should be made in writing and the person making the complaint may contact the Organization’s or Member’s (as applicable) Case Manager for direction. The Case Manager may accept any report, in writing or not, at their sole discretion
30. **Case Manager Responsibilities**
31. Upon receipt of a complaint, the Case Manager has a responsibility to:
32. Determine the appropriate jurisdiction to manage the complaint and consider the following:
33. Whether the complaint should be handled by the appropriate Participating Member, or by the Organization. In making this decision, the Case Manager will consider:
34. whether the incident has occurred within the business, activities or events of the Participating Member or the Organization. If the incident has occurred outside of the business, activities or events of any of these organizations, the Case Manager will determine which organization’s relationships are adversely affected or which organization’s image or reputation will be detrimentally affected by the incident; and
35. if the Participating Member is otherwise unable to manage the complaint for valid and justifiable reasons, such as a conflict of interest or due to a lack of capacity
36. If the Case Manager determines that the complaint or incident should be handled by the appropriate Participating Member, that Participating Member shall appoint its own Case Manager to fulfil the responsibilities listed below. In such instance, any reference to Case Manager below shall be understood as a reference to the Participating Member’s Case Manager
37. Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy and, if so, the complaint will be dismissed immediately and the Case Manager’s decision to dismiss the complaint may not be appealed;
38. Propose the use of alternative dispute resolution techniques;
39. Determine if the alleged incident should be investigated pursuant to **Appendix A – Investigation Procedure**; and/or
40. Choose which process (Process #1 or Process #2) should be followed, and may use the following examples as a general guideline:

**Process #1 - the Complainant alleges the following incidents:**

1. Disrespectful, abusive, racist, or sexist comments or behaviour
2. Disrespectful conduct
3. Minor incidents of violence (e.g., tripping, pushing, elbowing)
4. Conduct contrary to the values of the Organization or a Club or a Participating Member
5. Non-compliance with the organization’s policies, procedures, rules, or regulations
6. Minor violations of the Code of Conduct and Ethics, Social Media Policy, or Athlete Protection Policy

**Process #2 - the Complainant alleges the following incidents:**

1. Repeated minor incidents
2. Any incident of hazing
3. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
4. Major incidents of violence (e.g., fighting, attacking, sucker punching)
5. Pranks, jokes, or other activities that endanger the safety of others
6. Conduct that intentionally interferes with a competition or with any athlete’s preparation for a competition
7. Conduct that intentionally damages the organization’s image, credibility, or reputation
8. Consistent disregard for the bylaws, policies, rules, and regulations
9. Major or repeated violations of the *Code of Conduct and Ethics*
10. Intentionally damaging the organization’s property or improperly handling the organization’s monies
11. Abusive use of alcohol, any use or possession of alcohol by Minors, or use or possession of illicit drugs and narcotics
12. A conviction for any *Criminal Code* offense
13. Any possession or use of banned performance enhancing drugs or methods
14. **Process #1 Complaint Handled by Discipline Chair**
15. Following the determination that the complaint or incident should be handled under Process #1, the Case Manager will appoint a Discipline Chair who may:
16. Recommend mediation;
17. Make a decision;
18. Ask the Complainant and the Respondent for either written or oral submissions regarding the complaint or incident; or
19. Convene the parties to a meeting, either in person or by way of video or teleconference in order to ask the parties questions.
20. Thereafter, the Discipline Chair shall determine if a breach occurred and, if so, if one or more sanctions should be applied (see: **Sanctions**).
21. The Discipline Chair will inform the Parties of the decision, which will take effect immediately.
22. Records of all sanctions will be maintained by the Organization and the Member. The Member will disclose all decisions to the Organization, which may disclose such decisions at its discretion.
23. **Request for Reconsideration**
24. If the Discipline Chair decides not to impose a sanction on the Respondent, the Complainant may request a reconsideration from the Discipline Chair by informing them, within five (5) days of receiving the decision, that they are not satisfied with the decision and explaining why.
25. If the Discipline Chair imposes a sanction, the Respondent may request a reconsideration from the Discipline Chair by informing them, within five (5) days of receiving the decision, that they are not satisfied with the decision. In their request for reconsideration, the Respondent must indicate:
26. Why the sanction is inappropriate;
27. Summary of evidence that the Respondent will provide to support the Respondent’s position; and
28. What penalty or sanction (if any) would be appropriate?
29. Upon receiving a request for reconsideration, the Discipline Chair may decide to accept or reject the Respondent’s suggestion for an appropriate sanction.
30. Should the Discipline Chair accept the Respondent’s suggestion for an appropriate sanction, that sanction will take effect immediately.
31. Should the Discipline Chair not accept the Respondent’s suggestion for an appropriate sanction, the initial complaint or incident will be handled under Process #2 of this Policy.
32. **Process #2 Handled by Discipline Panel Case Manager**
33. Following the determination that the complaint or incident should be handled under Process #2, the Case Manager has a responsibility to:
34. Propose the use of the *Dispute Resolution Policy* (if considered appropriate in the circumstances)
35. Appoint the Discipline Panel, if necessary
36. Coordinate all administrative aspects and set timelines
37. Provide administrative assistance and logistical support to the Discipline Panel as required
38. Provide any other service or support that may be necessary to ensure a fair and timely proceeding
39. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
40. After notifying the Parties that the complaint has been accepted, the Case Manager may propose using the *Dispute Resolution Policy* with the objective of resolving the dispute. If applicable, and if the dispute is not resolved, or if the parties refuse to use the *Dispute Resolution Policy*, the Case Manager will appoint a Discipline Panel, which shall consist of a single Arbitrator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Discipline Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel’s members to serve as the Chair.
41. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
42. The parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
43. Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all parties, through the Case Manager, in advance of the hearing
44. The parties may engage a representative, advisor, translator, or legal counsel at their own expense
45. The Discipline Panel may request that any other individual participate and give evidence at the hearing
46. The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
47. The decision will be by a majority vote of the Discipline Panel
48. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
49. The hearing will proceed even if a party chooses not to participate in the hearing.
50. In fulfilling its duties, the Discipline Panel may obtain independent advice.
51. **Decision**
52. After hearing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing’s conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all parties, the Case Manager, to the Organization and the Participating Member. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing’s conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.
53. **Sanctions**
54. Prior to determining sanctions, the Discipline Chair or Discipline Panel, as applicable, will consider factors relevant to determining appropriate sanctions which include:
55. The nature and duration of the Respondent’s relationship with the Complainant, including whether there is a Power Imbalance;
56. The Respondent’s prior history and any pattern of inappropriate behaviour or Maltreatment;
57. The ages of the individuals involved;
58. Whether the Respondent poses an ongoing and/or potential threat to the safety of others;
59. The Respondent’s voluntary admission of the offense(s), acceptance of responsibility for the Maltreatment, and/or cooperation in the process of the Organization and/or the Member;
60. Real or perceived impact of the incident on the Complainant, sport organization or the sporting community;
61. Circumstances specific to the Respondent being sanctioned (e.g., lack of appropriate knowledge or training regarding the requirements in the *Code of Conduct and Ethics*; addiction; disability; illness);
62. Whether, given the facts and circumstances that have been established, continued participation in the sport community is appropriate;
63. A Respondent who is in a position of trust, intimate contact or high-impact decision-making may face more serious sanctions; and/or
64. Other mitigating and aggravating circumstances
65. Any sanction imposed must be proportionate and reasonable. However, progressive discipline is not required, and a single incident of Maltreatment or other prohibited behaviour may justify elevated or combined sanctions.
66. The Discipline Chair or Discipline Panel, as applicable, may apply the following disciplinary sanctions, singularly or in combination:
67. **Verbal or Written Warning** - A verbal reprimand or an official, written notice and formal admonition that a Participanthas violated the *Code of Conduct and Ethics* and that more severe sanctions will result should the Participantbe involved in other violations
68. **Education** - The requirement that a Participant undertake specified educational or similar remedial measures to address the violation(s) ofthe *Code of Conduct and Ethics*
69. **Probation** - Should any further violations of the *Code of Conduct and Ethics* occur during the probationary period, will result in additional disciplinary measures, likely including a period of suspension or permanent ineligibility. This sanction can also include loss of privileges or other conditions, restrictions, or requirements for a specified period of time
70. **Suspension** - Suspension, either for a set time or until further notice, from participation, in any capacity, in any program, practice, activity, event, or competition sponsored by, organized by, or under the auspices of the Organization or a Member. A suspended Participantis eligible to return to participation, but reinstatement may be subject to certain restrictions or contingent upon the Participantsatisfying specific conditions noted at the time of suspension
71. **Eligibility Restrictions** - Restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions
72. **Permanent Ineligibility** - Permanent ineligibility to participate, in any sport, in any capacity, in any program, activity, event, or competition sponsored by, organized by, or under the auspices of the Organization, a Member, and/or any sport organization subject to the UCCMS
73. **Other Discretionary Sanctions** - Other sanctions may be imposed, including, but not limited to, other loss of privileges, no contact directives, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate
74. The Discipline Chair or Discipline Panel, as applicable, may apply the following presumptive sanctions which are presumed to be fair and appropriate for the listed Maltreatment:
75. Sexual Maltreatment involving a Minor Complainant shall carry a presumptive sanction of permanent ineligibility;
76. Sexual Maltreatment, Physical Maltreatment with contact, and Maltreatment related to interference or manipulation of process shall carry a presumptive sanction of either a period of suspension or eligibility restrictions.
77. While a Respondent has pending charges or dispositions in violation of the criminal law, the presumptive sanction shall be a period of suspension
78. A Participant’s conviction for a *Criminal Code* offense, as determined by the Organization or the Participating Member (as applicable), will be deemed an infraction under this Policy and will result in expulsion from the Organization or the Participating Member (as applicable). *Criminal Code* offences may include, but are not limited to:
79. Any child pornography offences
80. Any sexual offences
81. Any offence of physical violence
82. Any offence of assault
83. Any offence involving trafficking of illegal drugs
84. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.
85. Records of all decisions will be maintained by the Organization and the Participating Member (as applicable). Participating Members will submit all records to the Organization.
86. **Appeals**
87. The decision of the Discipline Panel may be appealed in accordance with the *Appeal Policy*.
88. **Suspension Pending a Hearing**
89. The Organization or the Participating Member (as applicable) may determine that an alleged incident is of such seriousness as to warrant suspension of a Participant pending completion of an investigation, criminal process, the hearing, or a decision of the Discipline Panel.
90. **Confidentiality**
91. The discipline and complaints process is confidential and involves only the Organization, the applicable Participating Member(s), the parties, the Case Manager, the Discipline Chair, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.
92. Any failure to respect the aforementioned confidentiality requirement may result in further sanctions or discipline by the Discipline Chair or Discipline Panel (as applicable).
93. **Timelines**
94. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Case Manager may direct that these timelines be revised.
95. **Records and Distribution of Decisions**
96. Other individuals or organizations, including but not limited to, national sport organizations, Provincial/Territorial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.
97. The Organization, and the Participating Member(s), recognizes that a publicly available searchable database or registry of Respondentswho have been sanctioned, or whose eligibility to participate in sport has in some way been restricted, may be maintained and may be subject to provisions in the UCCMS.

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| CANADIAN BLIND SPORTS ASSOCIATIONINVESTIGATIONS POLICY  |
| ***This Policy has been prepared by the Organization and is a Pan-Canadian Policy applicable to the Organization and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the Organization.*** |

1. **Purpose**
2. The Canadian Blind Sports Association (the ‘Organization’) and its Participating Members are committed to eliminating all instances of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Maltreatment within their operations and activities. This Policy describes how the Organization will lead the investigation of the reports that the Case Manager decides should be investigated.
3. **Determination and Disclosure**
4. When a complaint is submitted pursuant to the *Discipline and Complaints Policy*, the Case Manager will determine if the incident should be investigated.
5. The Organization and its Participating Members will adhere to all disclosure and reporting responsibilities required by any government entity, local police force, or child protection agency.
6. **Investigation**
7. The Investigator must be an independent third-party skilled in investigating. The Investigator must not be in a conflict of interest situation and should have no connection to either party.
8. Federal and/or Provincial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward a worker in a Workplace. The Investigator should review workplace safety legislation, the organization’s policies for human resources, and/or consult independent experts to determine whether legislation applies to the complaint.
9. The investigation may take any form as decided by the Investigator, guided by any applicable Federal and/or Provincial legislation. The investigation may include:
10. Interviews with the Complainant
11. Witness interviews
12. Statement of facts (Complainant’s perspective) prepared by Investigator, acknowledged by the Complainant and provided to the Respondent
13. Interviews with the Respondent
14. Statement of facts (Respondent’s perspective) prepared by Investigator, acknowledged by the Respondent and provided to the Complainant
15. **Investigator’s Report**
16. Upon completion of their investigation, the Investigator shall prepare a report that should include a summary of evidence from the parties (including both statements of facts, if applicable) and recommendations from the Investigator of whether, on a balance of probabilities, an incident occurred that could be considered Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, or Maltreatment, or breach of a governing document, including, but not limited to the *Code of Conduct and Ethics*.
17. The Investigator must be aware that sport-specific differences exist with respect to such aspects as acceptable levels of touch, physical contact, and aggression during training or competition and will consider such differences during the investigative process.
18. The Investigator’s Report will be provided to the Case Manager who will disclose it, at their discretion, to the Organization and the relevant Participating Members (if applicable).
19. Should the Investigator find that there are possible instances of offence under the *Criminal Code*, particularly related to Criminal Harassment (or Stalking), Uttering Threats, Assault, Sexual Interference, or Sexual Exploitation, the Investigator shall advise the Complainant and the Organization or the Participating Member to refer the matter to police.
20. The Investigator must also inform the Organization or the Participating Member (as applicable) of any findings of criminal activity. The Organization or the Participating Member (as applicable) may decide whether to report such findings to police but is required to inform police if there are findings related to the trafficking of prohibited substances or methods (as indicated in the version of the World Anti-Doping Agency’s Prohibited List currently in force), any sexual crime involving Minors, fraud against the Organization or any Participating Member(s) (as applicable), or other offences where the lack of reporting would bring the Organization or the Participating Member (as applicable) into disrepute.
21. **Reprisal and Retaliation**
22. A Participant who submits a complaint to the Organization or who gives evidence in an investigation may not be subject to reprisal or retaliation from any individual or group. Any such conduct may constitute Maltreatment and will be subject to disciplinary proceedings pursuant to the *Discipline and Complaints Policy*.
23. **False Allegations**
24. A Participant who submits allegations that the Investigator determines to be malicious, false or for the purpose of retribution, retaliation or vengeance (or that otherwise fall within the definition of Maltreatment) may be subject to a complaint under the terms of the *Discipline and Complaints Policy* and may be required to pay for the costs of any investigation that comes to this conclusion. Any Individual who is liable to pay for such costs shall be automatically deemed to be not in good standing until the costs are paid in full. The Organization or any Participating Member(s) (as applicable), or the Individual against whom the allegations were submitted, may act as the Complainant.
25. **Confidentiality**
26. The Investigator will make every effort to preserve the confidentiality of the complainant, respondent, and any other party. However, the Organization and its Participating Members recognize that maintaining anonymity of any party may be difficult for the Investigator during the investigation.

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| CANADIAN BLIND SPORTS ASSOCIATIONDISPUTE RESOLUTION POLICY |
| ***This Policy has been prepared by the Organization and is a Pan-Canadian Policy applicable to the Organization and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the Organization.*** |

1. **Purpose**
2. The Canadian Blind Sports Association (the ‘Organization’) and its Participating Members support the principles of Alternate Dispute Resolution (ADR) and are committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. ADR also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.
3. The Organization and its Participating Members encourage all Participants to communicate openly, and to collaborate and use problem-solving and negotiation techniques to resolve their differences. the Organization and its Members believe that negotiated settlements are most often preferable to arbitrated outcomes. Negotiated resolutions to disputes with and among Participants are strongly encouraged.
4. **Application of this Policy**
5. This Policy applies to all Participants.
6. Opportunities for ADR may be pursued at any point in a dispute when all parties to the dispute agree that such a course of action would be mutually beneficial.
7. **Facilitation and Mediation**
8. If all parties to a dispute agree to ADR, a mediator or facilitator, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.
9. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated and may, if they consider it appropriate, specify a deadline before which the parties must reach a negotiated decision.
10. Should a negotiated settlement be reached, the settlement shall be reported to the Organization or the Participating Member (as applicable). Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending approval.
11. Should a negotiated settlement not be reached by the deadline specified by the mediator or facilitator at the start of the process (if set), or if the parties to the dispute do not agree to ADR, the dispute shall be considered under the appropriate section of the *Discipline and Complaints Policy* or *Appeal Policy,* as applicable.
12. **Final and Binding**
13. Any negotiated settlement will be binding on the parties. Negotiated settlements may not be appealed.

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| CANADIAN BLIND SPORTS ASSOCIATIONAPPEAL POLICY |
| ***This Policy has been prepared by the Organization and is a Pan-Canadian Policy applicable to the Organization and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the Organization.*** |

1. **Purpose**
2. This *Appeal Policy* provides Participants with a fair and expedient appeal process.
3. **Scope and Application of this Policy**
4. This Policy applies to all Participants.
5. Any Individual who is directly affected by a decision made by the Canadian Blind Sports Association (the ‘Organization’) or a Participating Member shall have the right to appeal that decision provided there are sufficient grounds for the appeal under the **Grounds for Appeal** section of this Policy.
6. This Policy **will apply** to decisions relating to:
7. Eligibility
8. Selection
9. Conflict of Interest
10. Discipline
11. Membership
12. This Policy **will not** **apply** to decisions relating to:
13. Employment
14. Infractions for doping offenses
15. The rules of the sport
16. Selection criteria, quotas, policies, and procedures established by entities other than the Organization or a Participating Member (as applicable)
17. Substance, content and establishment of team selection or carding criteria
18. Volunteer/coach appointments and the withdrawal or termination of those appointments
19. Budgeting and budget implementation
20. The organization’s operational structure and committee appointments
21. Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization or its Participating Members (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the organization at its sole discretion)
22. Commercial matters for which another appeals process exists under a contract or applicable law
23. Decisions made under this Policy
24. **Timing of Appeal**
25. Participants who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit the following:
26. Notice of the intention to appeal
27. Their contact information
28. Name and contact information of the Respondent and any Affected Parties, when known to the Appellant
29. Date the Appellant was advised of the decision being appealed
30. A copy of the decision being appealed, or description of decision if written document is not available
31. Grounds for the appeal
32. Detailed reasons for the appeal
33. All evidence that supports these grounds
34. Requested remedy or remedies
35. An administration fee of two hundred dollars ($200), which will be refunded if the appeal is upheld
36. A Participant who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.

**Submitting an Appeal**

1. **Discipline Chair Decision – Clubs**
2. A decision made by a Club’s Discipline Chair following a request for reconsideration by one of the parties pursuant to the *Discipline and Complaints Policy* may be appealed to the Club’s Provincial/Territorial Organization in accordance with the terms of this *Appeal Policy*.
3. The Provincial/Territorial Organization shall appoint an Appeal Manager and shall follow the process outlined in this *Appeal Policy*.
4. **Discipline Chair Decision – Provincial/Territorial Organizations**
5. A decision made by a Provincial/Territorial Organization’s Discipline Chair following a request for reconsideration by one of the parties pursuant to the *Discipline and Complaints Policy* may be appealed to the Organization in accordance with the terms of this *Appeal Policy*.
6. The Organization shall appoint an Appeal Manager and shall follow the process outlined in this *Appeal Policy*.
7. **Discipline Panel Decision – Provincial/Territorial Organizations**
8. A decision made by a Provincial/Territorial Organization’s Discipline Panel pursuant to the *Discipline and Complaints Policy* may be appealed to the Organization in accordance with the terms of this Appeal Policy.
9. The Organization shall appoint an Appeal Manager and shall follow the process outlined in this *Appeal Policy*.
10. **Discipline Chair or Discipline Panel Decision – the Organization**
11. A decision made by the Organization’s Discipline Chair following a request for reconsideration by one of the parties pursuant to the *Discipline and Complaints Policy,* and a decision made by the Organization’s Discipline Panel, may be appealed to the Organization in accordance with the terms of this *Appeal Policy*.
12. Alternatively, by agreement between the parties, the internal appeal process may be bypassed, and the appeal may be heard directly before the Sport Dispute Resolution Centre of Canada (SDRCC).
13. Except where an appeal proceeds before the SDRCC, the Organization shall appoint an Appeal Manager and shall follow the process outlined in this *Appeal Policy*.
14. **Grounds for Appeal**
15. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:
16. Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent’s governing documents) to make
17. Failed to follow its own procedures (as set out in the Respondent’s governing documents)
18. Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
19. Made a decision that was patently unreasonable
20. **Screening of Appeal**
21. The parties may first attempt to resolve the appeal through the *Dispute Resolution Policy*.
22. Appeals resolved under the *Dispute Resolution Policy* will result in the administration fee being refunded to the Appellant.
23. Should the appeal not be resolved by using the *Dispute Resolution Policy*, the Organization or the Provincial/Territorial Organization will appoint an independent Appeal Manager (who must not be in a conflict of interest or have any direct relationship with the parties) who has the following responsibilities:
24. To determine if the appeal falls under the scope of this Policy
25. To determine if the appeal was submitted in a timely manner
26. To decide whether there are sufficient grounds for the appeal
27. If the Appeal Manager denies the appeal on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
28. If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeal Panel which shall consist of a single Arbitrator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeal Manager, an Appeal Panel composed of three persons may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the Panel’s members to serve as the Chair.
29. **Determination of Affected Parties**
30. In order to confirm the identification of any Affected Parties, the Appeal Manager will engage the Organization or the Participating Member (as applicable). The Appeal Manager may determine whether a party is an Affected Party in their sole discretion.
31. **Procedure for Appeal Hearing**
32. The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.
33. If a party chooses not to participate in the hearing, the hearing will proceed in any event.
34. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the Panel deem appropriate in the circumstances, provided that:
35. The hearing will be held within a timeline determined by the Appeal Manager
36. The Parties will be given reasonable notice of the day, time and place of an oral in-person hearing or oral hearing by telephone or electronic communications.
37. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
38. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
39. The Panel may request that any other individual participate and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.
40. The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
41. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become an Affected Party to the appeal in question and will be bound by its outcome
42. The decision to uphold or reject the appeal will be by a majority vote of Panel members
43. In fulfilling its duties, the Panel may obtain independent advice.
44. **Appeal Decision**
45. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the **Grounds for Appeal** section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.
46. The Panel shall issue its decision, in writing and with reasons, within seven (7) days after the hearing’s conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
47. Reject the appeal and confirm the decision being appealed;
48. Uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
49. Uphold the appeal and vary the decision.
50. The Panel will also determine whether costs of the appeal, excluding legal fees and legal disbursements of any parties, will be assessed against any party. In assessing costs, the Panel will take into account the outcome of the appeal, the conduct of the parties, and the parties’ respective financial resources
51. The Panel's written decision, with reasons, will be distributed to all parties, the Appeal Manager, and the Organization or the Participating Member (as applicable). In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing’s conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.
52. **Timelines**
53. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Appeal Manager and/or Panel may direct that these timelines be revised.
54. **Confidentiality**
55. The appeals process is confidential and involves only the parties, the Appeal Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.
56. Any failure to respect the aforementioned confidentiality requirement may result in further sanctions or discipline by the Discipline Chair or Discipline Panel (as applicable).
57. **Final and Binding**
58. No action or legal proceeding will be commenced against the Organization, Participating Members, or Participants in respect of a dispute, unless the Organization or the Participating Member (as applicable) has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents.
59. The decision of the Appeal Panel shall be final and binding, and not open to any further appeal or intervention by any court. Any appellant who is dissatisfied with the resolution of their appeal under this policy may initiate proceedings under the Sport Dispute Resolution Centre of Canada (SDRCC). All proceedings before the Sport Dispute Resolution Centre of Canada shall be conducted under the Canadian Sport Dispute Resolution Code or such successor policies as Sport Canada may create from time to time. The SDRCC policy is found at: <http://www.crdsc-sdrcc.ca/eng/appeal-policies.jsp>

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| CANADIAN BLIND SPORTS ASSOCIATIONRECIPROCATION POLICY |
| ***This Policy has been prepared by the Organization and is a Pan-Canadian Policy applicable to the Organization and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the Organization.*** |

1. **Purpose**
2. The purpose of this Policy is to ensure national enforcement and recognition of all disciplinary sanctions applied by the Canadian Blind Sports Association (the ‘Organization’) or by a Participating Member.
3. The Canadian Blind Sports Association (the ‘Organization’) and its Participating Members recognize(s) the importance of safe sport for all Participants. The Organization and its Participating Members also recognize(s) its/their obligation to engage an independent third party to handle and/or investigate all matters involving harassment, discrimination, abuse, workplace harassment, workplace violence, and sexual harassment.
4. **Application**
5. This Policy applies to all Participants, the Organization and its Participating Members.
6. **Responsibilities**
7. The Organization will:
8. Provide copies of discipline and appeal decisions involving Participants to all Members with which the Individual was affiliated or newly affiliated
9. For discipline decisions provided to the Organization by a Member or by a Club, determine per the *Discipline and Complaints Policy* whether to initiate further action against the Individual(s) named in the decision
10. Recognize and enforce the disciplinary sanctions imposed by a Member and/or a Club
11. Previous decisions in which the sanction is still enforceable, shall also be communicated to all Members and to the Club(s) for which the individual was affiliated or newly affiliated
12. Participating Members will:
13. Provide copies of discipline and appeal decisions involving Participants to the Organization and to any Club(s) with which the Individual was affiliated
14. For discipline decisions provided to a Member by the Organization, determine per its own policies whether to initiate further action against the Individual(s) named in the decision
15. Recognize and enforce the disciplinary sanctions imposed by the Organization and/or a Club
16. Update their governing documents to reference the reciprocation procedures described herein
17. Clubs will:
18. Provide copies of discipline and appeal decisions involving Participants to the Organization and to the Participating Member with which the Club is affiliated
19. For discipline decisions provided to a Club by the Organization or by its Participating Members, determine per its own policies whether to initiate further action against the Individual(s) named in the decision
20. Recognize and enforce the disciplinary sanctions imposed by the Organization and/or Member
21. Update their governing documents to reference the reciprocation procedures described herein
22. **Appeals**
23. Decisions made in accordance with this Policy are not appealable.

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| CANADIAN BLIND SPORTS ASSOCIATIONWHISTLEBLOWER POLICY |
| ***This Policy has been prepared by the Organization and is a Pan-Canadian Policy applicable to the Organization and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the Organization.*** |

1. **Definitions**
2. The following additional terms have these meanings in this Policy:
3. *“Director”* – An individual appointed or elected to the Board
4. *“Worker”* – An individual who has signed an Employment Agreement or Contractor Agreement with the Organization or a Participating Member
5. **Purpose**
6. The purpose of this Policy is to allow Workers to have a discrete and safe procedure by which they can disclose incidents of wrongdoing without fear of unfair treatment or reprisal.
7. **Application**
8. This Policy only applies to Workers who become aware of incidents of potential wrongdoing committed by Directors or by other Workers.
9. Incidents of potential wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals not employed or contracted by the Organization or a Participating Member can be reported under the terms of the *Discipline and Complaints Policy* and/or reported to the organization’s Board of Directors or senior staff person to be handled under the terms of the individual Worker’s Employment Agreement or Contractor Agreement, as applicable, and/or the organization’s *Human Resources Policy*.
10. Matters reported under the terms of this Policy may be referred to be heard under the *Discipline and Complaints Policy* at the discretion of the Compliance Officer.
11. **Wrongdoing**
12. Wrongdoing can be defined as:
13. Violating the law;
14. Intentionally or seriously breaching of the *Code of Conduct and Ethics*;
15. Intentionally or seriously breaching the organization’s policies for workplace violence and harassment;
16. Committing or ignoring risks to the life, health, or safety of a participant, volunteer, Worker, or other individual;
17. Directing an individual or Worker to commit a crime, serious breach of a policy, or other wrongful act; or
18. Fraud.
19. **Pledge**
20. The Organization and its Participating Members pledge not to dismiss, penalize, discipline, or retaliate or discriminate against any Worker who discloses information or submits, in good faith, a report against a Worker under the terms of this Policy.
21. Any individual affiliated with the Organization or a Participating Member who breaks this Pledge will be subject to disciplinary action up to and including termination.
22. **Reporting Wrongdoing**
23. A Worker who believes that a Participant has committed an incident of wrongdoing should prepare a report that includes the following:
24. Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s);
25. Identities and roles of other people or Participants (if any) who may be aware of, affected by, or complicit in, the wrongdoing;
26. Why the act or action should be considered wrongdoing; and
27. How the wrongdoing affects the person submitting the report (if applicable).
28. **Authority**
29. The following Compliance Officer has been appointed to receive reports made under this Policy: Brian Ward, CBSA Safe Sport Ombuds at safesport\_wwdrs@primus.ca.
30. After receiving the report, the Compliance Officer has the responsibility to:
31. Assure the person reporting of the **Pledge**
32. Connect the Worker reporting to the Alternate Liaison if the individual feels that he or she cannot act in an unbiased or discrete manner due to the individual’s role and/or the content of the report
33. Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious)
34. Determine if the *Whistleblower Policy* applies or if the matter should be handled under the *Discipline and Complaints Policy* or other applicable policy
35. Determine if the local police service be contacted
36. Determine if mediation or alternate dispute resolution can be used to resolve the issue
37. Determine if the senior staff person and/or Board of Directors of the Organization or the Participating Member, if applicable, should or can be notified of the report
38. Begin an investigation
39. **Investigation**
40. If the Compliance Officer determines that an investigation should be launched, the Compliance Officer may decide to contract an external investigator. In such cases, the organization’s senior staff person and/or Board of Directors may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the report, or identity of person reporting who submitted the report being disclosed. The senior staff person and/or Board of Directors may not unreasonably refuse the decision to contract an external investigator
41. An investigation launched by the Compliance Officer or by an external investigator should generally take the following form:
42. Follow-up interview with the Worker who submitted the report
43. Identification of Workers, participants, volunteers or other people that may have been affected by the wrongdoing
44. Interviews with such-affected individuals
45. Interview with the Director(s) or Worker(s) against whom the report was submitted
46. Interview with the supervisor(s) of the Worker(s) against whom the report was submitted, if applicable
47. Request of all relevant documents which could include but not limited to copies of emails, text messages, contracts, relevant policies
48. In all stages of the investigation, the investigator will take every precaution to protect the identity of the Worker who submitted the report and/or the specific nature of the report itself. However, the Organization and its Participating Members recognize that there are some instances where the nature of the report and/or the identity of the Worker who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.
49. The investigator will prepare an Investigator’s Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to the organization’s senior staff person and/or Board of Directors for review and action.
50. **Decision**
51. Within fourteen (14) days after receiving the Investigator’s Report, the senior staff person and/or Board of Directors will take corrective action, as required. Corrective action may include, but is not limited to including:
52. Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;
53. Revision of job descriptions; or
54. Implementation of the appropriate policy to determine the appropriate remedy.
55. The corrective action, if any, will be communicated to the investigator who will then inform the person who submitted the report.
56. Decisions made under the terms of this Policy may be appealed under the terms of the *Appeal Policy* provided that:
57. If the person who submitted the initial report is appealing the decision, the person who reported understands that his or her identity must be revealed if he or she submits an appeal, and
58. If the Individual against whom the initial report was submitted is appealing the decision, the person who submitted the report understands that the identity of the person who submitted the report will not be revealed and that the Organization or the Participating Member will act as the Respondent.
59. **Confidentiality**
60. Confidentiality at all stages of the procedures outlined in this Policy. An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.

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| CANADIAN BLIND SPORTS ASSOCIATIONEVENT DISCIPLINE POLICY |
| ***This Policy has been prepared by the Organization and is a Pan-Canadian Policy applicable to the Organization and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the Organization.*** |

This *Event* *Discipline Policy* does not supersede or replace the *Discipline and Complaints Policy*

1. **Purpose**
2. The Canadian Blind Sports Association (the ‘Organization’) and its Participating Members are committed to providing a competition environment in which all Participants are treated with respect. This Procedure outlines how alleged misconduct during an Event will be handled.
3. **Scope and Application of this Policy**
4. This Procedure will be applied to all Events sanctioned by the Organization and its Participating Members.
5. If the Event is being sanctioned by an organization other than the Organization or a Participating Member (e.g., an international federation), the procedures for event discipline of the host organization will replace this procedure. Incidents involving Participants connected with the Organization and Participating Members (such as Athletes, coaches, and Directors and Officers) must still be reported to the Organization or the Participating Member (as applicable) to be addressed under the *Discipline and Complaints Policy,* if necessary.
6. This Procedure does not replace or supersede the *Discipline and Complaints Policy*. Instead, this Procedure works in concert with the *Discipline and Complaints Policy* by outlining, for a designated person with authority at an event sanctioned by the Organization or a Participating Member, the procedure for taking immediate, informal, or corrective action in the event of a possible violation of the *Code of Conduct and Ethics.*
7. **Misconduct During Events**
8. Incidents that violate or potentially violate the *Code of Conduct and Ethics,* which can occur during a competition, away from the area of competition, or between parties connected to the Event, shall be reported to a designated person (usually the chief official) responsible at the Event.
9. The designated person at the Event shall use the following procedure to address the incident that violated or potentially violated the *Code of Conduct and Ethics*:
10. Notify the involved parties that there has been an incident that violated or potentially violated the *Code of Conduct and Ethics*
11. Convene a jury of either one person or three people (one of whom shall be designated the Chairperson), who shall not be in a conflict of interest or involved in the original incident, to determine whether the *Code of Conduct and Ethics* has been violated. The designated person at the Event may serve on the jury
12. The jury will interview and secure statements from any witnesses to the alleged violation
13. If the violation occurred during a competition, interviews will be held with the officials who officiated or observed the competition and with the coaches and captains of each team when necessary and appropriate
14. The jury will secure a statement from the person(s) accused of the violation
15. The jury will render a decision and determine a possible penalty
16. The Chairperson of the jury will inform all parties of the jury’s decision
17. The penalty determined by the jury may include any of the following, singularly or in combination:
18. Oral or written warning
19. Oral or written reprimand
20. Suspension from future competitions at the Event
21. Ejection from the Event
22. Other appropriate penalty as determined by the jury
23. The jury does not have the authority to determine a penalty that exceeds the duration of the Event. A full written report of the incident and the jury’s decision shall be submitted to the Organization or the Participating Member (as applicable) following the conclusion of the Event. Further discipline may then be applied in accordance with the *Discipline and Complaints Policy*, if necessary.
24. Decisions made pursuant to this Policy may not be appealed.
25. This Policy does not prohibit other Participants from reporting the same incident to the Organization or a Participating Member to be addressed as a formal complaint under the *Discipline and Complaints Policy.*
26. The Organization and its Participating Members shall record and maintain records of all reported incidents.

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| CANADIAN BLIND SPORTS ASSOCIATIONSOCIAL MEDIA POLICY |
| ***This Policy has been prepared by the Organization and is a Pan-Canadian Policy applicable to the Organization and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the Organization.*** |

1. **Preamble**
2. The Canadian Blind Sports Association (the ‘Organization’) and its Participating Members are aware that Individual interaction and communication occurs frequently on social media. The Organization and its Participating Members caution Participants that any conduct falling short of the standard of behaviour required by this *Social Media Policy* and the *Code of Conduct and Ethics* may be subject to the disciplinary sanctions identified within the *Discipline and Complaints Policy*.
3. **Application of this Policy**
4. This Policy applies to all Participants.
5. **Conduct and Behaviour**
6. The following social media conduct may be subject to disciplinary action in accordance with the *Discipline and Complaints Policy*:
7. Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a social medium that is directed at a Participant, at the Organization, at a Participating Member, or at other individuals connected with the Organization or its Participating Members
8. Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at a Participant, at the Organization, at a Participating Member, or at other individuals connected with the Organization or its Participating Members
9. Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the Organization or its Participating Members, their stakeholders, or their reputation
10. Inappropriate personal or sexual relationships over a social medium between Participants who have a power imbalance in their interactions, such as between Athletes and coaches, Directors and Officers, Committee members and staff, officials and Athletes, etc.
11. Any instance of cyber-bullying or cyber-harassment between one Individual and another Individual, where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious or unwelcome behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.
12. All conduct and behaviour occurring on social media may be the subject of a complaint pursuant to the *Discipline and Complaints Policy*.
13. **Participants’ Responsibilities**
14. Participants acknowledge that their social media activity may be viewed by anyone, including the Organization, Participating Members or other Participants.
15. If the Organization or a Participating Member unofficially engages with a Participant in social media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask the Organization or the Member to cease this engagement.
16. When using social media, a Participant must model appropriate behaviour befitting the Individual’s role and status in connection with the Organization or the Participating Member.
17. Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the *Discipline and Complaints Policy.*
18. A Participant who believes that another Individual’s social media activity is inappropriate or may violate the policies and procedures of the Organization or a Participating Member should report the matter in the manner outlined by the *Discipline and Complaints Policy*.

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| CANADIAN BLIND SPORTS ASSOCIATIONSCREENING POLICY |
| ***This Policy has been prepared by the Organization and is a Pan-Canadian Policy applicable to the Organization and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the Organization.*** |

1. **Preamble**
2. The Canadian Blind Sports Association (the ‘Organization’) and its Participating Members understand that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the sport community.
3. **Application of this Policy**
4. This Policy applies to all individuals whose position with the Organization, or a Participating Member is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
5. Not all individuals associated with the Organization or a Participating Member will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the Organization, Participating Members, or participants. The Organization or the Participating Member will determine which individuals will be subject to screening using the following guidelines (the Organization or the Participating Member may vary the guidelines at their discretion):
6. **Level 1 – Low Risk** - Participants involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants. Examples:
7. Parents, youth, or volunteers who are helping out on a non-regular or informal basis
8. **Level 2 – Medium Risk** – Participants involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants. Examples:
9. Non-coach employees or managers
10. Directors
11. Coaches who are typically under the supervision of another coach
12. Minor officials
13. **Level 3 – High Risk** – Participants involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants. Examples:
14. Athlete support Personnel
15. Full time or national team coaches and support personnel
16. Coaches / personnel who travel with Athletes
17. Coaches who could be alone with Athletes
18. Referees and classifiers.
19. **Screening Committee**
20. The implementation of this policy is the responsibility of the Screening Committee which is a committee composed of either one (1) or three (3) members. The Organization and its Participating Members will ensure that the members appointed to their respective Screening Committees possess the requisite skills, knowledge and abilities to accurately screen documents and render decisions under this Policy.
21. The Screening Committee is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within the Organization or the Participating Member, as applicable. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person
22. Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual’s application.
23. Nothing in this Policy restricts or limits the Screening Committee from requesting the individual’s authorization to contact any professional, sporting or other organization in order to assess the individual’s suitability for the position that they are seeking.
24. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual’s right to insist that the Screening Committee make a decision on the basis of the information before it.
25. The Screening Committee may, where appropriate, draw an adverse inference from an individual’s failure to provide information or answer queries.
26. When assessing an individual’s screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to members of the Organization or its Participating Members.
27. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual’s screening application.
28. If the Screening Committee determines on the basis of the individual’s screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the Organization, the Screening Committee shall approve the individual’s application, subject to the Screening Committee’s right to impose conditions.
29. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Organization’s Board of Directors, which may disseminate the decision as they see fit in order to best fulfil the mandate of the Organization.
30. A Participant whose screening application has been denied or revoked may not re-apply to participate in the Organization’s programs or activities for two (2) years from the date the rejected application was made.
31. **Screening Requirements**
32. A Screening Requirements Matrix is provided as **Appendix A**.
33. It is the policy of the Organization and its Participating Members that when an individual is first engaged by the organization, and based on their level of risk per the Screening Requirements Matrix:
34. Level 1 individuals will:
35. Complete an Application Form (**Appendix B**)
36. Complete a Screening Disclosure Form (**Appendix C**)
37. Participate in training, orientation, and monitoring as determined by the organization
38. Level 2 individuals will:
39. Complete an Application Form
40. Complete a Screening Disclosure Form
41. Complete and provide an E-PIC
42. Provide one letter of reference related to the position
43. Participate in training, orientation, and monitoring as determined by the organization
44. Provide a driver’s abstract, if requested
45. Level 3 individuals will:
46. Complete an Application Form
47. Complete a Screening Disclosure Form
48. Complete and provide an E-PIC and a VSC
49. Provide one letter of reference related to the position
50. Participate in training, orientation, and monitoring as determined by the organization
51. Provide a driver’s abstract, if requested
52. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization or the Participating Member, as applicable. Additionally, the individual will inform the organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
53. If the Organization or the Participating Member learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy.*
54. **Young People**
55. The Organization and its Participating Members define a young person as someone who is younger than 18 years old. When screening young people, the Organization and its Participating Members will:
56. Not require the young person to obtain a VSC or E-PIC; and
57. In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.
58. Notwithstanding the above, the Organization or a Participating Member may ask a young person to obtain a VSC or E-PIC if the organization suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the organization will be clear in its request that it is not asking for the young person’s *youth record*. The Organization and its Participating Members understand that they may not request to see a young person’s youth record.
59. **Renewal**
60. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:
61. An E-PIC every three years
62. A Screening Disclosure Form every three years
63. A Screening Renewal Form (Appendix D) every year
64. A Vulnerable Sector Check every 3 to 5 years if their role is in direct contact with athletes.
65. At any time, including after either the submission of an individual’s application or its approval (with or without conditions), the Screening Committee may re-open an individual’s file for additional screening if it is advised of new information that, in the discretion of the Organization or a Participating Member, could affect the assessment of the individual’s suitability for participation in the Organization’s or a Participating Member’s programs, activities, or with any of its members.
66. **Orientation, Training, and Monitoring**
67. The type and amount of orientation, training, and monitoring will be based on the individual’s level of risk, at the discretion of the Organization or the Participating Member, as applicable.
68. Orientation may include, but is not limited to, introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
69. Training may include, but is not limited to, certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
70. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.
71. Monitoring may include but is not limited to, written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.
72. **How to Obtain an E-PIC or VSC**
73. An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm>

**OR**

1. The Organization has joined the Coaching Association of Canada’s Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Participants can obtain an E-PIC via <https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/>
2. For Ontario-based organizations, the Organization and its Participating Members understand that the *Police Record Checks Reform Act, 2015* requires the individual to consent in writing before requesting a criminal record check (such as an E-PIC). The Act also requires the individual to consent in writing for any disclosure of the results to the requesting organization.
3. For BC-based organizations and/or individuals located in BC, the Organization and its Members understand that the process for obtaining a Criminal Record Check is different than in other provinces and territories and that sections of this policy relating to obtaining a Criminal Record Check may not apply. In such cases, the Screening Committee will provide Participants with directions pursuant to the following website: <https://www.viasport.ca/free-criminal-records-checks>
4. Participants may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
5. Fingerprinting may be required if there is a positive match with the individual’s gender and birth date.
6. The Organization and its Participating Members understand that they may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix E**) may need to be submitted or other documentation may need to be completed that describes the nature of the organization and the individual’s role with Vulnerable Participants.
7. **Procedure**
8. Screening documents must be submitted to the Screening Committee.
9. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
10. The Organization and its Participating Members understand that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the organization may permit the individual to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
11. The Organization and its Participating Members recognize that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating ‘cleared’ or ‘not cleared’. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
12. Following the review of the screening documents, the Screening Committee will decide:
13. The individual has passed screening and may participate in the desired position;
14. The individual has passed screening and may participate in the desired position with conditions;
15. The individual has not passed screening and may not participate in the desired position; or
16. More information is required from the individual.
17. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
18. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:
19. If imposed in the last three years:
20. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
21. Any offense for trafficking and/or possession of drugs and/or narcotics
22. Any offense involving conduct against public morals
23. Any offense involving theft or fraud
24. If imposed in the last ten years:
25. Any crime of violence including but not limited to, all forms of assault
26. Any offense involving a minor or minors
27. If imposed at any time:
28. An individual’s conviction for any of the following *Criminal Code* offenses:
29. Any offense of physical or psychological violence
30. Any crime of violence including but not limited to, all forms of assault
31. Any offense involving trafficking of illegal drugs
32. Any offense involving the possession, distribution, or sale of any child-related pornography
33. Any sexual offense
34. **Conditions and Monitoring**
35. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual’s screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Committee shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine the means by which adherence to conditions may be monitored.
36. **Records**
37. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.
38. The records kept as part of the screening process include but are not limited to:
39. An individual’s Vulnerable Sector Check
40. An individual’s E-PIC (for a period of three years)
41. An individual’s Screening Disclosure Form (for a period of three years)
42. An individual’s Screening Renewal Form (for a period of one year)
43. Records of any conditions attached to an individual’s registration by the Screening Committee
44. Records of any discipline applied to any individual by the Organization, by a Participating Member, or by another sport organization

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| **Policy History** |
| Approved | **2021 01 21** |
| Next Review Date |  |
| Revision Approval Dates |  |

# APPENDIX A – SCREENING REQUIREMENTS MATRIX

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Level** | **Roles****(Note Young People Exception Below)** | **Training Recommended/Required** | **Screening** |
| Level 1 Low Risk | 1. Parents, youth or volunteers acting in non-regular or informal basis
 | Recommended: * Respect in Sport for Activity Leaders
* Required: CAC Safe Sport
 | * Complete an Application Form (**Appendix B**)
* Complete a Screening Disclosure Form (**Appendix C**)
* Participate in training, orientation, and monitoring as determined by the organization
 |
| Level 2 Medium Risk | 1. Non-coach employees or managers
2. Directors
3. Coaches who are typically under supervision of another coach.
4. Minor officials
 | Recommended based on role: * Respect in Sport for Activity Leaders
* Commit to Kids

Required: * CAC Safe Sport
* Respect in Sport Activity Leaders (National Officials)
* MED Certified (Coaches)
 | * Level 1 Requirements
* Complete and provide an E-PIC
* Provide one letter of reference related to the position
* Provide a driver’s abstract, if requested
 |
| Level 3 High Risk | 1. Athletes support personnel
2. Full Time or National Team Coaches and support personnel
3. Coaches / personnel who travel with Athletes
4. Coaches who could be alone with Athletes
5. Referees and classifiers.
 | Recommended based on role: * Respect in Sport for Activity Leaders
* Commit to Kids

Required:* CAC Safe Sport, MED Certified (Coaches)
 | * Level 2 Requirements
* Provide a VSC with E-PIC
* A second letter of reference from a sport organization
 |
| **Young People** The Organization and its Participating Members define a young person as someone who is younger than 18 years old. When screening young people, the Organization and its Participating Members will:1. Not require the young person to obtain a VSC or E-PIC; and
2. In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.
 |

# APPENDIX B – APPLICATION FORM

*Note: Individuals who are applying to volunteer or work within certain positions* with the Canadian Blind Sports Association (the ‘Organization’) *or a Participating Member must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within the Organization or within a Participating Member, a new Application Form must be submitted.*

**NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CURRENT PERMANENT ADDRESS**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City Province Postal

**DATE OF BIRTH:** \_\_\_\_\_\_\_\_\_\_\_\_ **GENDER IDENTITY**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Month/Day/Year

**EMAIL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_ **PHONE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION SOUGHT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this document below, I agree to adhere to the policies and procedures of the Organization and/or the Participating Member (as applicable), including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Policies are located at the following link: [**insert link**]

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

**NAME (print)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX C – SCREENING DISCLOSURE FORM

**NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**OTHER NAMES YOU HAVE USED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CURRENT PERMANENT ADDRESS**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City Province Postal

**DATE OF BIRTH:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **GENDER IDENTITY**: \_\_\_\_\_\_\_\_\_\_\_\_

 Month/Day/Year

**CLUB (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**EMAIL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges*

* + - 1. **Have you been convicted of a crime? If so, please complete the following information for *each conviction*. Attach additional pages as necessary.**

Name or Type of Offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year Convicted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Further Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - 1. **Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.**

Name of disciplining or sanctioning body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of discipline, sanction or dismissal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reasons for discipline, sanction or dismissal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Penalty or Punishment Imposed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Further Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - 1. **Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.**

Name or Type of Offense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Jurisdiction of Court/Tribunal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of disciplining or sanctioning body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Further Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIVACY STATEMENT**

By completing and submitting this Screening Disclosure Form, I consent and authorize the Canadian Blind Sports Association and/or the Participating Member to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial/Multi Sport Organizations, Clubs, and other organizations involved in the governance of sport. The Canadian Blind Sports Association and its Participating Members do not distribute personal information for commercial purposes.

**CERTIFICATION**

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Canadian Blind Sports Association or the Participating Member (as applicable) of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

**NAME (print)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX D – SCREENING RENEWAL FORM

**NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Last

**CURRENT PERMANENT ADDRESS**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City Province Postal

**DATE OF BIRTH:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**GENDER IDENTITY**: \_\_\_\_

 Month/Day/Year

**EMAIL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PHONE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to the Canadian Blind Sports Association or to the Participating Member. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to the Canadian Blind Sports Association or the Participating Member. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to the Screening Committee instead of this form.

**I recognize that if there have been changes to the results available from the Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.**

**NAME (print)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX E – REQUEST FOR VULNERABLE SECTOR CHECK

*Note*: *The Canadian Blind Sports Association* *and its* Participating *Members will be required to modify this letter to adhere to any requirements from the VSC provider*

**INTRODUCTION**

[insert Organization] is requesting a Vulnerable Sector Check for \_\_\_\_\_\_\_\_\_\_\_\_\_ [insert individual’s full name] who identifies as a \_\_\_\_\_\_\_\_\_\_\_\_\_ [insert gender identity] and who was born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert birthdate].

**DESCRIPTION OF ORGANIZATION**

[insert Organization] is a not-for-profit [national, provincial, local] organization for the sport of [**insert sport**] located in [location].

[Insert additional description]

**DESCRIPTION OF ROLE**

\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert individual’s name] will be acting as a \_\_\_\_\_\_\_\_\_\_\_\_\_ [insert individual’s role]. In this role, the individual will have access to vulnerable individuals.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

**CONTACT INFORMATION**

If more information is required from [insert Organization], please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| CANADIAN BLIND SPORTS ASSOCIATIONTRAVEL RISK MANAGEMENT POLICY |
| ***This Policy is a Pan-Canadian Policy applicable to CBSA and its Participating Members. This document cannot be modified by a Participating Member without consultation and approval from the CBSA.*** |

1. **Definitions**
2. The following additional terms have these meanings in this Policy:
3. “*Organization*” – The Canadian Blind Sports Association or its Participating Member
4. *“Team”* – The group of athletes, coaches, responsible adults, staff, committee members, specialized personnel, volunteers and Team Manager(s) that are travelling and attending the Activities.
5. *“Activities”* – Competitions, exhibitions, games, practices, training, meetings, team functions, meals, accommodations, sightseeing, related travel, and all modes of transportation related to Team travel for the duration of the trip.
6. *“Team Manager (TM)”* – When appointed by the Organization, the primary authority for all ongoing team issues and primary contact for all team communication during the Activities. The TM reports to the Organization and is present for the duration of the Activities. The TM may be any individual deemed appropriate by the Organization. The TM is required to fulfill the minimum requirement of an updated Police Records Checks and/or Vulnerable Sector Check, as outlined in the Organization’s policies or guidelines.
7. “*Vulnerable Participants*” – Includes Minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority);
8. *“Responsible Adult”* – A coach, manager, TM, official, staff person, chaperone or volunteer who is over the age of majority in his/her province or territory of residence and who is acting in a supervisory role on the trip in place of a parent or caregiver. A Responsible Adult is a person of authority who is delegated and accepts the role of supervising Vulnerable Participants throughout the Activities. As such, the Responsible Adult is required to fulfill the minimum requirement of an updated Police Records Checks and/or Vulnerable Sector Check, as outlined in the Organization’s policies or guidelines.
9. **Purpose**
10. The intent of this Policy is to provide a framework that aims to ensure that a safe and comfortable environment exists for any individual or Team representing the Canadian Blind Sports Association (the ‘Organization’) and its members that are travelling for competition, training, or any other athlete and Team travel related activities.
11. **Application of this Policy**
12. This Policy applies to both travel for Activities within Canada (national travel) and outside of Canada (international travel) that is coordinated or sanctioned by the Organization and its participating members. As such, certain sections or clauses within this document may specify to which type of travel (national or international) they apply. Where it is not specified, the Policy applies to both types. This Policy is supported by two documents that will serve to assist the Organization and Team members in preparing for travel:
13. A **Team Member Travel Handbook** to inform specific Team members of their responsibilities while travelling, to communicate general team travel guidelines, and to provide important information to help them prepare for travel; and
14. A **Team Manager Travel Manual** to inform Team Managers of their responsibilities for managing Team travel and the expected standards of the Organization in providing a safe environment.

This Policy is not intended to apply to travel for general business purposes of the Organization, however it may be applied to any travel that is coordinated or sanctioned by the Organization, as it deems necessary.

1. **Travel Risk Mitigation Procedure**
2. The Organization has a framework in place to achieve the goal of consistent, measured and comprehensive risk mitigation for its Team travel. This procedure will support the decision-making process for travel and participation in the Activities, and it varies depending on the type and scope of travel. The procedure will take place in three stages:
3. Preliminary Stage: The Organization will determine the type of travel (national or international) and the leadership required to manage the travel. As a general rule, the Organization will implement the following guidelines:
4. *National Travel:* A TM will be appointed by the Organization for any travel that is more than 300km from its starting point, or includes 10 or more athletes, or requires an overnight stay for Team members. For any national travel that does not meet any of these stipulations, a TM is not mandatory, and the Organization may assign a TM at its discretion. A Travel Committee may be appointed at the discretion of the Organization.
5. *International Travel:* A TM will be appointed by the Organization for any international travel that includes Vulnerable Participants, three (3) or more athletes, or requires an overnight stay for Team members. For any international travel that does not meet any of these stipulations, a TM is not mandatory, and the Organization may assign a TM at its discretion. A Travel Committee may be appointed at the discretion of the Organization.

If an initial endorsement to participate in the Activities is required from the Organization’s Board of Directors or other authority, the Organization will obtain this endorsement at its earliest opportunity so that it can reasonably prepare for the Activities. The Organization may conduct a preliminary risk identification to consider the risks associated with the Activities and reserves the right to cancel or revise the trip to mitigate those risks.

1. Secondary Stage: in the months and weeks leading up to the Activities, travel risks may be identified, assessed, mitigated and continually monitored leading up to departure to ensure that a safe and comfortable environment is maintained for the entirety of the Activities (from beginning to end of trip). When appointed by the Organization, the TM (or TMs) and Committee will be responsible for conducting the secondary stage.
2. Final Stage: in the final week or days prior to the Activities, the Organization will ensure that all paperwork, documents, communications and planning is finalized to ensure that the Team is prepared for all reasonable travel-related risks.

Risk management principles and tools may be used by the Organization to assess participation in the Activities, on an ongoing basis.

*Note that, at any time during the lead-up to and implementation of the Activities, including the Final Stage, the Organization reserves the right to cancel a part of, or the entirety of, the planned trip due to a change that results, or may have a reasonable and material risk of resulting, in an unsafe environment*.

1. **General Team Travel Guidelines**
2. The Organization’s guidelines and responsibilities are fully outlined in the **Team Manager Travel Manual** and Team member guidelines and responsibilities are fully outlined in the **Team Member Travel Handbook**. Several key travel guidelines that the Organization will abide by include:

1. The Organization will utilize its travel risk mitigation procedure for all authorized trips;
2. The Organization will ensure that all participants receive its Travel Consent Form(s) and Disclaimer(s) with reasonable opportunity to review them and submit the forms to the Organization in advance of the Activities. The Organization reserves the right to deny participation in the Activities of any individual who does not complete the required Travel Consent and Disclaimer forms and all related documentation to the satisfaction of the Organization;
3. The Organization will prepare for travel medical emergencies via a three-stage approach: medical emergency preparedness, medical emergency response and medical emergency follow-up;
4. The Organization will prepare for potential emergency situations that are specific to the sport and the travel destination that pose a significant threat to Team members (i.e., environmental conditions, natural disasters, extreme violence). Response procedures for those situations will be identified and implemented in the event that they occur;
5. The Organization will establish a plan to accompany and safely return home any Vulnerable Participants who are denied entry into a country or who are prohibited from proceeding on the trip; and
6. The Organization will not activate any trip should an ‘Avoid Travel’ advisory be issued by the Government of Canada, or at its discretion when the Organization determines that there is a significant safety risk to participants and that the Activities should be canceled. Should such a travel advisory or risk assessment occur while the trip is taking place, the Organization may cancel the trip and all related Activities and return team members back to Canada as soon as reasonably and feasibly possible.

Any individual representing the Organization that is travelling for the Activities must abide by the Organization's policies and procedures, particularly its Code of Conduct and Ethics, and adhere to the travel guidelines within the **Team Member Travel Handbook** and as communicated by the Organization.

1. **Responsible Supervision and Abuse Prevention**
2. Consistent with its policies for conduct standards, athlete protection, abuse, maltreatment, harassment, and screening the Organization is committed to a safe sport environment free from abuse, maltreatment, harassment, and violence. In addition to adhering to those policies, the Organization will implement travel guidelines that endorse responsible supervision, inclusion and the ‘Rule of Two’. These guidelines are fully outlined in the **Team Member Travel Handbook** and include requirements for Police Records Check and/or Vulnerable Sector Checks, minimum ratios of Responsible Adults to minors, gender-identified supervision, curfews, and movement of Vulnerable Participants.
3. **Insurance**
4. Any individual who is part of the Team is considered to be participating in Activities that are coordinated or sanctioned by the Organization. These participants will be covered by a **single travel insurance policy** that is acquired by the Organization, which will ensure that policy coverage adequately protects its participants, its Board of Directors, its committees, its members and its assets.
5. **Insurance Procedure**
6. On an annual basis, the Organization shall review the insurance requirements related to its team travel, in consultation with its insurance broker or other selected representatives from the insurance and sport industries.
7. For international travel, the Organization will ensure that its travel insurance policy provides excess travel coverage outside of Canada, including the following:
8. A minimum $2 million aggregate limit;
9. Third party liability coverage;
10. Medical coverage as well as coverage for illness, accident, out-of-pocket expenses, and repatriation costs;
11. Trip interruption and cancelation coverage;
12. Lost luggage coverage;
13. Property, equipment damage and contents coverage related to any trip; and
14. Directors and Officers liability coverage (if not already covered by general liability coverage)
15. The Organization will ensure that all required documentation related to an insurance claim (forms, team lists, waivers) is taken on the trip and that all relevant insurance contact information (broker, underwriter, claim hotline) is easily accessible in the event of an insurance claim.
16. **Should an insurance claim occur**: In the event of any insurance claim related to the Activities, the Organization will conduct a briefing session to determine future risk mitigation efforts and to consider revising its insurance coverage. Depending on the nature of the claim the Organization may also conduct a more in-depth inquiry to ensure the proper care and rehabilitation of participants, or to determine any shortcomings on the part of the Organization or its trip leaders.
17. **Cancelation Due to Improper Behaviour**
18. The Organization reserves the right to suspend the participation in the Activities of any Team member who fails to meet their travel responsibilities as detailed in this document, who violates the Organization’s Code of Conduct & Ethics and/or who exhibits behaviour(s) that creates an unsafe environment for other participants. Should this occur, the Organization will ensure the safe return of the individual(s) home; however, additional costs incurred as a result of the behaviour(s) will be the responsibility of the individual and/or their parent/legal guardian(s).
19. **Site Visits**
20. At the discretion and approval of the Organization, it may wish to conduct an on-site visit at the location of the Activities in advance of the intended trip when feasible and necessary. This site visit will be to identify and assess the associated risks for the Team and determine its viability for attending. The Organization will establish a Site Visit Checklist to assess site criteria. The TM (or his/her assignee) and at least one other individual representing the Organization will be responsible for conducting the site visit.
21. **Reporting and Communication**
22. To ensure that travel risk management remains a high priority within the Organization, and to promote an organizational culture that embraces a risk management perspective related to travel, travel risk management will be regularly reviewed by the Board of Directors, so that staff (if applicable) and Directors can provide updates as required. The Organization recognizes that communication is an essential part of travel risk management. This Policy will be communicated to members, staff, the Board of Directors, Committees and volunteers and the Organization will encourage all members to communicate their travel risk management issues and concerns. The supporting documents will also be shared to ensure that a high standard of care is effectively communicated and implemented by the Organization.

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| **Policy History** |
| Approved | **2021 01 21** |
| Next Review Date |  |
| Revision Approval Dates |  |