

**ALBERTA LACROSSE ASSOCIATION (“ALA”)
POLICY MANUAL**

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CODE OF CONDUCT AND ETHICS

Definitions

1. The following terms have these meanings in this Code:

- a) *“Abuse”* – As defined in the ALA’s *Abuse Policy*
- b) *“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.
- c) *“Harassment”* – A course of vexatious comment or conduct against an Individual 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:
 - i. Written or verbal abuse, threats, or outbursts;
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iii. 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;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes which endanger a person’s safety, or may negatively affect performance;
 - vii. 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;
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. Deliberately excluding or socially isolating a person from a group or team;
 - x. Persistent sexual flirtations, advances, requests, or invitations;
 - xi. Physical or sexual assault;
 - xii. 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
 - xiii. Retaliation or threats of retaliation against a person who reports harassment to the ALA.
- d) *“Individuals”* – All categories of membership, as well as all individuals employed by, or engaged in activities with, the ALA and its Members including, but not limited to, athletes, coaches, officials, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and Directors and Officers of the ALA
- e) *“Sexual Harassment”* – A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:
 - i. Sexist jokes;
 - ii. Threats, punishment, or denial of a benefit for refusing a sexual advance;
 - iii. Offering a benefit in exchange for a sexual favour;

- iv. Demanding hugs;
- v. Bragging about sexual ability;
- vi. Leering (persistent sexual staring);
- vii. Sexual assault;
- viii. Display of sexually offensive material;
- ix. Distributing sexually explicit messages or attachments such as pictures or video files;
- x. Sexually degrading words used to describe an Individual;
- xi. Unwelcome inquiries into or comments about an Individual's gender identity or physical appearance;
- xii. Inquiries or comments about an Individual's sex life;
- xiii. Persistent, unwanted attention after a consensual relationship ends;
- xiv. Persistent unwelcome sexual flirtations, advances, or propositions; and
- xv. Persistent unwanted contact.

Purpose

- 2. The purpose of this Code is to ensure a safe and positive environment (within the ALA and its Member's programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the ALA's core values. The ALA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

Application of this Code

- 3. This Code applies to Individuals' conduct during the ALA's and its Members business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the ALA and its Member's activities, the ALA and its Member's office environment, and any meetings.
- 4. An Individual who violates this Code may be subject to sanctions pursuant to the ALA's *Discipline and Appeal Bylaw*. In addition to facing possible sanction pursuant to the ALA's *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the competition.
- 5. Harassment, bullying, sexual violence, workplace harassment, or workplace violence alleged to have been committed against a worker in a workplace.
- 6. An employee of the ALA found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any event of the ALA, will be subject to appropriate disciplinary action subject to the terms of employee's Employment Agreement.
- 7. This Code also applies to Individuals' conduct outside of the ALA or its Member's business, activities, and events when such conduct adversely affects relationships within the ALA or its Members (and its work and sport environment) and is detrimental to the image and reputation of the ALA. Such applicability will be determined by the ALA at its sole discretion.

Responsibilities

- 8. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of the ALA's members and other individuals by:
 - i. Treating each other with the highest standards of respect and integrity;

- ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members;
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
 - v. Consistently treating individuals fairly and reasonably; and
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
- b) Refrain from any behaviour that constitutes Harassment, Sexual Harassment, Abuse, or Discrimination
 - c) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the ALA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the ALA's *Discipline and Appeal Bylaw*. the ALA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the ALA or any other sport organization
 - d) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
 - e) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
 - f) In the case of minors, not consume alcohol, tobacco, or cannabis at any competition or event;
 - g) In the case of adults, not consume cannabis in the Workplace or in any situation associated with the ALA's events (subject to any requirements for accommodation), not consume alcohol or cannabis during competitions and in situations where an adult is responsible for children, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the ALA's events
 - h) Respect the property of others and not wilfully cause damage
 - i) Promote the sport in the most constructive and positive manner possible
 - j) When driving a vehicle with an Individual:
 - i. Not have his or her license suspended
 - ii. Not be under the influence of alcohol, cannabis, or illegal drugs or substances
 - iii. Have valid car insurance
 - iv. Not use a mobile device with his or her hands
 - k) Adhere to all federal, provincial, municipal and host country laws
 - l) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
 - m) Comply, at all times, with the ALA's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
 - n) Report any ongoing criminal investigation, conviction, or existing bail conditions involving an Individual to the ALA, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance or performance-enhancing drug

Directors, Committee Members, and Staff

- 9. In addition to section 7 (above), the ALA and its Member's Directors, Committee Members, and Staff will have additional responsibilities to:
 - a) Function primarily as a Director or Committee Member or Staff Member of the ALA; not as a member of any other group or constituency

- b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the ALA's business and the maintenance of Individuals' confidence
- c) Ensure that the ALA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Conduct themselves transparently, professionally, lawfully and in good faith in the best interests of the ALA
- e) Be independent, impartial, and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f) Behave with decorum appropriate to both circumstance and position
- g) Keep informed about the ALA's activities, the sport community, and general trends in the sectors in which it operates
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the ALA is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Respect the decisions of the majority and resign if unable to do so
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all the ALA's governing documents
- m) Conform to the bylaws and policies approved by the ALA

Coaches

10. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) 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
- c) 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
- d) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- e) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- g) Act in the best interest of the athlete's development as a whole person
- h) Comply with the ALA's *Screening Policy*
- i) Report to the ALA any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, cannabis, and/or tobacco
- k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l) Not engage in a sexual relationship with an athlete under the age of majority

- m) Disclose any sexual or intimate relationship with an athlete over the age of majority to the ALA and immediately discontinue any coaching involvement with that athlete
- n) 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
- o) Dress professionally, neatly, and inoffensively
- p) Use inoffensive language, taking into account the audience being addressed

Athletes

11. In addition to section 7 (above), athletes will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete;
 - b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
 - c) 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
 - d) Adhere to the ALA's rules and requirements regarding clothing and equipment
 - e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
 - f) Dress to represent the sport and themselves well and with professionalism
 - g) Act in accordance with the ALA's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Officials

12. In addition to section 7 (above), officials will have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rules changes
 - b) Work within the boundaries of their position's description while supporting the work of other officials
 - c) Act as an ambassador of the ALA by agreeing to enforce and abide by national and provincial rules and regulations
 - d) Take ownership of actions and decisions made while officiating
 - e) Respect the rights, dignity, and worth of all Individuals
 - f) Not publicly criticize other officials or any club or association
 - g) Act openly, impartially, professionally, lawfully, and in good faith
 - h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
 - i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
 - j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
 - k) When writing reports, set out the actual facts
 - l) Dress in proper attire for officiating

Parents/Guardians and Spectators

13. In addition to section 7 (above), parents/guardians and spectators at events will:
- a) Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
 - b) Condemn the use of violence in any form
 - c) Never ridicule a participant for making a mistake during a performance or practice

- d) Provide positive comments that motivate and encourage participants' continued effort
- e) Respect the decisions and judgments of officials, and encourage athletes to do the same
- f) Never question an official's or staff member's judgment or honesty
- g) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- h) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- i) Not harass competitors, coaches, officials, parents/guardians, or other spectators

Organizations

14. Organizations that are Members of the ALA will:

- a) Adhere to all of the ALA's governing documents and, where necessary, amend their own rules to comply or align with those of the ALA;
- b) Recognize that their websites, blogs and social media accounts may be seen as extensions of the ALA and must reflect the ALA's mission, vision and values;
- c) Ensure that all athletes, coaches, and officials participating in sanctioned competitions and events of the ALA are registered and in good standing;
- d) 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;
- e) Ensure that any possible or actual misconduct is investigated promptly and thoroughly;
- f) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated, regardless of the position or authority of the offender;
- g) Advise the ALA immediately of any situation where a complainant has publicized a complaint in the media; and
- h) Provide the ALA with a copy of all decisions rendered pursuant to the organization's policies for complaints and appeals.

ABUSE POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Abuse”* – Child/Youth Abuse or Vulnerable Adult Abuse as described in this Policy
 - b) *“Individuals”* – All individuals employed by, or engaged in activities with, the ALA and its Members including, but not limited to, volunteers, managers, administrators, committee members, and Directors and Officers of the ALA
 - c) *“Person in Authority”* – An Individual who holds a position of authority within the ALA or a Member including, but not limited to, coaches, officials, managers, support personnel, chaperones, and directors
 - d) *“Vulnerable Individuals”* – Includes Children / Youth (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)

Purpose

2. The ALA is committed to a sport environment free from abuse. The purpose of this Policy is to stress the importance of that commitment by educating Individuals about abuse, outlining how the ALA will work to prevent abuse, and how abuse or suspected abuse can be reported to and addressed by the ALA.

Zero Tolerance Statement

3. The ALA has zero tolerance for any type of abuse. Individuals are required to report instances of abuse or suspected abuse to the ALA to be immediately addressed under the terms of the applicable policy.

Education – What is Abuse

4. Vulnerable Individuals can be abused in different forms.
5. The following description of Child / Youth Abuse has been modified and adapted from Ecclesiastical’s *Guidelines for Developing a Safety & Protection Policy for Children / Youth / Vulnerable Adults* [1]:

Child / Youth Abuse

6. *“Child abuse”* refers to the violence, mistreatment or neglect that a child or adolescent may experience while in the care of someone they depend on or trust. There are many different forms of abuse and a child may be subjected to more than one form:
 - a) **Physical abuse** involves single or repeated instances of deliberately using force against a child in such a way that the child is either injured or is at risk of being injured. Physical abuse includes beating, hitting, shaking, pushing, choking, biting, burning, kicking or assaulting a child with a weapon. It also includes holding a child under water, or any other dangerous or harmful use of force or restraint.
 - b) **Sexual abuse** and exploitation involve using a child for sexual purposes. Examples of child sexual abuse include fondling, inviting a child to touch or be touched sexually, intercourse, rape, incest, sodomy, exhibitionism, or involving a child in prostitution or pornography.
 - c) **Neglect** is often chronic, and it usually involves repeated incidents. It involves failing to provide what a child needs for his or her physical, psychological or emotional development and well-being. For example, neglect includes failing to provide a dependent child with food, clothing, shelter, cleanliness, medical care, or protection from harm.
 - d) **Emotional abuse** involves harming a child’s sense of self-worth. It includes acts (or omissions) that result in, or place a child at risk of, serious behavioural, cognitive, emotional, or mental health problems. For example, emotional abuse may include aggressive verbal threats, social isolation,

intimidation, exploitation, or routinely making unreasonable demands. It also includes exposing the child to violence.

7. An abuser may use a number of different tactics to gain access to children, exert power and control over them, and prevent them from telling anyone about the abuse or seeking support. The abuse may happen once, or it may occur in a repeated and escalating pattern over a period of months or years. The abuse may change form over time.
8. Abuse of children or youth in sport can include emotional maltreatment, neglect, and physical maltreatment.
 - a) **Emotional Maltreatment** – A Person in Authority’s failure to provide a developmentally-appropriate and supportive environment. Emotional abuse is at the foundation of all other forms of maltreatment (sexual, physical and neglect). In sports, this conduct has the potential to cause emotional or psychological harm to an athlete when it is persistent, pervasive or patterned acts (i.e., yelling at an athlete once does not constitute maltreatment). Examples of emotional maltreatment include:
 - i. Refusal to recognize an athlete’s worth or the legitimacy of an athlete’s needs (including complaints of injury/pain, thirst or feeling unwell)
 - ii. Creating a culture of fear, or threatening, bullying or frightening an athlete
 - iii. Frequent name-calling or sarcasm that continually “beats down” an athlete’s self-esteem
 - iv. Embarrassing or humiliating an athlete in front of peers
 - v. Excluding or isolating an athlete from the group
 - vi. Intentionally withholding attention
 - vii. Encouraging an athlete to engage in destructive and antisocial behaviour, reinforcing deviance, or impairing an athlete’s ability to behave in socially appropriate ways
 - viii. Over-pressuring; whereby the Person in Authority imposes extreme pressure upon the athlete to behave and achieve in ways that are far beyond the athlete’s capabilities
 - ix. Verbally attacking an athlete personally (e.g., belittling them or calling them worthless, lazy, useless, fat or disgusting).
 - x. Routinely or arbitrarily excluding athletes from practice
 - xi. Using conditioning as punishment
 - xii. Throwing sports equipment, water bottles or chairs at, or in the presence of, athletes
 - xiii. Body shaming – making disrespectful, hurtful or embarrassing comments about an athlete’s physique
 - b) **Neglect** - acts of omission (i.e., the Person in Authority should act to protect the health/well-being of an athlete but does not). Examples of neglect include:
 - i. Isolating an athlete in a confined space or stranded on equipment, with no supervision, for an extended period
 - ii. Withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep
 - iii. Ignoring an injury
 - iv. Knowing about abuse of an athlete but failing to report it
 - c) **Physical Maltreatment** - involves contact or non-contact behaviour that can cause physical harm to an athlete. It also includes any act or conduct described as physical abuse or misconduct (e.g., child abuse, child neglect and assault). Almost all sport involves strenuous physical activity. Athletes regularly push themselves to the point of exhaustion. However, any activity that physically harms an athlete—such as extreme disciplinary actions or punishment—is unacceptable. Physical maltreatment can extend to seemingly unrelated areas including inadequate recovery times for injuries and restricted diet. Examples of physical maltreatment include:

- i. Punching, beating, biting, striking, choking or slapping an athlete
 - ii. Intentionally hitting an athlete with objects or sporting equipment
 - iii. Providing alcohol to an athlete under the legal drinking age
 - iv. Providing illegal drugs or non-prescribed medications to any athlete
 - v. Encouraging or permitting an athlete to return to play prematurely or without the clearance of a medical professional, following a serious injury (e.g., a concussion)
 - vi. Prescribed dieting or other weight-control methods without regard for the nutritional well-being and health of an athlete
 - vii. Forcing an athlete to assume a painful stance or position for no athletic purpose, or excessive repetition of a skill to the point of injury
 - viii. Using excessive exercise as punishment (e.g., stretching to the point of causing the athlete to cry, endurance conditioning until the athlete vomits)
- d) **Grooming** - a slow gradual and escalating process of building comfort and trust with an athlete and/or minor official and/or their parents/guardian that is often very difficult to recognize. The process allows for inappropriate conduct to become normalized. It is often preceded by building confidence and comfort that an individual can be trusted with the care of the athlete. Examples of grooming include:
- i. Nudity or exposure of genitals in the presence of an athlete;
 - ii. Sexually oriented conversation or discussions about personal sexual activities;
 - iii. Excessive discussions about a coach's and/or officials personal life outside of coaching and/or officiating(i.e., family, work, medical challenges)
 - iv. Spending time with an individual athlete, minor official and/or their family outside of team activities;
 - v. Excessive gift-giving to an individual athlete and/or minor official;
 - vi. Socially isolating an athlete and/or minor official;
 - vii. Restricting an athlete's and/or minor official privacy;
 - viii. Providing drugs, alcohol or tobacco to an athlete and/or minor official;
 - ix. Becoming overly-involved in an athlete's and/or minor official personal life;
 - x. Making sexual or discriminatory jokes or comments to an athlete and/or minor official;
 - xi. Displaying material of a sexual nature in the presence of an athlete and/or minor official;
 - xii. Mocking or threatening an athlete and/or minor official
 - xiii. Putting coach's and/or official's needs above needs of athlete and/or minor official and/or going to athlete and/or minor official to have coach's and/or official's needs met

9. Importantly, emotional and physical maltreatment does not include professionally-accepted coaching or officiating methods (per the NCCP/NOCP) of skill enhancement, physical conditioning, team building, discipline, or improving athletic/officiating performance.

10. Potential warning signs of abuse of children or youth can include[2][3]:

- a) Recurrent unexplained injuries
- b) Alert behaviour; child seems to always be expecting something bad to happen
- c) Often wears clothing that covers up their skin, even in warm weather
- d) Child startles easily, shies away from touch or shows other skittish behaviour
- e) Constantly seems fearful or anxious about doing something wrong
- f) Withdrawn from peers and adults
- g) Behavior fluctuates between extremes (e.g., extremely cooperative or extremely demanding)
- h) Acting either inappropriately beyond their age (like an adult; taking care of other children) or inappropriately younger than their age (like an infant; throwing tantrums)
- i) Acting out in an inappropriate sexual way with toys or objects
- j) New adult words for body parts and no obvious source

- k) Self-harm (e.g., cutting, burning or other harmful activities)
- l) Not wanting to be alone with a particular child or young person

Vulnerable Adult Abuse

11. Although individuals may be abused at virtually any life stage – childhood, adolescence, young adulthood, middle age, or old age – the nature and consequences of abuse may differ depending on an individual's situation, disability, or circumstance.
12. The following description of Vulnerable Adult Abuse has been modified and adapted from Ecclesiastical's *Guidelines for Developing a Safety & Protection Policy for Children / Youth / Vulnerable Adults* [1].
13. Abuse of vulnerable adults is often described as a misuse of power and a violation of trust. Abusers may use a number of different tactics to exert power and control over their victims. Abuse may happen once, or it may occur in a repeated and escalating pattern over months or years. The abuse may take many different forms, which may change over time:
 - a) **Psychological abuse** includes attempts to dehumanize or intimidate vulnerable adults. Any verbal or non-verbal act that reduces their sense of self-worth or dignity and threatens their psychological and emotional integrity is abuse. This type of abuse may include, for example
 - i. Threatening to use violence
 - ii. Threatening to abandon them
 - iii. Intentionally frightening them
 - iv. Making them fear that they will not receive the food or care they need
 - v. Lying to them
 - vi. Failing to check allegations of abuse against them
 - b) **Financial abuse** encompasses financial manipulation or exploitation, including theft, fraud, forgery, or extortion. It includes using a vulnerable adult's money or property in a dishonest manner or failing to use a vulnerable adult's assets for their welfare. Abuse occurs any time someone acts without consent in a way that financially or personally benefits one person at the expense of another. This type of abuse against a vulnerable adult may include, for example:
 - i. Stealing their money, disability cheques, or other possessions
 - ii. Wrongfully using a Power of Attorney
 - iii. Failing to pay back borrowed money when asked
 - c) **Physical abuse** includes any act of violence – whether or not it results in physical injury. Intentionally inflicting pain or injury that results in either bodily harm or mental distress is abuse. Physical abuse may include, for example:
 - i. Beating
 - ii. Burning or scalding
 - iii. Pushing or shoving
 - iv. Hitting or slapping
 - v. Rough handling
 - vi. Tripping
 - vii. Spitting
 - d) All forms of sexual abuse are also applicable to vulnerable adults
14. Potential warning signs of abuse of vulnerable adults can include:
 - a) Depression, fear, anxiety, passivity

- b) Unexplained physical injuries
- c) Dehydration, malnutrition, or lack of food
- d) Poor hygiene, rashes, pressure sores
- e) Over-sedation

Preventing Abuse

15. The ALA will enact measures aimed at preventing abuse. These measures include screening, orientation, training, practice, and monitoring.

Screening

16. Individuals who coach, volunteer, officiate, deliver developmental programs, accompany a team to an event or competition, are paid staff, or otherwise engage with Vulnerable Individuals involved with the ALA will be screened according to the organization's *Screening Policy*.

17. The ALA will use the *Screening Policy* to determine the level of trust, authority, and access that each Individual has with Vulnerable Individuals. Each level of risk will be accompanied by increased screening procedures which may include the following, singularly or in combination:

- a) Completing an Application Form for the position sought (which includes alerting Individuals that they must agree to adhere with the organization's policies and procedures (including this *Abuse Policy*))
- b) Completing a Screening Declaration Form
- c) Providing letters of reference
- d) Providing a Criminal Record Check ("CRC") and/or Vulnerable Sector Check ("VSC")
- e) Providing a driver's abstract (for Individuals who transport Vulnerable Individuals)
- f) Other screening procedures, as required

18. An Individual's failure to participate in the screening process or pass the screening requirements, as determined by a Screening Committee, will result in the Individual's ineligibility for the position sought.

Orientation and Training

19. The ALA may deliver orientation and training to those individuals who have access to, or interact with, Vulnerable Individuals. The orientation and training, and their frequency, will be based on the level of risk, as described in the *Screening Policy*.

20. 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 period of engagement.

21. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.

22. At the conclusion of the orientation and training, Individuals may be required to acknowledge, in written form, that they have received and completed the training.

Practice

23. When Individuals interact with Vulnerable Individuals, they are required to enact certain practical approaches to these interactions. These may include, but are not limited to:

- a) Limiting physical interactions to non-threatening or non-sexual touching (e.g., high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc.)
- b) Ensuring that Vulnerable Individuals are always supervised by more than one Person in Authority

- c) Ensuring that more than one person is involved with team selection (thereby limiting the consolidation of power onto one Individual)
- d) Ensuring that parents/guardians are aware that some non-personal communication between Persons in Authority and Vulnerable Individuals (e.g., between coaches, officials and minor athletes) may take place electronically (e.g., by texting) and that this type of communication is now considered to be commonplace, especially with older Vulnerable Individuals (e.g., teenagers). Individuals are aware that such communication is subject to the ALA's *Code of Conduct and Ethics* and *Social Media Policy*.
- e) When traveling with Vulnerable Individuals, the Person in Authority will not transport Vulnerable Individuals without another adult present and will not stay in the same overnight accommodation location without additional adult supervision.

Monitoring

24. The ALA will regularly monitor those Individuals who have access to, or interact with, Vulnerable Individuals. The monitoring will be based on the level of risk, as described in the *Screening Policy*.
25. Monitoring may include, but is not limited to: regular status reports, logs, supervisor meetings, supervisor on-site check-ins, feedback provided directly to the organization (from peers and parents/athletes), and regular evaluations.

Reporting Abuse

26. Reports of abuse that are shared confidentially with an Individual by a Vulnerable Individual may require the Individual to report the incident to parents/guardians, the ALA or police. Individuals must respond to such reports in a non-judgemental, supportive and comforting manner but must also explain that the report may need to be escalated to the proper authority or to the Vulnerable Individual's parent/guardian.
27. Complaints or reports that describe an element of **abuse** will be addressed by the process(es) described in the ALA's *Discipline and Appeal Bylaw*

 [1] Retrieved from: https://www.ecclesiastical.ca/guidelines_developsafetyprotectionpolicy_children-youths-vulnerableadults_faith/

[2] Adapted from: <https://www.all4kids.org/2014/03/04/warning-signs-child-abuse-neglect/>

[3] Adapted from: https://www.parentsprotect.co.uk/warning_signs.htm

SOCIAL MEDIA POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Social media”* – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, and Twitter.
 - b) *“Individuals”* – All categories of membership, as well as all individuals employed by, or engaged in activities with, the ALA and its Members including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, medical and paramedical personnel, and directors and officers
 - c) *“Discipline Chair or Independent Case Manager”* – The person or organization appointed by the ALA to oversee management and administration of complaints, as applicable.

Preamble

2. The ALA is aware that Individual interaction and communication occurs frequently on social media. The ALA cautions Individuals that any conduct falling short of the standard of behaviour required by the ALA’s *Code of Conduct and Ethics* will be subject to the disciplinary sanctions identified within the ALA’s *Discipline and Appeal Bylaw*.

Application of this Policy

3. This Policy applies to all Individuals.

Conduct and Behaviour

4. Per the ALA’s *Discipline and Appeal Bylaw* and *Code of Conduct and Ethics*, the following social media conduct may be considered minor or major infractions at the discretion of the Discipline Chair:
 - a) Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a social medium that is directed at an Individual, at the ALA, or at other individuals connected with the ALA
 - b) Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, embarrassing, suggestive, provocative, or otherwise offensive, and that is directed at an Individual, at the ALA, or at other individuals connected with the ALA
 - c) 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 ALA, its stakeholders, or its reputation
 - d) Any instance of cyber-bullying or cyber-harassment between one Individual and another Individual (including a teammate, coach, opponent, volunteer, or official), 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 behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.
5. All conduct and behaviour occurring on social media may be subject to the ALA’s *Discipline and Appeal Bylaw Policy* at the discretion of the Discipline Chair .

Individuals Responsibilities

6. Individuals should be aware that their social media activity may be viewed by anyone; including the ALA.
7. The content of all electronic communication between Persons in Authority and athletes must be professional in tone and for communicating information related to team issues or activities.

8. No sexually explicit language or imagery or sexually oriented conversation is permitted.
9. If the ALA unofficially engages with an Individual in social media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask the ALA to cease this engagement.
10. Persons in Authority may only send personal 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).
11. When using social media, an Individual must model appropriate behaviour befitting the Individual's role and status in connection with the ALA.
12. Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the ALA's *Discipline and Appeals Bylaw*.
13. An individual who believes that an Individual's social media activity is inappropriate or may violate the ALA's policies and procedures should report the matter to the ALA in the manner outlined by the ALA's *Discipline and Appeal Bylaw*.

SCREENING POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Criminal Record Check (CRC)”* – A search of adult convictions held within the RCMP National Repository of Criminal Records
 - b) *“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
 - c) *“Enhanced Police Information Check (E-PIC)”* – a Criminal Record Check plus a search of Local Police Information, available from SterlingBackcheck
 - d) *“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
 - e) *“Vulnerable Individuals”* – A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority

Preamble

2. The ALA understands 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 community.

Application of this Policy

3. This Policy applies to all individuals who are seeking to volunteer, work, or otherwise participate in the ALA’s program or activities and are in a position of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
4. Not all individuals associated with the ALA will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the ALA or to its participants. The ALA will determine which individuals will be subject to screening using the following guidelines (the ALA may vary the guidelines at its discretion):

Level 1 – Low Risk - Individuals 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 Individuals. Examples:

- a) Parents, youth, or volunteers who are helping out on a non-regular or informal basis

Level 2 – Medium Risk – Individuals 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 Individuals. Examples:

- a) Athlete support personnel
- b) Non-coach/official employees or managers
- c) Directors
- d) Coaches who are typically under the supervision of another coach
- e) Officials who are typically under the supervision of another official

Level 3 – High Risk – Individuals 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 Individuals. Examples:

- a) Full time coaches
- b) Coaches who travel with athletes
- c) Coaches who could be alone with athletes
- d) Officials who travel with officials
- e) Officials who could be alone with officials

Screening Committee

5. The implementation of this policy is the responsibility of the ALA's Screening Committee which is a committee of either one (1) or three (3) members appointed by the ALA. The ALA will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screening documents and render decisions under this Policy.
6. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
7. 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 ALA. 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.
8. 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.
9. 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.
10. 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.
11. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
12. 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 ALA.
13. 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.
14. 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 ALA, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
15. 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 ALA's Board of Directors, which may disseminate the decision as they see fit in order to best fulfil the mandate of the ALA.

16. An Individual whose screening application has been denied or revoked may not re-apply to participate in the ALA's programs or activities for two (2) years from the date the rejected application was made.

Screening Requirements

17. It is the ALA's policy that when an individual is first engaged by the ALA:

- a) Level 1 individuals will:
 - i. Complete an Application Form (**Appendix A**)
 - ii. Complete a Screening Disclosure Form (**Appendix B**)
 - iii. Participate in training, orientation, and monitoring as determined by the ALA

- b) Level 2 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by the ALA
 - vi. Provide a driver's abstract, if requested

- c) Level 3 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC and a VSC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by the ALA
 - vi. Provide a driver's abstract, if requested

- d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the ALA. Additionally, the individual will inform the ALA of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.

- e) If the ALA 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 ALA's *Discipline and Complaints Policy*.

Young People

18. The ALA defines a young person as someone who is younger than 18 years old. When screening young people, the ALA will:

- a) Not require the young person to obtain a VSC or E-PIC; and
- b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.

19. Notwithstanding the above, the ALA may ask a young person to obtain a VSC or E-PIC if the ALA suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, the ALA will be clear in its request that it is not asking for the young person's *youth record*. The ALA understands that it may not request to see a young person's youth record.

Renewal

20. 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:

- a) An E-PIC every three years
- b) A Screening Disclosure Form every three years
- c) A Screening Renewal Form (**Appendix C**) every year
- d) A Vulnerable Sector Check once

21. 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 ALA, could affect the assessment of the individual's suitability for participation in the ALA's programs, activities, or with any of its members.

Orientation, Training, and Monitoring

22. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the ALA's discretion.
23. 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.
24. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
25. 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.
26. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

How to Obtain an E-PIC or VSC

27. The ALA has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Individuals can obtain an E-PIC via https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/
28. Individuals 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.
29. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
30. The ALA understands that it may be required to assist an individual with obtaining a VSC. The ALA may need to submit a Request for VSC (**Appendix D**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

Procedure

31. Screening documents must be submitted to the following individual:

ALA Office info@albertalacrosse.com

32. 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.

33. The ALA understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the ALA may permit the individual to participate in the role during the delay. The ALA may withdraw this permission at any time and for any reason.
34. The ALA recognizes 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.
35. Following the review of the screening documents, the Screening Committee will decide:
 - a) The individual has passed screening and may participate in the desired position;
 - b) The individual has passed screening and may participate in the desired position with conditions;
 - c) The individual has not passed screening and may not participate in the desired position; or
 - d) More information is required from the individual.
36. 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.
37. The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:
 - a) If imposed in the last three years:
 - i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offense involving conduct against public morals
 - iv. Any offense involving theft or fraud
 - b) If imposed in the last ten years:
 - i. Any crime of violence including but not limited to, all forms of assault
 - ii. Any offense involving a minor or minors
 - c) If imposed at any time:
 - i. An individual's conviction for any of the following *Criminal Code* offenses:
 - a. Any offense of physical or psychological violence
 - b. Any crime of violence including but not limited to, all forms of assault
 - c. Any offense involving trafficking of illegal drugs
 - d. Any offense involving the possession, distribution, or sale of any child-related pornography
 - e. Any sexual offense

Conditions and Monitoring

38. 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.

Records

39. 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.

40. The records kept by the ALA as part of the screening process include but are not limited to:
- a) An individual's Vulnerable Sector Check
 - b) An individual's E-PIC (for a period of three years)
 - c) An individual's Screening Disclosure Form (for a period of three years)
 - d) An individual's Screening Renewal Form (for a period of one year)
 - e) Records of any conditions attached to an individual's registration by the Screening Committee
 - f) Records of any discipline applied to any individual by the ALA or by another sport organization

Appendix A – Application Form

Note: Individuals who are applying to volunteer or work within certain positions with the ALA 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 ALA, a new Application Form must be submitted.

NAME: _____
First Middle Last

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 ALA's policies and procedures, including but not limited to the *Code of Conduct and Ethics, Conflict of Interest Policy, Privacy Policy, and Screening Policy*. The ALA's policies are located at the following link: www.albertalacrosse.com

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 B – Screening Disclosure Form

NAME: _____
First Middle Last

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. Do you have a criminal record? If so, please complete the following information for *each conviction*. If not, please leave this section blank. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. 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, officiating, or volunteer position? If so, please complete the following information for each disciplinary action or sanction. If not, please leave this section blank. 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: _____

3. 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. If not, please leave this section blank. 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 ALA 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 and/or Driver's Abstract (when permitted by law) for the purposes of screening, implementation of the ALA's *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of sport. The ALA does 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 ALA 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 C – 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 and/or Driver's Abstract ("Personal Document") to the ALA. 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 Personal Document that I would obtain or submit on the date indicated below would be no different than the last Personal Document that I submitted to the ALA. 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 Personal Document to the ALA's Screening Committee instead of this form.

I recognize that if there have been changes to the results available from any Personal Document and 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 D – Request for Vulnerable Sector Check

Note: The ALA will be required to modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

The Alberta Lacrosse Association (“ALA”) 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

The ALA is a not-for-profit provincial organization for the sport of lacrosse located in Alberta.

[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 the ALA, please contact the Screening Committee Chair:

[info@albertalacrosse.com]

Signed: _____ Date: _____

ATHLETE PROTECTION GUIDELINES

Definitions

1. The following terms have these meanings in these Guidelines:
 - a) *“Person in Authority”* – An Individual who holds a position of authority within the ALA including, but not limited to, coaches, managers, support personnel, officials, chaperones, and Directors
 - b) *“Athlete”* – An individual participating in an ALA activity and may be a player
 - c) *“Official”* – An individual participating in an ALA activity in the role of a referee or game day officials

Purpose

2. These athlete protection guidelines describe how Persons in Authority can maintain a safe sport environment for athletes.

Rule of Two

3. The ALA will strongly recommend the ‘Rule of Two’ for all Persons in Authority who interact with athletes. The Coaching Association of Canada defines the ‘Rule of Two’ as:
 - a) The ‘Rule of Two’ means that the coach is never alone or out of sight with a minor athlete. Two NCCP trained or certified coaches should always be present with an athlete, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. All one-on-one interactions between a coach and an athlete must take place within earshot and in view of the second coach except for medical emergencies. One of the coaches must also be of the same gender identity as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited to act as a substitute.
4. To ensure adherence to the ‘Rule of Two’, the ALA will ensure:
 - a) Teams or groups of athletes will always have at least two Persons in Authority with them
 - b) Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present
 - c) For teams consisting of athletes of just one gender identity, a Person in Authority of the same gender identity should be available to participate or attend every interaction
 - d) For teams consisting of athletes of more than one gender identity (e.g., co-ed teams), a Person in Authority of each gender identify should be available to participate or attend every interaction
 - e) These guidelines are shared with parents and guardians to help them identify situations, and acknowledge instances, when the club or team was not following the Rule of Two

Communications

5. The ALA will strongly recommend the following communication guidelines for all Persons in Authority who interact with athletes:
 - a) Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and athletes
 - b) Persons in Authority may only send personal texts, direct messages on social media, or emails to individual athletes when necessary and only for the purpose of communicating information related to team issues and activities (e.g., non-personal information)
 - c) Parents and guardians have the right to request that their child not be contacted by Persons 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 communication
 - d) The content of all electronic communication between Persons in Authority and athletes must be

professional in tone and for the purpose of communicating information related to team issues or activities

- e) All communication between Persons in Authority and athletes must be between the hours of 6:00am and midnight unless extenuating circumstances exist
- f) No communication concerning drugs or alcohol use (unless regarding its prohibition) is permitted
- g) No sexually explicit language or imagery or sexually oriented conversation is permitted
- h) Persons in Authority are not permitted to ask athletes to keep a secret for them
- i) A Person in Authority should not become overly involved in an athlete's personal life

Travel

6. The ALA will strongly recommend the following travel guidelines for all Persons in Authority who travel with athletes:
- a) A Person in Authority may not be alone in a car with an athlete unless the Person in Authority is the athlete's parent or guardian
 - b) 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
 - c) Room or bed checks during overnight stays must be done by two Persons in Authority
 - d) For overnight travel when athletes share a hotel room, roommates will be age-appropriate (e.g., within two (2) years of age) and of the same gender identity

Locker Room / Changing Area / Meeting Room

7. The ALA will strongly recommend the following guidelines for the locker room, changing area, and meeting rooms:
- a) Interactions between a Person in Authority and an individual athlete should not occur in any room where there is a reasonable expectation of privacy such as the locker room, meeting room, washroom, or changing area. A second Person in Authority should be present for any necessary interaction in any such room
 - b) 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

Photography / Video

8. The ALA will strongly recommend the following photography / video guidelines:
- a) Parents/guardians should sign a photo release form (i.e., as part of the registration process) that describes how an athlete's image may be used by the ALA
 - b) 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.
 - c) The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited.
 - d) Examples of photos that should be edited or deleted include:
 - i. Images with misplaced apparel or where undergarments are showing
 - ii. Suggestive or provocative poses
 - iii. Embarrassing images

Physical Contact

9. The ALA understands that 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. The ALA will strongly recommend the following touch guidelines:
- a) Unless it is not possible because of serious injury or other circumstance, a Person in Authority should always clarify with an athlete where and why any touch will occur. The Person in Authority

must make clear that he or she is *requesting* to touch the athlete and not *requiring* the physical contact

- b) Infrequent, non-intentional physical contact, particularly contact that arises out of an error or a misjudgment on the part of the athlete during a training session, is permitted
- c) Making amends, such as an apology or explanation, is encouraged to further help educate athletes on the difference between appropriate and inappropriate contact
- d) Hugging, cuddling, physical horseplay, and physical contact initiated by the Person in Authority is not permitted. The ALA is aware that some younger athletes may initiate hugging or other physical contact with a Person in Authority for various reasons (e.g., such as crying after a poor performance) but this physical contact should always be limited.

Sport-Specific Guidelines

10. The ALA strongly recommends the following sport-specific guidelines:

- a) A Person in Authority should never be alone with an athlete prior to or following a competition or practice, unless the Person in Authority is the athlete's parent or guardian. If the athlete is the first athlete to arrive, the athlete's parent should remain until another athlete or Person in Authority arrives. Similarly, if an athlete 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 the athletes have been picked up. If an adult is not available then another athlete should be present in order to avoid the Person in Authority being alone with a single athlete
- b) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual athlete should always be doing so within earshot and eyesight of another Person in Authority

CONCUSSION POLICY

Preamble

1. This Policy is based on the 5th Consensus Statement on Concussion in Sport that was released in April 2017. This Policy interprets the information contained in the report that was prepared by the 2017 Concussion in Sport Group (CISG), a group of sport concussion medical practitioners and experts, and adapts concussion assessment and management tools.
2. The CISG suggested 11 'R's of Sport-Related Concussion ("SRC") management to provide a logical flow of concussion management. This Policy is similarly arranged. The 11 R's in this Policy are: Recognize, Remove, Re-Evaluate, Rest, Rehabilitation, Refer, Recover, Return to Sport, Reconsider, Residual Effects, and Risk Reduction.
3. A concussion is a clinical diagnosis that can only be made by a physician. The ALA accepts no liability for Participants or other individuals in their use or interpretation of this Policy.

Definitions

4. The following terms have these meanings in this Policy:
 - a) "*Participant*" – Coaches, athletes, volunteers, and officials
 - b) "*Suspected Concussion*" – means the recognition that an individual appears to have either experienced an injury or impact that may result in a concussion or who is exhibiting unusual behaviour that may be the result of concussion.
 - c) "*Sport-Related Concussion ("SRC")*" – A sport-related concussion is a traumatic brain injury induced by biomechanical forces. Several common features that may be used to define the nature of a SRC may include:
 - i. Caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
 - ii. Typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
 - iii. May result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality may be visibly apparent
 - iv. Results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.

Purpose

5. The ALA is committed to ensuring the safety of those participating in the sport of lacrosse. The ALA recognizes the increased awareness of concussions and their long-term effects and believes that prevention of concussions is paramount to protecting the health and safety of Participants.
6. This Policy provides guidance in identifying common signs and symptoms of a concussion, protocol to be followed in the event of a possible concussion and return to participation guidelines should a concussion be diagnosed. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complication.

Recognizing Concussions

7. If any of the following **red flags** are present, an ambulance should be called and/or an on-site licensed healthcare professional should be summoned:
 - a) Neck pain or tenderness
 - b) Double vision
 - c) Weakness or tingling / burning in arms or legs
 - d) Severe or increasing headache
 - e) Seizure or convulsion
 - f) Loss of consciousness
 - g) Deteriorating conscious state
 - h) Vomiting more than once
 - i) Increasingly restless, agitated, or combative
 - j) Getting more and more confused

8. The following **observable signs** may indicate a possible concussion:
 - a) Lying motionless on the playing surface
 - b) Slow to get up after a direct or indirect hit to the head
 - c) Disorientation or confusion / inability to respond appropriately to questions
 - d) Blank or vacant look
 - e) Balance or gait difficulties, motor incoordination, stumbling, slow laboured movements
 - f) Facial injury after head trauma

9. A concussion may result in the following **symptoms**:
 - a) Headache or “pressure in head”
 - b) Balance problems or dizziness
 - c) Nausea or vomiting
 - d) Drowsiness, fatigue, or low energy
 - e) Blurred vision
 - f) Sensitivity to light or noise
 - g) More emotional or irritable
 - h) “Don’t feel right”
 - i) Sadness, nervousness, or anxiousness
 - j) Neck pain
 - k) Difficulty remembering or concentrating
 - l) Feeling slowed down or “in a fog”

10. Failure to correctly answer any of these **memory questions** may suggest a concussion:
 - a) What venue are we at today?
 - b) Who scored last in this game?
 - c) Which period is it?
 - d) What team did you play last game?
 - e) Did your team win last game?

Removal from Sport Protocol

11. In the event of a Suspected Concussion where there are **observable signs** of a concussion, **symptoms** of a concussion, or a failure to correctly answer **memory questions**, the Participant should be immediately removed from participation by a designated person.

12. After removal from participation, the following actions should be taken:
 - a) The designated person who removed the Participant should consider calling 9-1-1;

- b) The ALA must make and keep a record of the removal;
- c) The designated person must inform the Participant's parent or guardian if the Participant is younger than 18 years old, and the designated person must inform the parent or guardian that the Participant is required to undergo a medical assessment by a physician or nurse practitioner before the Participant will be permitted to return to participation; and
- d) The designated person will remind the Participant, and the Participant's parent or guardian as applicable, of the ALA's Return-to-Sport protocol as described in this Policy.

13. Participants who have a Suspected Concussion and who are removed from participation should:

- a) Be isolated in a dark room or area and stimulus should be reduced
- b) Be monitored
- c) Have any cognitive, emotional, or physical changes documented
- d) Not be left alone (at least for the first 1-2 hours)
- e) Not drink alcohol
- f) Not use recreational/prescription drugs
- g) Not be sent home by themselves
- h) Not drive a motor vehicle until cleared to do so by a medical professional

14. A Participant who has been removed from participation due to a suspected concussion should not return to participation until the Participant has been assessed medically, preferably by a physician who is familiar with the [Sport Concussion Assessment Tool – 5th Edition \(SCAT5\)](#) (for Participants over the age of 12) or the [Child SCAT5](#) (for Participants between 5 and 12 years old), even if the symptoms of the concussion resolve.

Re-Evaluate

15. A Participant with a Suspected Concussion should be evaluated by a licensed physician who should conduct a comprehensive neurological assessment of the Participant and determine the Participant's clinical status and the potential need for neuroimaging scans.

Rest and Rehabilitation

16. Participants with a diagnosed SRC should rest during the acute phase (24-48 hours) but can gradually and progressively become more active so long as activity does not worsen the Participant's symptoms. Participants should avoid vigorous exertion.

17. Participants must consider the diverse symptoms and problems that are associated with SRCs. Rehabilitation programs that involve controlled parameters below the threshold of peak performance should be considered.

Refer

18. Participants who display persistent post-concussion symptoms (i.e., symptoms beyond the expected timeline for recovery – 10-14 days for adults and 4 weeks for children) should be referred to physicians with experience handling SRCs.

Recovery and Return to Sport

19. SRCs have large adverse effects on cognitive functioning and balance during the first 24-72 hours after injury. For *most* Participants, these cognitive defects, balance and symptoms improve rapidly during the first two weeks after injury. An important predictor of slower recovery from an SRC is the severity of the Participant's initial symptoms following the first few days after the injury.

20. The table below represents a graduated return to sport for most Participants, in particular those that did not experience high severity of initial symptoms after the following the first few days after the injury.

Stage	Aim	Activity	Stage Goal
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport-specific exercise	Running drills. No head impact activities	Add movement
4	Non-contact training drills	Harder training drills. May start progressive resistance training	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal participation	

Table 1 – Return to Sport Strategy

21. An initial period of 24-48 hours of both physical rest and cognitive rest is recommended before beginning the Return to Sport strategy.
22. There should be at least 24 hours (or longer) for each step. If symptoms reoccur or worsen, the Participant should go back to the previous step.
23. Resistance training should only be added in the later stages (Stage 3 or Stage 4).
24. If symptoms persist, the Participant should return to see a physician.
25. The Participant’s Return-to-Sport strategy should be guided and approved by a physician with regular consultations throughout the process.
26. The Participant must provide the ALA with a medical clearance form, signed by a physician, following Stage 5 and before proceeding to Stage 6.

Reconsider

27. The 2017 Concussion in Sport Group (CISG) considered whether certain populations (children, adolescents, and elite athletes) should have SRCs managed differently.
28. It was determined that all Participants, regardless of competition level, should be managed using the same SRC management principles.
29. Adolescents (13 to 18 years old) and children (5 to 12 years old) should be managed differently. SRC symptoms in children persist for up to four weeks. More research was recommended for how these groups should be managed differently, but the CISG recommended that children and adolescents should first follow a Return to School strategy before they take part in a Return to Sport strategy. A Return to School strategy is described below.

Stage	Aim	Activity	Stage Goal
1	Daily activities at home that do not give the child symptoms	Typical activities of the child during the day as long as they do not increase symptoms (e.g., reading, texting, screen time). Start with 5–15 min at a time and gradually build up	Gradual return to typical activities

2	School activities	Homework, reading or other cognitive activities outside of the classroom	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day	Increase academic activities
4	Return to school full time	Gradually progress school activities until a full day can be tolerated	Return to full academic activities and catch up on missed work

Table 2 – Return to School Strategy

Residual Effects

30. Participants should be alert for potential long-term problems such as cognitive impairment and depression. The potential for developing chronic traumatic encephalopathy (CTE) should also be a consideration, although the CISG stated that *“a cause-and-effect relationship has not yet been demonstrated between CTE and SRCs or exposure to contact sports. As such, the notion that repeated concussion or subconcussive impacts cause CTE remains unknown.”*

Risk Reduction and Prevention

31. The ALA recognizes that knowing a Participant’s SRC history can aid in the development of concussion management and the Return to Sport strategy. The clinical history should also include information about all previous head, face, or cervical spine injuries. The ALA encourages Participants to make coaches and other stakeholders aware of their individual histories.

Non-Compliance

32. Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action in accordance with the ALA’s *Discipline and Appeal Bylaw*.

CONFLICT OF INTEREST POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Conflict of Interest”* – Any situation in which a Representative’s decision-making, which should always be in the best interests of the ALA, is influenced or could be influenced by personal, family, financial, business, or other private interests
 - b) *“Pecuniary Interest”* – An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
 - c) *“Non-Pecuniary Interest”* – An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
 - d) *“Representatives”* – Individuals employed by, or engaged in activities on behalf of, the ALA including: coaches, officials, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the ALA

Background

2. Individuals who act on behalf of an organization have a duty first to that organization and second to any personal stake they have in the operations of the ALA. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the ALA. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the ALA is connected to their own personal interests. That would be a conflict of interest situation.

Purpose

3. The ALA strives to reduce and eliminate nearly all instances of conflict of interest at the ALA – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest and clarifies how Representatives shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Representatives.

Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of the ALA, shall always be resolved in favour of the ALA.
6. Representatives will not:
 - a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the ALA, unless such business, transaction, or other interest is properly disclosed to the ALA and approved by the ALA
 - b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
 - c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise
 - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the ALA, if such information is confidential or not generally available to the public

- e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the ALA, or in which they have an advantage or appear to have an advantage on the basis of their association with the ALA
- f) Without the permission of the ALA, use the ALA's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the ALA
- g) Place themselves in positions where they could, by virtue of being a Representative of the ALA, influence decisions or contracts from which they could derive any direct or indirect benefit
- h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of the ALA

Disclosure of Conflict of Interest

- 7. On an annual basis, all the ALA's Directors and candidates for election to the Board, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the ALA.
- 8. Representatives shall disclose real or perceived conflicts of interest to the ALA's Board immediately upon becoming aware that a conflict of interest may exist.
- 9. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

Minimizing Conflicts of Interest in Decision-Making

- 10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by a Representative of the ALA will be considered and decided with the following additional provisions:
 - a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
 - b) The Representative does not participate in discussion on the matter
 - c) The Representative abstains from voting on the decision
 - d) For Board-level decisions, the Representative does not count toward quorum
 - e) The decision is confirmed to be in the best interests of the ALA
- 11. For potential conflicts of interest involving employees, the ALA's Board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The ALA will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the ALA or give rise to a conflict of interest.

Conflict of Interest Complaints

- 12. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the ALA's Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - a) Removal or temporary suspension of certain responsibilities or decision-making authority
 - b) Removal or temporary suspension from a designated position
 - c) Removal or temporary suspension from certain teams, events, and/or activities
 - d) Expulsion from the ALA
 - e) Other actions as may be considered appropriate for the real or perceived conflict of interest

13. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the ALA to be addressed under the ALA's *Discipline and Complaints Policy*.
14. Failure to comply with an action as determined by the Board will result in automatic suspension from the ALA until compliance occurs.
15. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

Enforcement

16. Failure to adhere to this Policy may permit discipline in accordance with the ALA's *Discipline and Appeal Bylaw*.

Appendix A – Conflict of Interest Declaration Form

I have read the ALA's *Conflict of Interest Policy*, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board, as soon as it is known to me.

Definitions

2. The following terms have these meanings in this Policy:

- e) *"Conflict of Interest"* – Any situation in which a Representative's decision-making, which should always be in the best interests of the ALA, is influenced or could be influenced by personal, family, financial, business, or other private interests
- f) *"Pecuniary Interest"* – An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
- g) *"Non-Pecuniary Interest"* – An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
- h) *"Representatives"* – Individuals employed by, or engaged in activities on behalf of, the ALA including: coaches, officials, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the ALA

I declare the following interests which may represent a potential conflict of interest:

Name

Signature

Date

TO: Lisa Grant – Executive Director

AND TO: Deb Rhodes – Director of Administration

PRIVACY POLICY

General

1. Background – Privacy of personal information is governed by the federal *Personal Information Protection and Electronics Documents Act* ("PIPEDA"). This policy describes the way that the ALA collects, uses, safeguards, discloses and disposes of personal information, and states the ALA's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA and the ALA's interpretation of these responsibilities.
2. Alberta has provincial legislation similar to PIPEDA that applies first, before PIPEDA is applied. However, PIPEDA will still apply if any Personal Information crosses provincial borders. In Alberta, the Personal Information Protection Act ("PIPA") applies before PIPEDA.
3. Purpose – The purpose of this policy is to govern the collection, use and disclosure of personal information in the course of commercial activities in a manner that recognizes the right to privacy of individuals with respect to their personal information and the need of the ALA to collect, use or disclose personal information.
4. Definitions – The following terms have these meanings in this Policy:
 - a) "*Commercial Activity*" – Any particular transaction, act or conduct that is of a commercial character.
 - b) "*IP Address*" – A numerical label that is assigned to electronic devices participating in a computer network that uses internet protocol for communication between devices.
 - c) "*Personal Information*" – any information about an individual that relates to the person's personal characteristics including, but not limited to: gender, age, income, home address or phone number, ethnic background, family status, health history, and health conditions
 - d) "*Representatives*" – Members, directors, officers, committee members, employees, coaches, officials, referees, managers, trainers, volunteers, administrators, contractors and participants within the ALA
 - e) "*Act*" – PIPEDA and PIPA

Application of this Policy

5. Application – This Policy applies to Representatives in connection with personal information that is collected, used or disclosed during any commercial activity related to the ALA.
6. Ruling on Policy – Except as provided in the *Act*, the Board of Directors of the ALA will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Obligations

7. Statutory Obligations – The ALA is governed by the *Act* in matters involving the collection, use and disclosure of personal information.
8. Additional Obligations – In addition to fulfilling all requirements of the *Act*, the ALA and its Representatives will also fulfill the additional requirements of this Policy. Representatives of the ALA will not:
 - a) Disclose personal information to a third party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this Policy;
 - b) Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;
 - c) In the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest;

- d) Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with the ALA; or
- e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information.

Accountability

9. Privacy Officer – The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security and for ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

ALA Executive Director info@albertalacrosse.com

10. Duties – The Privacy Officer will:

- a) Implement procedures to protect personal information;
- b) Establish procedures to receive and respond to complaints and inquiries;
- c) Record all persons having access to personal information;
- d) Ensure any third party providers abide by this Policy; and
- e) Train and communicate to staff information about the ALA's privacy policies and practices.

11. Employees – The ALA shall be responsible to ensure that the employees, contractors, agents, or otherwise of the ALA are compliant with the Act and this Policy.

Identifying Purposes

12. Purpose – Personal information may be collected from Representatives and prospective Representatives for purposes that include, but are not limited to, the following:

- a) Receiving communications from the ALA related to e-news, emails, bulletins, donation requests, invoices, notifications, merchandise sales, newsletters, programs, events and activities;
- b) Database entry at the Coaching Association of Canada to determine level of coaching certification and qualifications;
- c) Coach selection;
- d) Database entry to determine level of officiating certification and qualifications;
- e) Determination of eligibility, age group and appropriate level of competition;
- f) Implementation of the ALA's screening program;
- g) Promotion and sale of merchandise;
- h) Medical emergency;
- i) Athlete registration, outfitting uniforms, monitoring eligibility, arranging travel and various components of athlete and team selection;
- j) Registration with the ALA or at competitions;
- k) Implementation of anti-doping policies and drug testing;
- l) Technical monitoring, coach/club review, officials training, educational purposes, media publications, and sport promotion;
- m) Purchasing equipment, manuals, resources and other products;
- n) Publishing articles, media relations and posting on the ALA website, displays or posters;
- o) Determination of membership demographics and program wants and needs;
- p) Managing payroll, health benefits, insurance claims and insurance investigations; and
- q) Posting images, likeness or other identifiable attributes to promote the ALA on its website, displays or posters.

13. Purposes not Identified – The ALA shall seek consent from individuals when personal information is used for Commercial Activity not previously identified. This consent will be documented as to when and how it was received.

Consent

14. Consent – The ALA shall obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. The ALA may collect personal information without consent where reasonable to do so and where permitted by law.

15. Implied Consent – By providing personal information to the ALA, individuals are consenting to the use of the information for the purposes identified in this policy.

16. Withdrawal – An individual may declare to the Privacy Officer in writing to withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. The ALA will inform the individual of the implications of such withdrawal.

17. Legal Guardians – Consent shall not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore shall be obtained from a parent, legal guardian or person having power of attorney of such an individual.

18. Exceptions for Collection – The ALA is not required to obtain consent for the collection of personal information if:

- a) It is clearly in the individual's interests and consent is not available in a timely way;
- b) Knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial law;
- c) The information is for journalistic, artistic or literary purposes; or
- d) The information is publicly available as specified in the *Act*.

19. Exceptions for Use – The ALA may use personal information without the individual's knowledge or consent only:

- a) If the ALA has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation;
- b) For an emergency that threatens an individual's life, health or security;
- c) For statistical or scholarly study or research;
- d) If it is publicly available as specified in the *Act*;
- e) If the use is clearly in the individual's interest and consent is not available in a timely way; or
- f) If knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.

20. Exceptions for Disclosure – The ALA may disclose personal information without the individual's knowledge or consent only:

- a) To a lawyer representing the ALA;
- b) To collect a debt the individual owes to the ALA;
- c) To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction;
- d) To a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering

intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;

- e) To an investigative body named in the Act or government institution on the ALA's initiative when the ALA believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;
- f) To an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;
- g) In an emergency threatening an individual's life, health, or security (the ALA must inform the individual of the disclosure);
- h) For statistical, scholarly study or research;
- i) To an archival institution;
- j) 20 years after the individual's death or 100 years after the record was created;
- k) If it is publicly available as specified in the regulations; or
- l) If otherwise required by law.

Limiting Collection, Use, Disclosure and Retention

- 21. Limiting Collection, Use and Disclosure – The ALA shall not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in this Policy, except with the consent of the individual or as required by law.
- 22. Retention Periods – Personal information shall be retained as long as reasonably necessary to enable participation in the ALA, to maintain accurate historical records and or as may be required by law.
- 23. Destruction of Information – Documents shall be destroyed by way of shredding and electronic files will be deleted in their entirety.

Safeguards

- 24. Safeguards – Personal information shall be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

Breaches

- 25. Breaches – The ALA is required to report breaches of its security safeguards and any unauthorized disclosure of, or access to, personal information to the Office of the Privacy Commissioner if the breach, disclosure, or access may pose a “real risk of significant harm” to an individual. A “real risk of significant harm” is defined as: *“Bodily harm, humiliation, damage to reputation or relationships, loss of employment, business or professional opportunities, financial loss, identity theft, negative effects on the credit record and damage to or loss of property”*.
- 26. Reporting – The ALA will report the breach or unauthorized access or disclosure to the Office of the Privacy Commissioner in the form and format specified by the Office of the Privacy Commissioner or will be subject to financial penalties.
- 27. Records and Notification – In addition to reporting the breach or unauthorized access or disclosure, the ALA will keep records of the breach and inform affected individuals.

Individual Access

- 28. Access – Upon written request, and with assistance from the ALA, an individual may be informed of the existence, use and disclosure of his or her personal information and shall be given access to that

information. Further, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

29. Response – Requested information shall be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
30. Denial – An individual may be denied access to his or her personal information if the information:
 - a) Is prohibitively costly to provide;
 - b) Contains references to other individuals;
 - c) Cannot be disclosed for legal, security, or commercial proprietary purposes; or
 - d) Is subject to solicitor-client privilege or litigation privilege.
31. Reasons – Upon refusal, the ALA shall inform the individual the reasons for the refusal and the associated provisions of the *Act*.
32. Identity – Sufficient information shall be required to confirm an individual's identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

Challenging Compliance

33. Challenges – An individual shall be able to challenge compliance with this Policy and the *Act* to the designated individual accountable for compliance.
34. Procedures – Upon receipt of a complaint the ALA shall:
 - a) Record the date the complaint is received;
 - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
 - c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three (3) days of receipt of the complaint;
 - d) Appoint an investigator using ALA personnel or an independent investigator, who shall have the skills necessary to conduct a fair and impartial investigation and shall have unfettered access to all relevant file and personnel, within ten (10) days of receipt of the complaint;
 - e) Upon completion of the investigation and within twenty-five (25) days of receipt of the complaint, the investigator will submit a written report to the ALA; and
 - f) Notify the complainant to the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures within thirty (30) days of receipt of the complaint.
35. Whistleblowing – The ALA shall not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any director, officer, employee, committee member volunteer, trainer, contractor, and other decision-maker within the ALA or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:
 - a) Disclosed to the commissioner that the ALA has contravened or is about to contravene the *Act*;
 - b) Has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene the *Act*; or
 - c) Has refused to do or stated an intention of refusing to do anything that is in contravention of the *Act*.

IP Address

36. IP Address – The ALA does not collect, use or disclose personal information such as an IP Addresses.

Applicable Law

37. Applicable Law – The ALA website is created and controlled by the ALA in the province of Alberta. As such, the laws of the province of Alberta shall govern these disclaimers, terms and conditions.

Appendix A – Consent

The ALA will include the following paragraph (or a variation) whenever Personal Information is being collected:

1. I authorize the ALA to collect and use personal information about me for the purposes described in the ALA's *Privacy Policy*.
2. In addition to the purposes described in the ALA's *Privacy Policy*, I authorize the ALA to:
 - a) Distribute my information to the Canadian Lacrosse Association
 - b) Photograph and/or record my image and/or voice on still or motion picture film and/or audio tape, and to use this material to promote the sport through the media of newsletters, websites, television, film, radio, print and/or display form. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes
3. I understand that I may withdraw such consent at any time by contacting the ALA's Privacy Officer. The Privacy Officer will advise the implications of such withdrawal.

Appendix B – Website Disclaimer

The ALA will include the copyright and legal disclaimer in the applicable section on the ALA's website:

Website – The ALA website is a product of the ALA. The information on the website is provided as a resource to those interested in the ALA. The ALA disclaims any representation or warranty, express or implied, concerning the accuracy, completeness or fitness for a particular purpose of the information. Persons accessing this information assume full responsibility for the use of the information and understand and agree that the ALA is not responsible or liable for any claim, loss or damage arising from the use of this information. Reference to specific products, processes or services does not constitute or imply recommendation or endorsement by the ALA. The ALA also reserves the right to make changes at any time without notice.

Outside Links – Links made available through the website may allow you to leave the ALA site. Please be aware that the internet sites available through these links are not under the control of the ALA. Therefore, the ALA does not make any representation to you about these sites or the materials available there. The ALA is providing these links only as a convenience to you, and in no way guarantees these links and the material available there. The ALA is not responsible for privacy practices employed by other companies or websites.

FINANCIAL POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Representative”* – Individuals employed by, or engaged in activities on behalf of, the ALA including: coaches, convenors, officials, staff members, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the ALA

Purpose

2. The ALA will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport and the betterment of the ALA.
3. The purpose of this Policy is to guide the financial management practices of the ALA.

Budget and Reports

4. The ALA’s Board will develop and approve an annual budget which will contain the ALA’s total anticipated expenditures and revenues.
5. The Director – Administration (or designate) will, at the Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.
6. The financial statements of the ALA will be reviewed in accordance with applicable legislation by an auditor.

Fiscal Year

7. The ALA’s fiscal year will be as described in the ALA’s Bylaws.

Banking – Revenue

8. Registration fees shall be reviewed annually by the Director – Administration (or designate) who will make recommendations to the Board; which shall approve fees for each year well in advance of the start of the registration year.
9. All money received by the ALA will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the ALA, as determined by the ALA’s Board.
10. All money received by the ALA will be deposited, in the name of the ALA, with a reputable financial institution.

Signing Officers

11. All contracts, documents, or any other instruments in writing requiring the signature of the ALA shall be signed by at least two of the following:
 - a) Executive Director
 - b) President
 - c) Director – Administration
 - d) A Director appointed by the Board as a signing authority
12. Any contracts, documents or any other instruments in writing which have been approved in the ALA’s budget that are under \$10,000 are not subject to this section and may be executed by the Director – Administration or any individual delegated such signing authority by the Board.

13. All cheques of \$10,000 or above require signatures from two (2) of the following:

- a) Executive Director
- b) President
- c) Two Directors appointed by the Board as signing authorities

14. All cheques payable to any signing authority will not be signed by that signing authority.

Expenses

15. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by the ALA's Director – Administration (or designate).

16. Approved expenses are to be claimed and reported no later than fifteen (15) days following the date of the expense. Expenses submitted beyond the fifteen (15) day reporting requirement will be paid only upon the Director of Administration approval.

17. Any expenditure not approved within the annual budget will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by the ALA unless determined otherwise by the Board.

Accounts

18. Accounts receivable terms are net thirty (30) days from the date of invoice.

19. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

Credit Card

20. With the approval of the Board, the ALA may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of the ALA. The Board will determine who receives credit cards and what the credit card limits will be.

21. Credit card holders will be responsible for all charges made on credit cards issued in their name.

22. Credit cards must only be used for authorized payments that include:

- a) Payment of actual and reasonable expenses incurred on authorized business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to the ALA
- b) Purchase of goods or budgeted items

23. For the purposes of this Policy, expenses included in an annual budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to a credit card.

24. Credit cards are not to be used for any personal expenses.

25. All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on business of the ALA.

26. Under no circumstances are cash advances to be drawn on credit cards.

27. In addition, the following individuals have credit card responsibilities:

- a) Cardholders must:
 - i. not allow another person to use the card
 - ii. protect the pin number of the card
 - iii. only purchase within the credit limit of the card
 - iv. notify the credit card company if the card is lost or stolen
 - v. keep the card with them at all times, or in a secure location
 - vi. forward to the ALA's Director – Administration (or designate), on a biweekly basis, all receipts for expenses charged to the card in the previous month
 - vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
- b) The ALA's Director – Administration (or designate) must:
 - i. ensure that each credit card issued to an individual is paid in full on a monthly basis
 - ii. review and reconcile each credit card statement on a monthly basis
 - iii. bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
 - iv. recover from the cardholder any funds owing for unauthorized expenses

Expense Claims

28. Representatives may submit expense claims to the Director – Administration (or designate) for personal expenses incurred in performing their duties for the ALA. Generally, only expenses pre-approved by the ALA's Director – Administration (or designate) will be reimbursed – and only within fourteen (14) days of the incurred expense. Expense claims must include:

- a) The exact amount of each separate expense
- b) The date on which the expense occurred
- c) The place and location of the expense
- d) The purpose of the expense
- e) A receipt for the expense

29. All travel will be booked by the ALA office. Representatives may submit expense claims to the ALA's Director – Administration (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the ALA Director – Administration (or designate).

30. Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Director – Administration for approval of the advance.

31. Expenses will be reimbursed in amounts outlined by the CRA Guidelines.:

32. The ALA will not reimburse for costs above the specified rates without prior approval of the Director – Administration (or designate). Where costs above the specified rates are approved, receipts must be provided.

Travel and Accommodation Expenses

33. Air travel is to be booked through the ALA office. Air travel including fares and itineraries is to be approved in advance by the Director – Administration (or designate). In no circumstance will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in this Policy. Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized

agency at the most economical rate possible. Individuals are expected to travel as foot-passengers where possible. Advance booking fees will be reimbursed where required by the nature and purpose of the travel.

34. Whenever possible, the Representatives who are attending the same event should travel together and stay with friends or event organizers where possible. However, only the driver may submit car-related expenses
35. Accommodation will be reimbursed based on single occupancy for the ALA's President, staff and ALA Board of Directors. All other accommodation will be reimbursed based on double occupancy.
36. The ALA will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.
37. A Representative attending an event where meals are not provided may request a per-diem allowance before attending the event. Per-diem rates are listed in the above table and do not require receipts. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

NSF Charges

38. The ALA will charge a thirty-five-dollars (\$35.00) charge on all NSF Cheques.

Replacement Cheques

39. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.
40. Cheques that need to be replaced due to loss will be assessed a fifteen-dollar (\$15.00) administration fee.
41. Lost or missing cheques that have not been claimed by the ALA's year end will not be reissued.

CONFIDENTIALITY POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *"Confidential Information"* – Personal information of Representatives including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, *Confidential Information* also covers information considered to be intellectual property of the ALA such as data, proprietary information, business information, and trade secrets
 - b) *"Representative"* – All individuals employed by, or engaged in activities on behalf of, the ALA. Representatives include, but are not limited to, staff, administrators, Directors and Officers, committee members, and volunteers
 - c) *"Individuals"* – All categories of membership, as well as all individuals employed by, or engaged in activities with, the ALA and its Members including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the ALA

Purpose

2. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the ALA.

Scope and Application

3. This policy applies to all Individuals and Representatives of the ALA.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain.
5. Members voluntarily publishing or consenting to the publication of Confidential Information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that Confidential Information for as long as it is available publicly.

Responsibilities

6. Representatives and Individuals will not, either during the period of their involvement/employment with the ALA or any time thereafter, disclose, publish, communicate, or divulge to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
7. Representatives and Individuals will not use, reproduce, or distribute Confidential Information without the express written consent of the ALA.
8. All documents and written materials relating to Confidential Information will remain the property of the ALA and, upon cessation of involvement/employment with the ALA, for any reason, or upon request of the ALA, Representatives will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Intellectual Property

9. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement

with the ALA will be owned solely by the ALA, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The ALA may grant permission for others to use its intellectual property.

Enforcement

10. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or sanctions pursuant to the ALA's *Discipline and Appeal Bylaw*.

INCLUSION POLICY

Guiding Principles

1. The ALA supports the recommendations outlined in *Creating Inclusive Environments for Trans Participants in Canadian Sport*, the guidance document developed by the Trans Inclusion in Sport Expert Working Group and published by the Canadian Centre for Ethics in Sport (CCES). The ALA adopts the best practices outlined in the document and has used the four Policy Guidance statements in the development of this *Trans Inclusion Policy*. The Policy Guidance statements are:
 - a) Individuals participating in development and recreational sport (LTAD stages Active Start, FUNdamental, Learn to Train, Train to Train, Train to Compete (until international federation rules apply) and Active for Life) should be able to participate in the gender with which they identify and not be subject to requirements for disclosure of personal information beyond those required of cisgender athletes. Nor should there be any requirement for hormonal therapy or surgery
 - b) Hormone therapy should not be required for an individual to participate in high-performance sport (LTAD stages Train to Compete (once international federation rules become a factor) and Train to Win) in the gender category that is consistent with their gender identity, unless the sport organization can prove that hormone therapy is a reasonable and bona fide requirement
 - c) Individuals should not be required to disclose their trans identity or history to the sport organization in order to participate in high-performance sport (LTAD stages Train to Compete (once international federation rules become a factor) and Train to Win) unless there is a justified reason requiring them to do so.
 - d) Surgical intervention should not be required for an individual to participate in high-performance sport (LTAD stages Train to Compete (once international federation rules become a factor) and Train to Win) in the gender category that is consistent with their gender identity

Definitions

2. The following terms have these meanings in this document:
 - a) *“Cisgender”* – A term to describe a person whose gender identity corresponds with their birth-assigned sex (e.g., someone whose gender identity is male and was assigned male at birth)
 - b) *“Gender”* – The socially constructed roles, behaviours, activities and attributes that a society assigns to masculinity or femininity
 - c) *“Gender Expression”* – The way an individual communicates their gender identity to others. This is done through behaviour, body language, voice, emphasis or de-emphasis of bodily characteristics, choice of clothing, hairstyle, and wearing make-up and/or accessories. The traits and behaviours associated with masculinity and femininity are culturally specific and change over time
 - d) *“Gender Identity”* – A person’s innermost sense of their own gender. This can include man, woman, both, neither or something else entirely. Gender also refers to a variety of social and behavioural characteristics (e.g., appearance, mannerisms). There are lots of words people may use to talk about their gender identity and expression
 - e) *“Gender reassignment”* – Medically-supervised program of treatment to transition a person’s body to align with their gender identity through hormone therapy and/or surgery
 - f) *“Intersex”* – Refers to a combination of features that distinguish male and female anatomy
 - g) *“Sex”* – The classification of people as male, female or intersex. Sex is usually assigned at birth and is based on an assessment of a person’s reproductive system, hormones, chromosomes and other physical characteristics, most notably by external genitalia
 - h) *“Trans”* – An umbrella term that describes people with diverse gender identities and gender expressions that do not conform to stereotypical ideas about what it means to be a girl/woman or

boy/man in society. It includes but is not limited to people who identify as transgender, transsexual, cross dressers (adjective), or gender non-conforming (gender diverse or genderqueer).

- i) “*Transgender Female*” – Someone who was assigned the male sex at birth, but whose gender identity is female
- j) “*Transgender Male*” – Someone who was assigned female sex at birth, but whose gender identity is male

Purpose

- 3. The ALA believes that all individuals deserve respectful and inclusive environments for participation that value the individual’s gender identity and gender expression. The ALA wants to ensure that all participants have access to programming and facilities in which they feel comfortable and safe. The ALA is committed to implementing this policy in a fair and equitable manner.

Actions for Inclusion

- 4. The ALA pledges to:
 - a) Provide this *Policy* to staff of the ALA, Directors and organizations that are Members of the ALA and provide education on the importance of trans inclusion and what this entails in terms of practices, policies, procedures and norms of behaviour.
 - b) Provide registration forms and other documents that allow:
 - i. the individual to indicate their gender identity and expression, rather than their sex or gender; and
 - ii. the individual to abstain from indicating a gender identity with no consequence to the individual
 - c) Maintain organizational documents and the ALA website in a manner that promotes inclusive language and images
 - d) Refer to individuals by their preferred name and pronoun
 - e) Work with trans athletes on the implementation, monitoring and/or modification of this Policy
 - f) When the ALA has the authority to determine participants’ use of washrooms, change rooms, and other facilities, the ALA will permit individuals to use the facilities of their gender identity
 - g) Ensure uniforms and dress codes that respect an individual’s gender identity and gender expression
 - h) Determine Eligibility Guidelines for transgender participants (as described in this Policy)

Eligibility Guidelines – Exceptions

- 5. When applicable, the eligibility guidelines of the international federation, and/or any major Games regarding trans athlete participation will supersede the eligibility guidelines as outlined in this Policy.

Eligibility Guidelines

- 6. As a general guiding principle for the ALA’s eligibility guidelines, the ALA supports the following statement from *Creating Inclusive Environments for Trans Participants in Canadian Sport*:

Based on this background and available evidence, the Expert Working Group felt that trans athletes should be able to participate in the gender with which they identify, regardless of whether or not they have undergone hormone therapy. Exceptions could be made if a sport organization is able to provide evidence that demonstrates hormone therapy is a reasonable and bona fide requirement (i.e., a necessary response to a legitimate need) to create a fair playing field at the high-performance level (p. 19)

- 7. At both recreational and competitive levels, an individual may participate in their expressed and identified gender category.

8. Individuals are not required to disclose their trans identity or history to the ALA or any of the ALA's representatives (e.g., coaches, staff, Directors, officials, etc.).
9. All athletes must be aware that they may be subject to doping control testing pursuant to the Canadian Anti-Doping Program. Trans athletes undergoing gender reassignment are encouraged to contact the Canadian Centre for Ethics in Sport (CCES) to determine what procedures, if any, are required to obtain a Therapeutic Use Exemption (TUE).

Confidentiality

10. The ALA will not disclose to outside parties any documentation or information about an individual's gender identity and expression. A trans individual's privacy and confidentiality will be respected.

Ongoing Monitoring

11. The ALA commits to monitoring ongoing developments regarding national and international participation guidelines for trans athletes and pledges to monitor the implementation, review and/or revise this Policy whenever new information becomes available.

Resolving Gender Identity and Expression Issues

12. Should an individual feel they have been subject to, or witness, discrimination, bullying, harassment, sexual harassment, vilification or victimization based on gender identity or expression, they should take appropriate action through the ALA's *Discipline and Appeal Bylaw*. Should the individual not feel safe in doing so, they should seek assistance from the ALA's Executive Director for advice and support or action on their behalf.

Appeal

13. Any decision rendered by the ALA in accordance with this Policy may be appealed in accordance with the ALA's *Appeal Policy*.

ANTI-DOPING POLICY

Definitions

1. These terms will have the following meanings in this Policy:
 - a) *“Canadian Centre for Ethics in Sport (CCES)”* – The CCES is an independent, national, not-for-profit organization responsible for administering Canada’s Anti-Doping Program and the World Anti-Doping Code in Canada.
 - b) *“Canadian Anti-Doping Program (CADP)”* – Set of rules that govern doping control in Canada. The full Policy can be viewed [here](#).
 - c) *“World Anti-Doping Agency (WADA)”* – An independent, international, not-for-profit organization responsible for administering the World Anti-Doping Code and the promotion of clean sport internationally.
 - d) *“World Anti-Doping Code”* – Set of rules that govern doping control internationally. The full policy can be viewed [here](#).
 - e) *“Individuals”* – All categories of membership, as well as all individuals employed by, or engaged in activities with, the ALA and its Members including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the ALA

Purpose

2. The ALA is committed to clean sport in Canada and endorses the 2015 Canadian Anti-Doping Program and the World Anti-Doping Code. The purpose of this policy is to confirm that the ALA has adopted the 2015 CADP as its primary domestic anti-doping policy.

Scope and Authority

3. This policy applied to all Individuals.
4. The ALA will respect any penalty enacted pursuant to the breach of the Canadian Anti-Doping Program, whether imposed by WADA or the CCES.

Provisions

5. The ALA is unequivocally opposed, on ethical, medical and legal grounds to the practice of doping in sport.
6. The ALA has adopted and agrees to abide by the Canadian Anti-Doping Program, as administered by the CCES, and as it may be amended from time to time.
7. In the event of a conflict between other anti-doping policies established by the ALA and the 2015 CADP, the 2015 CADP shall prevail.
8. The ALA will provide regular information and news on the anti-doping program domestically and internationally and will arrange for the presentation of an anti-doping educational program with support material from the CCES to groups of athletes and coaches at camps and competitions whenever possible.
9. The ALA will respect the sanctions applicable due to an anti-doping rule violation, whether imposed by WADA, the CCES, or any national or provincial sport organization.
10. The ALA will comply with the CADP with respect to public announcements of positive test results.

11. All Individuals and persons sanctioned by virtue of the CADP will be ineligible to participate in any role and in any competition or activity organized, convened, held, or sanctioned by the ALA as per the penalties imposed.

DIVERSITY, EQUITY AND INCLUSION POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Diversity”* – the presence and integration of a variety of individuals with different personal characteristics, particularly Under-Represented Groups, in a group or organization
 - b) *“Inclusion”* – acceptance of individuals with diverse personal characteristics into a group or organization regardless of those characteristics
 - c) *“Equity”* – fairness afforded to individuals with diverse personal characteristics regardless of those characteristics
 - d) *“Under-Represented Groups”* – Under-Represented Groups include women, children in low income families, Indigenous people, seniors, people with disabilities, newcomers to Canada, and members of the LGBTQ2 community

Purpose

2. The ALA is committed to encouraging diversity, equity and inclusion in its administration, policies, programs, and activities. The purpose of this Policy is to ensure that the ALA provides Under-Represented Groups with a full and equitable range of opportunities to participate and lead.

Participation

3. The ALA will enhance the quality of, and increase the level of participation in, the ALA’s leadership and programs by:
 - a) Supporting inclusion, equity, and access for Under-Represented Groups
 - b) Promoting the value of diversity
 - c) Ensuring that individuals from Under-Represented Groups have no barriers to participation in the ALA’s programs, training, officiating, and coaching opportunities
 - d) Dealing with any incidence of discriminatory behaviour according to the ALA’s *Code of Conduct and Ethics* and *ALA Discipline and Appeal Bylaw*

Programming

4. The ALA is committed to creating and supporting programs for sport organizations that address diversity, equity, and inclusion issues in sport. For example, the ALA will:
 - a) Ensure that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering the ALA’s programs and policies
 - b) Create and support new programming that specifically addresses diversity, equity, and inclusion
 - c) Monitor and evaluate the success of its diversity, equity, and inclusion programming

Decision-Making

5. The ALA will encourage balanced representation by Under-Represented Groups on its Board of Directors and on all committees.
6. The ALA will work toward achieving gender parity on its Board of Directors by aiming to achieve that at least 40% of the nominees for elected positions on the Board of Directors are from the minority gender identity.

Human Resource Management

7. As part of its commitment to the use of equitable human resource management practices, the ALA will:
 - a) Adopt, when possible, family-friendly work practices such as flex-time, job-sharing and home-based offices
 - b) Provide a physically accessible workplace environment

- c) Ensure a non-smoking environment
- d) Use non-discriminatory interview techniques
- e) Adopt a pay scale reflecting equal pay for work of equal value for its employees
- f) When appropriate, make available access to Employee Assistance counselling

Communications

- 8. The ALA will ensure that Under-Represented Groups are portrayed equitably in promotional materials and official publications, and that gender-neutral language is used in all communications.

Ongoing Commitment to Inclusion, Diversity and Equity

- 9. The ALA resolves to continue to incorporate inclusion, diversity, and equity matters in its strategies, plans, actions, and operations; including technical programs, business management, sponsorship, marketing, media and communications.

Evaluation

- 10. The ALA will continually monitor and evaluate its inclusion, equity, and diversity progress.

ADVERTISING AND PROMOTIONS POLICY

Purpose

1. This Policy describes how the ALA will advertise sanctioned events, competitions and tournaments for the ALA and for its Member Organizations.

Policy

2. Member Organizations are the organizations that are members in good standing with the ALA. Member Organizations can include leagues, districts, clubs, and the Alberta Lacrosse Referees Association.
3. At the request of a Member Organization, the ALA will advertise events, competitions and tournaments hosted and/or sanctioned by the Member Organization at no cost to the Member Organization.

Submitting Requests

4. A Member Organization may request assistance advertising their event, competition or tournament by submitting the following information to the ALA:
 - a) Name and type of the event
 - b) Date of the event
 - c) Details of the participants in the event
 - d) Summary of specific notes or items to promote
 - e) Details of any sponsors
 - f) Any other information that may be relevant
5. The ALA, at its discretion, may deny the request of the Member Organization with or without giving reasons. The ALA may cease promotion of the event, competition, or tournament at any time and with no notice to the Member Organization.

Promotion

6. After accepting a request, the ALA will promote and advertise the event, competition, or tournament, at its discretion, via the following:
 - a) Newsletter or email communication
 - b) Website posting
 - c) Social media communication (e.g., twitter, Instagram, Facebook)

Limitation

7. The ALA will not advertise events, competitions or tournaments for Member Organizations who are not in good standing or for organizations or individuals who are not affiliated with the ALA (other than the Canadian Lacrosse Association).

REGISTRATION AND REFUND POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Registrant”* – An individual who pays a fee to the ALA to participate in its programs. Registrants can be athletes, coaches, referees, or other individuals

Purpose and Application

2. The purpose of this policy is to describe how Registrants may receive refunds for the fees that they pay to the ALA.

Refund

3. Refunds may be obtained as follows:
 - a) In the event that programming is cancelled due to circumstances outside the control of the ALA, the ALA Player fee will be
 - i. 40% is non-refundable
 - ii) 60% being refundable on a prorated basis
 - b) In the event a player withdraws from a program, ALA Player Registration fee will only be considered for medical reasons. A Doctor’s note is required. The refund is subject to approval and a twenty five-dollar (\$25.00) administration fee.
4. Only the registration fees (and applicable taxes) paid by the Registrant will be refunded. Transaction fees and/or service fees will not be refunded at anytime for any reason.

Closure

5. Notwithstanding the above, the ALA may issue a credit to the Registrant for ALA closure only under special circumstances and at the discretion of the ALA.

Eligibility

6. A Registrant who has been disciplined, suspended, or de-registered is not eligible for a refund.