**BROOMBALL CANADA**

**SAFE SPORT POLICY MANUAL**

# Introduction

Broomball Canada has a fundamental obligation and responsibility to protect the health, safety and physical and mental well-being of its participants, athletes, board members, staff, and volunteers.

Broomball Canada takes any situation involving misconduct or maltreatment very seriously. For this reason, Broomball Canada is committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

Currently this Safe Sport Policy Manual contains policies that are applicable at the National level only. The policies are intended to promote a Safe Sport environment in a manner that allows for consistent, immediate, appropriate and meaningful action should any issues arise, but also to prevent issues from arising in the first place by communicating expected standards of behaviour.

Broomball Canada also recognizes the recent development of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). Since the UCCMS may continue to evolve in the foreseeable future, this Safe Sport Policy Manual incorporates the key elements of the current version of the UCCMS.

Should any individual involved with Broomball Canada, including participants, athletes, board members, staff and volunteers experience, observe, and/or wish to report any instance of misconduct or maltreatment, they can:

* Contact the Canadian Sports Helpline for advice, guidance and resources on how to proceed/intervene appropriately in the circumstances. 1-888-837-7678 – info@abuse-free-sport.ca – <http://abuse-free-sport.ca/en/>
* Contact the Broomball Canada Designated Safe Sport Officer at safesport@sportlaw.ca for information and/or to initiate a complaint relating to abuse, discrimination or harassment. The Designated Safe Sport Officer is an independent third party who can determine the appropriate forum and manner to address the complaint, guide an individual through the complaint process and/or explore other options. Contact with the Designated Safe Sport Officer is confidential, subject to certain limits which will be explained by the Designated Safe Sport Officer.
* Report any Code of Conduct related incident or complaint, in writing, within fourteen (14) days of the alleged incident to Broomball Canada, in accordance with Broomball Canada’s *Discipline and Complaints Policy*.

[Introduction 1](#_Toc32536014)

[Definitions 3](#_Toc32536015)

[Athlete Protection Policy 10](#_Toc32536016)

[Appendix A – Image Consent Form 13](#_Toc32536017)

[Code of Conduct and Ethics 14](#_Toc32536018)

[Discipline and Complaints Policy 19](#_Toc32536019)

[Investigations Policy – Discrimination, Harassment, and Maltreatment 26](#_Toc32536020)

[Dispute Resolution Policy 28](#_Toc32536021)

[Appeal Policy 29](#_Toc32536022)

[Event Discipline Policy 33](#_Toc32536023)

[Social Media Policy 35](#_Toc32536024)

[Screening Policy 37](#_Toc32536025)

[Appendix A – Screening Requirements Matrix 43](#_Toc32536026)

[Appendix B – Application Form 44](#_Toc32536027)

[Appendix C – Screening Disclosure Form 45](#_Toc32536028)

[Appendix D – Screening Renewal Form 47](#_Toc32536029)

[Appendix E – Request For Vulnerable Sector Check 48](#_Toc32536030)

|  |
| --- |
| **BROOMBALL CANADA (The Organization)**Definitions |
| ***The terms defined below shall apply to all policies included in this the Organization’s Safe Sport Manual.*** |

* 1. “*Affected Party*” – Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the *Appeal Policy* and who may have recourse to an appeal in their own right
	2. “*Appellant*” – The Party appealing a decision
	3. “*Appeal Manager*” – An individual, who may be any staff member, committee member, volunteer, Director, or an independent third party, who is appointed to oversee the *Appeal Policy*. The Appeal Manager will have responsibilities that include using decision making authority empowered by the *Appeal Policy*
	4. *“Athlete”* – Includes any individual who is a registered to compete for the Organization
	5. *“Board*” – The Board of Directors of the Organization
	6. “*Complainant*” – the Party making a complaint
	7. “*Criminal Record Check (CRC)*” – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
	8. “*Days*” – Days including weekends and holidays
	9. “*Designated Safe Sport Officer*” – An individual appointed by the Organization to serve as an independent third party to receive and screen Code of Conduct complaints, and to manage complaints that have been deemed to be major infractions, pursuant to Discipline Process #2
	10. “*Discipline Chair*” – An individual appointed by the Organization to manage complaints that have been deemed by the Designated Safe Sport Officer to be minor infractions, pursuant to Discipline Process #1. The Discipline Chair may be any staff member, committee member, volunteer, Director (provided there is no conflict of interest) or an independent third party.
	11. “*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
	12. “*Enhanced Police Information Check (E-PIC)*” – a Criminal Record Check plus a search of Local Police Information, available from Sterling Backcheck
	13. “*Event*” – An event sanctioned by the Organization
	14. “*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:
		1. Written or verbal abuse, threats, or outbursts;
		2. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
		3. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
		4. Leering or other suggestive or obscene gestures;
		5. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
		6. Practical jokes which endanger a person’s safety, or may negatively affect performance;
		7. Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual’s positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual’s willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
		8. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
		9. Deliberately excluding or socially isolating a person from a group or team;
		10. Persistent sexual flirtations, advances, requests, or invitations;
		11. Physical or sexual assault;
		12. Contributing to a poisoned sport environment, which can include:
1. Locations where material that is discriminatory is displayed (e.g., sexually explicit posters and racial/racist cartoons)
2. Groups where harassing behaviour is part of the normal course of activities
3. Behaviour that causes embarrassment, awkwardness, endangers a person’s safety or negatively affects performance
	* 1. 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
		2. Retaliation or threats of retaliation against a person who reports harassment to the Organization.
	1. “*Individuals*”– Refers to all categories of participants and/or registrants defined in the Bylaws of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers
	2. “*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
	3. “*Maltreatment*” – A volitional act by an Individual that results in harm or the potential for physical or psychological harm to another Individual, and includes any of the following behaviours or conduct:
4. Psychological Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of an Individual. Psychological Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes:
	1. Verbal Acts: verbally assaulting or attacking an Individual, including but not limited to unwarranted personal criticisms; body shaming; derogatory comments related to an Individual’s identity (e.g., race, gender identity or expression, ethnicity, Indigenous status, or ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about an Individual to diminish their reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatmentmay also occur in online forms.
	2. Non-assaultive Physical Acts (no physical contact): physically aggressive behaviours, including but not limited to throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others.
	3. Acts that Deny Attention or Support: acts of commission that deny attention, lack of support or isolation including but not limited to ignoring psychological needs or socially isolating an Individual repeatedly or for an extended period of time; abandonment of an Athleteas punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.
5. Physical Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of an Individual. Physical Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes, without limitation:
	1. Contact behaviours: including but not limited to deliberately punching, kicking, beating, biting, striking, strangling or slapping another; deliberately hitting another with objects.
	2. Non-contact behaviours: including but not limited to isolating an Individual in a confined space; forcing an Individual to assume a painful stance or position for no athletic purpose (e.g., requiring an Athleteto kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to an Individual under the legal drinking age; providing illegal drugs or non-prescribed medications to an Individual; encouraging or knowingly permitting an Athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready.
6. Sexual Maltreatment, including, but not limited to, any act targeting an Individual’s sexuality, gender identity or expression, that is committed, threatened or attempted against that person, and includes but is not limited to the Criminal Code offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatmentalso includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Examples of Sexual Maltreatment include, but are not limited to:
	* 1. Any penetration of any part of a person’s body, however slight, with any object or body part by a person upon another person, including but not limited to:
			1. vaginal penetration by a penis, object, tongue, or finger; and
			2. anal penetration by a penis, object, tongue, or finger.
		2. Any intentional touching of a sexual nature of any part of a person’s body, however slight, with any object or body part by a person upon another person, including but not limited to:
			1. kissing;
			2. intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;
			3. any contact, no matter how slight, between the mouth of one person and the genitalia of another person;
			4. making a person touch themselves or someone else with or on any of the body parts listed in 2); and
			5. any intentional touching in a sexualized manner.
7. Neglect: any pattern or a single serious incident of lack of reasonable care, inattention to an Individual’s needs, nurturing or well-being, or omissions in care. Neglectis determined by the objective behaviour but the behaviour must be evaluated with consideration given to the Individual’sneeds and requirements, not whether harm is intended or results from the behaviour. Neglect*,* or acts of omission, include without limitation, not providing an Athleterecovery time and/or treatment for a sport injury; not being aware of and not considering an Individual’s physical or intellectual disability; not considering supervision of an Athleteduring travel, training or competition; not considering the welfare of the Athlete when prescribing dieting or other weight control methods; disregarding the use of prohibited substances by an Athlete; failure to ensure safety of equipment or environment; allowing an Athleteto disregard sport rules, regulations, and standards, or subjecting Individualsto the risk of Maltreatment.
8. Grooming: includes, without limitation, deliberate conduct by an Individual to sexualize a relationship with a Minor, and which includes making inappropriate behaviour seem normal and gradually engaging in ‘boundary violations’ which have been professionally-identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult participantssharing rooms with a Minorwho is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise; private social media and text communications; sharing personal photographs; shared use of locker rooms; private meetings; private travel, and providing gifts).
9. Interference with or manipulation of process
	1. An adult Individual violates the *Code of Conduct and Ethics* by directly or indirectly interfering with a process instituted pursuant to this Code or any other policy found in the Safe Sport Policy Manual by:
		1. falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;
		2. destroying or concealing information;
		3. attempting to discourage an Individual’s proper participation in or use of the Organization’s processes;
		4. harassing or intimidating (verbally or physically) any person involved in the Organization’s processes before, during, and/or following any proceedings;
		5. publicly disclosing an Individual’s identifying information, without the Individual’s agreement;
		6. failing to comply with any temporary or provisional measure or other final sanction;
		7. distributing or otherwise publicizing materials an Individual gains access to during any investigation or hearing, except as required by law or as expressly permitted; or
		8. influencing or attempting to influence another Individual to interfere with or manipulate the process.
10. Retaliation: An Individual shall not take an adverse action against any other Individual for making a good faith reportof possible Maltreatmentor for participating in any process found in a policy included in the Safe Sport Policy Manual. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in the Organization’s processes. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatmentoccurred. Retaliation does not include good-faith actions lawfully pursued in response to a reportof possible Maltreatment*.*
11. Aiding and Abetting:
	1. any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatmentby a participant. Aiding and Abetting also includes, without limitation, knowingly:
		1. allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Individuals;
		2. providing any coaching-related advice or service to an Athletewho has been suspended or is otherwise ineligible; and
		3. allowing any Individual to violate the terms of their suspension or any other sanctions imposed.
12. Failure by an adult Individual to report actual or suspected Maltreatment of a Minor. This obligation is ongoing and is not satisfied by making an initial report; instead, this obligation includes reporting to the Organization, on a timely basis, all relevant information that the adult participant is or becomes aware of, and requires making a direct report to the Organization. Any report shall include the personally identifying information of the potential Minor complainant (to the extent known), and any such information learned at a later date.
13. Failure to report inappropriate conduct: Any Individualwho suspects or becomes aware of another Individual’sinappropriate conduct, even if it is not defined as Maltreatment, has a duty to report such inappropriate conduct to the Organization. Individuals in positions of trust and authority who become aware of another Individual’s inappropriate conduct have a responsibility for reporting the concern within their organization’s policies and procedures.
14. Intentionally filing a false allegation. An allegation is false if the events or conduct reported did not occur and the Individual making the report knows that the events or conduct did not occur. An individual shall not be considered to have filed a false allegation in cases where the allegation cannot be substantiated by supporting evidence but was nevertheless filed in good faith.
	1. “*Minor*” – Any Individual who is under the age of majority at the time and in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of a minor. For the purpose of protection in each Canadian province and territory, the age of a child is defined as follows:
		1. 16 years old: Newfoundland and Labrador; Saskatchewan; Northwest Territories; Nunavut
		2. 18 years old: Prince Edward Island; Quebec; Ontario; Manitoba; Alberta
		3. 19 years old: Nova Scotia; New Brunswick; British Columbia; Yukon
	2. “*Parties*” – the groups involved with the particular dispute. In the *Discipline and Complaints Policy*, the Parties are the Complainant and Respondent. In the *Appeal Policy*, the Parties are the Appellant, Respondent, and any Affected Party
	3. “*Person in Authority*” – Any Individual who holds a position of authority within the Organization including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers
	4. *“Respondent”* – The party responding to a complaint or, in the case of an appeal, the body whose decision is being appealed.
	5. “*Sexual Harassment*” – A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identify 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:
		1. Sexist jokes;
		2. Threats, punishment, or denial of a benefit for refusing a sexual advance;
		3. Offering a benefit in exchange for a sexual favour;
		4. Demanding hugs;
		5. Bragging about sexual ability;
		6. Leering (persistent sexual staring);
		7. Sexual assault;
		8. Display of sexually offensive material;
		9. Distributing sexually explicit messages or attachments such as pictures or video files;
		10. Sexually degrading words used to describe an Individual;
		11. Unwelcome inquiries into or comments about an Individual’s gender identity or physical appearance;
		12. Inquiries or comments about an Individual’s sex life;
		13. Persistent, unwanted attention after a consensual relationship ends;
		14. Persistent unwelcome sexual flirtations, advances, comments or propositions; and
		15. Persistent unwanted contact.
	6. “*Social media”* – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, and Twitter.
	7. “*Vulnerable Individuals*” – Includes Minors and adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority);
	8. “*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
	9. “*Workplace*” – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the office of the Organization, work-related social functions, work assignments outside offices, work-related travel, the training and competition environment, and work-related conferences or training sessions
	10. *“Workplace Harassment”* – Vexatious comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
		1. Bullying;
		2. Workplace pranks, vandalism, bullying or hazing;
		3. Repeated offensive or intimidating phone calls or emails;
		4. Inappropriate sexual touching, advances, suggestions or requests;
		5. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
		6. Psychological abuse;
		7. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
		8. Deliberately withholding information that would enable a person to do his or her job, perform or train;
		9. Sabotaging someone else’s work or performance;
		10. Gossiping or spreading malicious rumours;
		11. Intimidating words or conduct (offensive jokes or innuendos); and
		12. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
	11. “*Workplace Violence*” – The use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:
		1. Verbal or written threats to attack;
		2. Sending to or leaving threatening notes or emails;
		3. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
		4. Wielding a weapon in a Workplace;
		5. Hitting, pinching or unwanted touching which is not accidental;
		6. Dangerous or threatening horseplay;
		7. Physical restraint or confinement;
		8. Blatant or intentional disregard for the safety or wellbeing of others;
		9. Blocking normal movement or physical interference, with or without the use of equipment;
		10. Sexual violence; and
		11. Any attempt to engage in the type of conduct outlined above.

|  |
| --- |
| **BROOMBALL CANADA (The Organization)**Athlete Protection Policy |

**Purpose**

1. This *Athlete Protection Policy* describe how Persons in Authority shall maintain a safe sport environment for all Athletes.

**Interactions between Persons in Authority and Athletes – the ‘Rule of Two’**

1. The Organization strongly recommends the ‘Rule of Two’ for all Persons in Authority who interact with Athletes. The Coaching Association of Canada describes the intention of the ‘Rule of Two’ as follows:

*A coach must never be 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 a second coach except for medical emergencies. One of the coaches must also be of the same gender 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.*

1. The Organization recognizes that fully implementing the ‘Rule of Two’, as described above (and modified accordingly for Persons in Authority), in all circumstances, may not always be possible. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:
	* 1. The training environment should be open and transparent so that all interactions between Persons in Authority and Athletes are observable
		2. Private or one-on-one situations must be avoided unless they are open and observable by another adult or Athlete
		3. Persons in Authority shall not invite or have a Vulnerable Individual (or Vulnerable Individuals) in their home without the written permission and contemporaneous knowledge of the Vulnerable Individual's parent or guardian
		4. Vulnerable Individuals must not be in any situation where they are alone with a Person in Authority without another screened adult or Athlete present unless prior written permission is obtained from the Athlete’s parent or guardian

**Practices and Competitions**

1. As it relates to practices and/or competitions, the following shall be respected:
2. A Person in Authority should never be alone with a Vulnerable Individual prior to or following a competition or practice unless the Person in Authority is the Athlete’s parent or guardian
3. If the Vulnerable Individual is the first Athlete to arrive, the Athlete’s parent should remain until another Athlete or Person in Authority arrives
4. If a Vulnerable Individual would potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all of the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Individual, should be present in order to avoid the Person in Authority being alone with a Vulnerable Individual
5. Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority
6. When observing the Rule of Two is not possible due to training or competition circumstances, Persons in Authority and Athletes should take additional steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Individuals for a lengthy period of time must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message

**Communications**

1. Communications between Persons in Authority and Athletes should respect the following:
2. Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and Athletes
3. Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone
4. Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such communication occurs, it must be recorded and available for review by another Person in Authority and/or by the Athlete’s parent/guardian
5. Parents and guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or to request that certain information about their child may not be distributed in any form of electronic communications
6. All communication between a Person in Authority and Athletes must be between the hours of 6:00am and midnight unless extenuating circumstances justify otherwise
7. Communications concerning drugs or alcohol use (unless regarding its prohibition) is not permitted
8. No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium
9. Persons in Authority are not permitted to ask Athletes to keep a secret for them

**Travel**

1. Any travel involving Persons in Authority and Athletes shall respect the following:
2. Teams or groups of Athlete shall always have at least two Persons in Authority with them
3. For mixed gender teams or groups of Athletes, there should be one Person in Authority from each gender
4. Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present
5. No Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete’s parent or guardian
6. 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
7. Room or bed checks during overnight stays must be done by two Persons in Authority
8. For overnight travel when Athletes must share a hotel room, roommates will be age-appropriate (e.g., within two years of age of one another) and of the same gender identity

**Locker Room / Changing Areas**

1. The following shall apply to locker rooms, changing areas, and meeting rooms:
2. Interactions (i.e., conversation) between Persons in Authority and Athletes should not occur in any room where there is a reasonable expectation of privacy such as a locker room, restroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such room (e.g., the Rule of Two must be respected)
3. If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, for reasons including but not limited to team communications and/or emergencies

**Photography / Video**

1. Any photograph or video involving an Athlete shall respect the following:
2. 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
3. The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited
4. Examples of photos that shall be edited or deleted include:
5. Images with misplaced apparel or where undergarments are showing
6. Suggestive or provocative poses
7. Embarrassing images
8. If any photographs or videos will be used on any form of public media, an Image Consent Form (**Appendix A**) must be completed before any images are taken and used

**Physical Contact**

1. It is recognized 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. Any physical contact shall respect the following:
2. Unless it is otherwise impossible because of serious injury or other justifiable circumstance, a Person in Authority must always clarify with an Athlete where and why any physical contact will occur prior to the contact occurring. The Person in Authority must make clear that he or she is requesting to touch the Athlete and not requiring physical contact
3. Infrequent, non-intentional physical contact during a training session is permitted
4. Hugs lasting longer than five seconds, cuddling, physical horseplay, and physical contact initiated by the Person in Authority is not permitted. It is recognized that some Athletes may initiate hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance), but this physical contact should always be limited to circumstances where the Person in Authority believes it is in the best interest of the Athlete and when it occurs in an open and observable environment.

**Enforcement**

1. Any alleged violations of this *Athlete Protection Policy* shall be addressed pursuant to the Organization’s *Discipline and Complaints Policy*.

## Appendix A – Image Consent Form

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

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

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

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

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

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

|  |
| --- |
| **BROOMBALL CANADA (The Organization)**Code of Conduct and Ethics |

Purpose

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of the Organization by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization’s core values and policies. The Organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

**Application of this Code**

1. This Code applies to any Individual’s conduct during the business, activities, and events of the Organization including, but not limited to, competitions, practices, evaluations, treatment or consultations (i.e., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
2. This Code also applies to Individuals’ conduct outside of the business, activities, and events of the Organization when such conduct adversely affects the organization’s relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization, at its sole discretion.
3. This Code applies to Individuals active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Individual was active in the sport.
4. In addition, breaches of this Code may occur when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).
5. Any Individual who violates this Code may be subject to sanctions pursuant to the *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy,* an Individual who violates this Code during a competition may be removed from the competition or training area, and the Individual may be subject to further sanctions.

**Responsibilities**

1. Individuals have a responsibility to:
2. Maintain and enhance the dignity and self-esteem of individuals by:
3. Treating each other with the highest standards of respect and integrity;
4. Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other participants;
5. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
6. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
7. Consistently treating individuals fairly and reasonably; and
8. Ensuring adherence to the rules of the sport and the spirit of those rules.
9. Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Discrimination, or any form of Maltreatment
10. Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency’s Prohibited List currently in force. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. The Organization will respect any sanction imposed on an Individual as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules
11. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules
12. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
13. Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or events of the Organization;
14. In the case of minors, not consume alcohol, tobacco, or cannabis at any competition or event;
15. In the case of adults, not consume cannabis in the Workplace or in any situation associated with the events of the Organization (subject to any requirements for accommodation), not consume alcohol during competitions and in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations
16. Respect the property of others and not wilfully cause damage
17. Promote sport in the most constructive and positive manner possible
18. When driving a vehicle:
19. Not have his or her license suspended;
20. Not be under the influence of alcohol or illegal drugs or substances;
21. Have valid car insurance; and
22. Refrain from using a mobile device.
23. Adhere to all federal, provincial, municipal and host country laws
24. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a para-classification, competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
25. Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of The Organization, as applicable and as adopted and amended from time to time
26. Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving an Individual to the Organization, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method

**Directors, Committee Members, and Staff**

1. In addition to section 7 (above), Directors, Committee Members, and Staff of the Organization will have additional responsibilities to:
	* + 1. Function primarily as a Director or Committee Member or Staff Member of the Organization (as applicable) and not as a member of any other organization or constituency
			2. Ensure their loyalty prioritizes the interests of the Organization
			3. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of Individuals’ confidence
			4. Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
			5. Comply with the *Screening Policy*
			6. Conduct themselves openly, professionally, lawfully and in good faith
			7. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
			8. Behave with decorum appropriate to both circumstance and position
			9. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
			10. Respect the confidentiality appropriate to issues of a sensitive nature
			11. Respect the decisions of the majority and resign if unable to do so
			12. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
			13. Have a thorough knowledge and understanding of all governance documents

**Coaches and Instructors**

1. In addition to section 7 (above), coaches and instructors have many additional responsibilities. The coach-Athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the Athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, either consciously or unconsciously. Coaches and instructors will:
2. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes
3. 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
4. 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
5. Support the coaching staff of a training camp, provincial team, or national team, should an Athlete qualify for participation with one of these programs
6. Accept and promote Athletes’ personal goals and refer Athletes to other coaches and sport specialists as appropriate
7. Provide Athletes (and the parents/guardians of minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete
8. Act in the best interest of the Athlete’s development as a whole person
9. Comply with the *Screening Policy*
10. Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions to the Organization, including those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method
11. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco
12. Respect Athletes competing for other jurisdictions and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes
13. Not engage in a sexual or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority
14. 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
15. Dress professionally
16. Use inoffensive language, taking into account the audience being addressed

Athletes

1. In addition to section 7 (above), Athletes will have additional responsibilities to:
2. Adhere to their Athlete Agreement (if applicable)
3. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
4. Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations
5. 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
6. Adhere to any rules and requirements regarding clothing and equipment
7. Dress to represent the sport and themselves with professionalism
8. Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers

**Officials**

1. In addition to section 7 (above), officials will have additional responsibilities to:
2. Maintain and update their knowledge of the rules and rules changes
3. Not publicly criticize other officials
4. Work within the boundaries of their position’s description while supporting the work of other officials
5. Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations
6. Take ownership of actions and decisions made while officiating
7. Respect the rights, dignity, and worth of all Individuals
8. Act openly, impartially, professionally, lawfully, and in good faith
9. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
10. Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals
11. Comply with the *Screening Policy*
12. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or the Organization at the earliest possible time
13. When writing reports, set out the actual facts to the best of their knowledge and recollection
14. Dress in proper attire for officiating

**Parents/Guardians and Spectators**

1. In addition to section 7 (above), parents/guardians and spectators at events will:
	1. Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
	2. Condemn the use of violence in any form
	3. Never ridicule a participant for making a mistake during a competition or practice
	4. Respect the decisions and judgments of officials, and encourage Athletes to do the same
	5. Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
	6. Respect and show appreciation to all competitors, and to coaches, officials and other volunteers
	7. Never harass competitors, coaches, officials, parents/guardians, or other spectators

**Subjecting an Individual to Maltreatment**

1. It is a violation of this Code for any Person in Authority to place an Individual in a situation that makes them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athleteand a coach to share a hotel room when traveling and hiring a coach who has a past history of Athlete Maltreatment.

|  |
| --- |
| **Policy History** |
| Approved |  |
| Next Review Date |  |
| Revision Approval Dates |  |

|  |
| --- |
| **BROOMBALL CANADA (the Organization)**Discipline and Complaints Policy |

**Purpose**

1. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, bylaws, rules and regulations of the Organization. Non-compliance may result in disciplinary action and the imposition of sanctions pursuant to this Policy.

**Application of this Policy**

1. This Policy applies to all Individuals.
2. This Policy applies to matters that may arise during the business, activities, and events of the Organization including, but not limited to, competitions, practices and training, treatment or consultations (i.e., massage therapy), camps and clinics, travel associated with the activities of the Organization, and any meetings.
3. This Policy also applies to Individuals’ conduct outside of the business, activities, and events of the Organization when such conduct adversely affects the Organization’s relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization, or upon the acceptance of the Organization.
4. This Policy applies to alleged breaches of the *Code of Conduct and Ethics* by Individuals who have retired from the sport where any claim regarding a potential breach of the *Code of Conduct and Ethics* occurred when the Individual was active in the sport. In addition, this Policy will apply to breaches of the *Code of Conduct and Ethics* that occurred when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).
5. Applicability of this Policy will be determined by the Organization at its sole discretion and shall not be subject to appeal.
6. In the event that it is considered appropriate or necessary on the basis of the circumstances, immediate discipline or the imposition of a sanction may be applied, after which further discipline or sanctions may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions may be for the duration of the competition, training, activity, or event only.
7. In addition to being subject to disciplinary action pursuant to this *Discipline and Complaints Policy*, an employee of the Organization who is a Respondent to a complaint may also be subject to consequences in accordance with the employee’s Employment Agreement or policies for human resources, if applicable.

**Minors**

1. Complaints may be brought for or against an Individual who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process. Communication from the Designated Safe Sport Officer, Discipline Chair or Discipline Panel, as applicable, must be directed to the Minor’s representative.
2. A Minor is not required to attend an oral hearing, if held.

**Reporting a Complaint**

1. Any individual may:
	1. Contact the Canadian Sports Helpline for advice, guidance and resources on how to proceed/intervene appropriately in the circumstances. 1-888-837-7678 – info@abuse-free-sport.ca – <http://abuse-free-sport.ca/en/>
	2. Contact the Designated Safe Sport Officer at safesport@sportlaw.ca for information and/or to initiate a complaint. This person is an independent third party who can guide an Individual through the complaint process and/or explore other options. The Designated Safe Sport Officer is empowered to supersede the Organizations’ internal decision making and apply appropriate policies as required. Contact with the Designated Safe Sport Officer is confidential, subject to certain limits which will be explained by the Designated Safe Sport Officer.
	3. Report an incident or complaint in writing within fourteen (14) days of the alleged incident to the Organization, which will forward the complaint to the Designated Sport Officer, although this timeline can be waived or extended at the Designated Safe Sport Officer’s discretion.
2. At the Organization’s discretion, the organization may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, the Organization will identify an individual to represent the Organization.

**Receipt of a Complaint**

1. Upon receipt of a Code of Conduct incident report or complaint, the Organization will forward the report or complaint to its Designated Safe Sport Officer. Upon receipt, the Designated Safe Sport Officer shall:
	1. Receive and acknowledge receipt of the complaint to the Complainant
	2. Determine if the alleged incident or complaint contains an element of discrimination, harassment, workplace harassment, workplace violence, sexual harassment or abuse
	3. Determine if the complaint is within the jurisdiction of the policies and procedures of the Organization
	4. Determine whether or not an investigation is required; and/or
	5. Choose which Discipline Process should be followed, Process #1 or Process #2
2. If the Designated Safe Sport Officer determines the complaint is frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. This decision may not be appealed.
3. If the Designated Safe Sport Officer determines that the alleged incident constitutes a minor incident, and that the complaint is admissible and within the jurisdiction of this Policy, the Organization will appoint a Discipline Chair to handle the complaint in accordance with Discipline Process #1. This decision may not be appealed.
4. If the Designated Safe Sport Officer determines that the alleged incident constitutes a major incident, and that the complaint is admissible and within the jurisdiction of this Policy, the Designated Safe Sport Officer will handle the complaint in accordance with Discipline Process #2. This decision may not be appealed.

**Independent Investigation – Abuse and Harassment Complaints**

1. The Designated Safe Sport Officer may determine that the alleged incident may contain an element of discrimination, harassment, workplace harassment, workplace violence, sexual harassment, or abuse. In such circumstances, the Designated Safe Sport Officer may appoint an independent and qualified third party to investigate the complaint. The Organization shall adhere to any reporting requirements mandated by the Federal Government.

**Discipline Process #1 - Managed by Discipline Chair**

1. When a complaint is deemed to be a minor incident, the matter will be handled pursuant to Discipline Process #1. Minor incidents include, but are not limited to, the following:
	1. Single incidents of disrespectful, abusive, racist, or sexist comments, conduct or behaviour
	2. Minor incidents of physical violence
	3. Conduct contrary to the values of the Organization
	4. Non-compliance with the Organizations’ by-laws, policies, procedures, rules, or regulations
	5. Minor violations of the *Code of Conduct and Ethics, Social Media Policy,* or *Athlete Protection Policy*
2. The Discipline Chair appointed to handle the complaint or incident must be unbiased and not in a conflict of interest situation.
3. Upon appointment and receipt of a complaint, and a copy of the investigative report, if any, the Discipline Chair will review the submissions related to the complaint and will ask the Complainant and the Respondent to provide either written or oral submissions regarding the complaint or incident. Both parties shall also have the right to submit to the Discipline Chair any relevant evidence they wish to rely upon, including, but not limited to witness statements, documentary evidence or evidence from other media (i.e., photos, screenshots, videos or other recordings).
4. Each party shall have the right to receive the other party’s submissions and evidence. In the case of oral submissions, each party shall be present when such submissions are made.
5. Following receipt of the parties’ submissions, the Discipline Chair may convene the parties to a meeting, either in person or by way of video or teleconference in order to ask the parties questions and to allow the parties to ask questions of one another.
6. Following their review of the submissions and evidence related to the complaint or incident, the Discipline Chair shall determine if any of the incidents listed in Section 18 above have occurred and, if so, which sanctions ought to be applied.
7. The Discipline Chair may determine:
8. The complaint is not substantiated, and no sanction is required
9. The complaint is substantiated, and one or more of the following sanctions shall apply:
	1. Verbal or written reprimand
	2. Verbal or written apology
	3. Service or other contribution to the Organization
	4. Removal of certain privileges
	5. Suspension from certain teams, events, and/or activities
	6. Suspension from certain activities for a designated period
	7. Any other sanction considered appropriate for the offense
10. The Discipline Chair will inform the parties of their decision, in writing and with reasons. Any sanction imposed shall take effect upon the parties’ receipt of the decision.
11. Any decision rendered by the Discipline Chair shall be provided to and maintained in the records of the Organization.

**Request for Reconsideration**

1. If the Discipline Chair decides not to impose a sanction on the Respondent, the Complainant may request a reconsideration from the Discipline Chair by informing them, within five (5) days of receiving the decision, that they are not satisfied with the decision and explaining why.
2. If the Discipline Chair imposes a sanction, the Respondent may request a reconsideration from the Discipline Chair by informing them, within five (5) days of receiving the decision, that they are not satisfied with the decision. In their request for reconsideration, the Respondent must indicate:
3. Why the sanction is inappropriate
4. Summary of evidence to support the Respondent’s position, and
5. What penalty or sanction (if any) would be appropriate
6. Upon receiving a request for reconsideration, the Discipline Chair shall render a decision explaining whether they have accepted the request for reconsideration, and if so, their new decision.
7. The Discipline Chair’s new decision may be appealed in accordance with the *Appeal Policy*; however, no party shall have a right to appeal unless they have exhausted their right to request a reconsideration pursuant to Sections 28 or 29.

***Discipline Process #****2 –* ***Managed by Designated Safe Sport Officer***

1. When a Complaint is deemed to be a major incident, the matter will be handled pursuant to Discipline Process #2. Major incidents include, but are not limited to, the following:
2. Repeated minor incidents
3. Any incident of hazing
4. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
5. Major incidents of physical violence (e.g., fighting or attacking)
6. Pranks, jokes, or other activities that endanger the safety of others
7. Conduct that intentionally interferes with a competition or with any Athlete’s preparation for a competition
8. Conduct that intentionally damages an Individuals’ image, credibility, or reputation
9. Consistent disregard for applicable bylaws, policies, rules, and regulations
10. Major or repeated violations of the *Code of Conduct and Ethics, Social Media Policy,* or *Athlete Protection Policy*
11. Intentionally damaging the Organizations property or improperly handling the applicable organization’s monies
12. Abusive use of alcohol, any use or possession of alcohol by Minors, or use or possession of illicit drugs and narcotics
13. A conviction for any *Criminal Code* offense
14. Any possession, use, trafficking or administration of prohibited substances or prohibited methods as indicated on the version of the World Anti-Doping Agency’s Prohibited List currently in force
15. In managing the complaint, the Designated Safe Sport Officer has a responsibility to:
	1. Propose the use of the *Dispute Resolution Policy* (if considered appropriate in the circumstances)
	2. Appoint the Discipline Panel, if necessary
	3. Coordinate all administrative aspects and set timelines
	4. Provide administrative assistance and logistical support to the Discipline Panel as required
	5. Provide any other service or support that may be necessary to ensure a fair and timely proceeding
16. The Designated Safe Sport Officer will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
17. If appropriate, the Designated Safe Sport Officer may propose using the *Dispute Resolution Policy* with the objective of resolving the dispute. If the parties refuse to use the *Dispute Resolution Policy*, or if the dispute is not resolved, the Designated Safe Sport Officer will appoint a Discipline Panel, which shall consist of a single Arbitrator, to hear the complaint. At the discretion of the Designated Safe Sport Officer, a Discipline Panel of three persons may be appointed to hear the complaint. In this event, the Designated Safe Sport Officer will appoint one of the Discipline Panel’s members to serve as the Chair. The Discipline Chair may not be part of the Discipline Panel.
18. The Designated Safe Sport Officer, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed.
19. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Designated Safe Sport Officer and the Discipline Panel deem appropriate in the circumstances, provided that:
20. The parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
21. Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all parties, through the Designated Safe Sport Officer, in advance of the hearing
22. The parties may engage a representative, advisor, translator, or legal counsel at their own expense
23. The Discipline Panel may request that any other individual participate and give evidence at the hearing
24. The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
25. The decision will be by a majority vote of the Discipline Panel
26. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
27. The hearing will proceed even if a party chooses not to participate in the hearing.
28. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will be come a Party to the current complaint and will be bound by the decision.
29. In fulfilling its duties, the Discipline Panel may obtain independent advice.

**Decision**

1. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing’s conclusion (when held), a written decision, with reasons, will be distributed to all parties, the Designated Safe Sport Officer, and to the Organization. In extraordinary circumstances, a verbal or summary decision may be issued soon after the hearing’s conclusion, with the full written decision to be issued within fourteen (14) days of the hearing’s conclusion, if held. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

**Sanctions**

1. The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:
2. Verbal or written reprimand
3. Verbal or written apology
4. Service or other contribution to the Organization
5. Removal of certain privileges
6. Suspension from certain teams, events, and/or activities
7. Suspension from certain activities for a designated period
8. Suspension from all the Organization activities for a designated period of time
9. Payment of the cost of repairs for property damage
10. Suspension of funding from the organization or from other sources
11. Expulsion
12. Any other sanction considered appropriate for the offense
13. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.
14. Records of all decisions will be maintained by the Organization.

**Appeals**

1. A decision made by The Organization, Discipline Chair following a request for reconsideration by one of the parties pursuant to the *Discipline and Complaints Policy,* and/or a decision made by The Organization Discipline Panel, may be appealed in accordance with The Organization’s Appeal Policy.

**Suspension Pending a Hearing**

1. The Organization may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of an investigation, criminal process, the hearing, or a decision of the Discipline Panel.

**Criminal Convictions**

1. An Individual’s conviction for a *Criminal Code* offense, as determined by the Organization, will be deemed an infraction under this Policy and may result in expulsion from The Organization. *Criminal Code* offences may include, but are not limited to:
2. Any child pornography offences
3. Any sexual offences
4. Any offence of physical violence
5. Any offence of assault
6. Any offence involving trafficking of illegal drugs

**Confidentiality**

1. The discipline and complaints process is confidential, and involves only the Organization, the parties, the Designated Safe Sport Officer, the Discipline Chair, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.
2. Any failure to respect the aforementioned confidentiality requirement may result in further sanctions or discipline by the Discipline Chair or Discipline Panel (as applicable).

**Timelines**

1. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Designated Safe Sport Officer may direct that these timelines be revised.

**Records and Distribution of Decisions**

1. Other individuals or organizations, including but not limited to, national sport organizations, Provincial/Territorial sport organizations, sport clubs, Federal or Provincial Governments, applicable registries, etc., may be advised of any decisions rendered in accordance with this Policy.

|  |
| --- |
| **Policy History** |
| Approved |  |
| Next Review Date |  |
| Revision Approval Dates |  |

|  |
| --- |
| **BROOMBALL CANADA (the Organization)**Investigations Policy – Discrimination, Harassment, and Maltreatment |

**Purpose**

1. The Organization is committed to eliminating all instances of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Maltreatment within their operations and activities. This Policy describes how Individuals can report instances of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Maltreatment and how the Organization will lead the investigation of those reports.

**Determination and Disclosure**

1. When a complaint is submitted pursuant to the *Discipline and Complaints Policy*, the Designated Safe Sport Officer will determine if such complaint is related to an instance of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, or Maltreatment, or any other matter requiring investigation.
2. If such a determination is made, the Organization will adhere to all disclosure and reporting responsibilities required by any government entity, local police force, or child protection agency.

**Investigation**

1. Complaints that are determined to contain an element of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Maltreatment, or any other matter deemed relevant by the Designated Safe Sport Officer, will continue to be addressed by the process(es) described in the *Discipline and Complaints Policy*. However, the Designated Safe Sport Officer may also appoint an Investigator to investigate the allegations.
2. The Investigator must be an independent third-party skilled in investigating. The Investigator must not be in a conflict of interest situation and should have no connection to either party.
3. Federal and/or Provincial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward a worker in a Workplace. The Investigator should review workplace safety legislation, the organization’s policies for human resources, and/or consult independent experts to determine whether legislation applies to the complaint.
4. The investigation may take any form as decided by the Investigator, guided by any applicable Federal and/or Provincial legislation. The investigation may include:
5. Interviews with the Complainant
6. Witness interviews
7. Statement of facts (Complainant’s perspective) prepared by Investigator, acknowledged by the Complainant and provided to the Respondent
8. Interviews with the Respondent
9. Statement of facts (Respondent’s perspective) prepared by Investigator, acknowledged by the Respondent and provided to the Complainant

**Investigator’s Report**

1. Upon completion of their investigation, the Investigator shall prepare a report that should include a summary of evidence from the parties (including both statements of facts, if applicable) and recommendations from the Investigator of whether, on a balance of probabilities, an incident occurred that could be considered Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, or Maltreatment, or breach of a governing document, including, but not limited to the *Code of Conduct and Ethics*.
2. The Investigator’s Report will be provided to the Designated Safe Sport Officer, who will disclose it to the parties, and the Discipline Panel, for their consideration. Names of witnesses may be redacted should the Investigator deem appropriate.
3. Should the Investigator find that there are possible instances of offence under the *Criminal Code*, particularly related to Criminal Harassment (or Stalking), Uttering Threats, Assault, Sexual Interference, or Sexual Exploitation, the Investigator shall advise the Complainant and the Organization to refer the matter to police.
4. The Investigator must also inform the Organization of any findings of criminal activity. The Organization may decide whether to report such findings to police but is required to inform police if there are findings related to the trafficking of prohibited substances or methods (as indicated in the version of the World Anti-Doping Agency’s Prohibited List currently in force), any sexual crime involving Minors, fraud against the Organization, or other offences where the lack of reporting would bring the Organization into disrepute.

**Reprisal and Retaliation**

1. An Individual who submits a complaint to the Organization or who gives evidence in an investigation may not be subject to reprisal or retaliation from any individual or group. Any such conduct may constitute Maltreatment and will be subject to disciplinary proceedings pursuant to the *Discipline and Complaints Policy*.

**False Allegations**

1. An Individual who submits allegations that the Investigator determines to be malicious, false or for the purpose of retribution, retaliation or vengeance (or that otherwise fall within the definition of Maltreatment) may be subject to a complaint under the terms of the *Discipline and Complaints Policy* and may be required to pay for the costs of any investigation that comes to this conclusion. Any Individual who is liable to pay for such costs shall be automatically deemed to be not in good standing until the costs are paid in full. The Organization, or the Individual against whom the allegations were submitted, may act as the Complainant.

**Confidentiality**

1. The Investigator will make every effort to preserve the confidentiality of the complainant, respondent, and any other party. However, The Organization recognize that maintaining anonymity of any party may be difficult for the Investigator during the investigation.

|  |
| --- |
| **Policy History** |
| Approved |  |
| Next Review Date |  |
| Revision Approval Dates |  |

|  |
| --- |
| **BROOMBALL CANADA (the Organization)**Dispute Resolution Policy |

**Purpose**

1. The Organization supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. ADR also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.
2. The Organization encourages all Individuals to communicate openly, and to collaborate and use problem-solving and negotiation techniques to resolve their differences. The Organization believes that negotiated settlements are most often preferable to arbitrated outcomes. Negotiated resolutions to disputes with and among Individuals are strongly encouraged.

**Application of this Policy**

1. This Policy applies to all Individuals.
2. Opportunities for ADR may be pursued at any point in a dispute when all parties to the dispute agree that such a course of action would be mutually beneficial.

**Facilitation and Mediation**

1. If all parties to a dispute agree to ADR, a mediator or facilitator, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.
2. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated and may, if they consider it appropriate, specify a deadline before which the parties must reach a negotiated decision.
3. Should a negotiated settlement be reached, the settlement shall be reported to the Organization. Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending approval.
4. Should a negotiated settlement not be reached by the deadline specified by the mediator or facilitator at the start of the process (if set), or if the parties to the dispute do not agree to ADR, the dispute shall be considered under the appropriate section of the *Discipline and Complaints Policy* or *Appeal Policy,* as applicable.

**Final and Binding**

1. Any negotiated settlement will be binding on the parties. Negotiated settlements may not be appealed.

|  |
| --- |
| **Policy History** |
| Approved |  |
| Next Review Date |  |
| Revision Approval Dates |  |

|  |
| --- |
| **BROOMBALL CANADA (the Organization)**Appeal Policy |

**Purpose**

1. This *Appeal Policy* provides Individuals with a fair and expedient appeal process.

**Scope and Application of this Policy**

1. This Policy applies to all Individuals.
2. Any Individual who is directly affected by a decision made by the Organization shall have the right to appeal that decision provided that there are sufficient grounds for the appeal under the **Grounds for Appeal** section of this Policy.
3. This Policy **will apply** to decisions relating to:
4. Eligibility
5. Selection
6. Conflict of Interest
7. Discipline
8. Membership
9. This Policy **will not** **apply** to decisions relating to:
10. Employment
11. Infractions for doping offenses
12. The rules of the sport
13. Selection criteria, quotas, policies, and procedures established by entities other than the Organization
14. Substance, content and establishment of team selection or carding criteria
15. Volunteer/coach appointments and the withdrawal or termination of those appointments
16. Budgeting and budget implementation
17. The organization’s operational structure and committee appointments
18. Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the organization at its sole discretion)
19. Commercial matters for which another appeals process exists under a contract or applicable law
20. Decisions made under this Policy

**Timing of Appeal**

1. Individuals who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit the following:
	1. Notice of the intention to appeal
	2. Their contact information
	3. Name and contact information of the Respondent and any Affected Parties, when known to the Appellant
	4. Date the Appellant was advised of the decision being appealed
	5. A copy of the decision being appealed, or description of decision if written document is not available
	6. Grounds for the appeal (as noted in Section 14 of the Policy)
	7. Detailed reasons for the appeal
	8. All evidence that supports these grounds
	9. Requested remedy or remedies
	10. An administration fee of two hundred dollars ($200), which will be refunded if the appeal is upheld
2. An Individual who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.
3. The Organization shall appoint an Appeal Manager and shall follow the process outlined in this *Appeal Policy*.

**Grounds for Appeal**

1. A decision cannot be appealed on its merits alone. An appeal may only be heard if the Appellant has raised sufficient grounds for appeal, with supporting evidence and/or arguments to support same. Sufficient grounds include the Respondent making one or more of the procedural errors noted below:
2. Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent’s governing documents) to make
3. Failed to follow its own procedures (as set out in the Respondent’s governing documents)
4. Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
5. Made a decision that was patently unreasonable

**Screening of Appeal**

1. The parties may first attempt to resolve the appeal through the *Dispute Resolution Policy*.
2. Appeals resolved under the *Dispute Resolution Policy* will result in the administration fee being refunded to the Appellant.
3. Should the appeal not be resolved by using the *Dispute Resolution Policy*, the Organization will appoint an independent Appeal Manager (who must not be in a conflict of interest or have any direct relationship with the parties) who has the following responsibilities:
4. To determine if the appeal falls under the scope of this Policy
5. To determine if the appeal was submitted in a timely manner
6. To decide whether there are sufficient grounds for the appeal
7. If the Appeal Manager denies the appeal on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
8. If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeal Panel which shall consist of a single Arbitrator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeal Manager, an Appeal Panel composed of three persons may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the Panel’s members to serve as the Chair.

**Determination of Affected Parties**

1. In order to confirm the identification of any Affected Parties, the Appeal Manager will engage the Organization. The Appeal Manager may determine whether a party is an Affected Party in their sole discretion.

Procedure for Appeal Hearing

1. The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.
2. If a party chooses not to participate in the hearing, the hearing will proceed in any event.
3. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the Panel deem appropriate in the circumstances, provided that:
4. The hearing will be held within a timeline determined by the Appeal Manager
5. The Parties will be given reasonable notice of the day, time and place of an oral in-person hearing or oral hearing by telephone or electronic communications.
6. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
7. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
8. The Panel may request that any other individual participate and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.
9. The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
10. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become an Affected Party to the appeal in question and will be bound by its outcome
11. The decision to uphold or reject the appeal will be by a majority vote of Panel members
12. In fulfilling its duties, the Panel may obtain independent advice.

**Appeal Decision**

1. In order for an Appeal to be successful, the Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the **Grounds for Appeal** section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.
2. The Panel shall issue its decision, in writing and with reasons, within seven (7) days after the hearing’s conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:
3. Reject the appeal and confirm the decision being appealed;
4. Uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
5. Uphold the appeal and vary the decision.
6. The Panel will also determine whether costs of the appeal, excluding legal fees and legal disbursements of any parties, will be assessed against any party. In assessing costs, the Panel will take into account the outcome of the appeal, the conduct of the parties, and the parties’ respective financial resources
7. The Panel's written decision, with reasons, will be distributed to all parties, the Appeal Manager, and the Organization. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing’s conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

**Timelines**

1. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Appeal Manager and/or Panel may direct that these timelines be revised.

**Confidentiality**

1. The appeals process is confidential and involves only the parties, the Appeal Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.
2. Any failure to respect the aforementioned confidentiality requirement may result in further sanctions or discipline by the Discipline Chair or Discipline Panel (as applicable).

**Final and Binding**

1. Decisions of the Organization’s Appeal Panel will be binding on the Parties and on all of the Organization Individuals ; subject to the right of any Party to seek a review of the Panel’s decision pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC).
2. No action or legal proceeding will be commenced against the Organization, or Individuals in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents.

|  |
| --- |
| **Policy History** |
| Approved |  |
| Next Review Date |  |
| Revision Approval Dates |  |

**BROOMBALL CANADA (the Organization)**

Event Discipline Policy

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

**Purpose**

1. The Organization is committed to providing a competition environment in which all Individuals are treated with respect. This Procedure outlines how alleged misconduct during an Event will be handled.

**Scope and Application of this Policy**

1. This Procedure will be applied to all Events sanctioned by the Organization.
2. If the Event is being sanctioned by an entity other than the Organization (e.g., an international federation), the procedures for event discipline of the host organization will replace this procedure. Incidents involving Individuals connected with the Organization (such as Athletes, coaches, and Directors and Officers) must still be reported to the Organization to be addressed under the *Discipline and Complaints Policy,* if necessary.
3. This Procedure does not replace or supersede the *Discipline and Complaints Policy*. Instead, this Procedure works in concert with the *Discipline and Complaints Policy* by outlining, for a designated person with authority at an event sanctioned by the Organization, the procedure for taking immediate, informal, or corrective action in the event of a possible violation of the *Code of Conduct and Ethics.*

**Misconduct During Events**

1. Incidents that violate or potentially violate the *Code of Conduct and Ethics,* which can occur during a competition, away from the area of competition, or between parties connected to the Event, shall be reported to a designated person (usually the chief official) responsible at the Event.
2. The designated person at the Event shall use the following procedure to address the incident that violated or potentially violated the *Code of Conduct and Ethics*:
3. Notify the involved parties that there has been an incident that violated or potentially violated the *Code of Conduct and Ethics*
4. Convene a jury of either one person or three people (one of whom shall be designated the Chairperson), who shall not be in a conflict of interest or involved in the original incident, to determine whether the *Code of Conduct and Ethics* has been violated. The designated person at the Event may serve on the jury
5. The jury will interview and secure statements from any witnesses to the alleged violation
6. If the violation occurred during a competition, interviews will be held with the officials who officiated or observed the competition and with the coaches and captains of each team when necessary and appropriate
7. The jury will secure a statement from the person(s) accused of the violation
8. The jury will render a decision and determine a possible penalty
9. The Chairperson of the jury will inform all parties of the jury’s decision
10. The penalty determined by the jury may include any of the following, singularly or in combination:
11. Oral or written warning
12. Oral or written reprimand
13. Suspension from future competitions at the Event
14. Ejection from the Event
15. Other appropriate penalty as determined by the jury
16. The jury does not have the authority to determine a penalty that exceeds the duration of the Event.

**Timeliness**

1. The procedures outlined in this Policy are Event specific and therefore shall be exercised and implemented as soon as it is reasonable to do so. The final decision of the Jury must be reached and communicated to the Parties prior to the conclusion of the event, in order for it to be effective.
2. Decisions issued after the event will not be enforceable, unless it is the result of a formal complaint that has been filed in accordance with the *Discipline and Complaints Policy*.

**Appeals**

1. Decisions made pursuant to this Policy may not be appealed.

**Reporting and Record Keeping**

1. A full written report of the incident and the jury’s decision shall be submitted to the Organization following the conclusion of the Event. Further discipline may then be applied in accordance with the *Discipline and Complaints Policy*, if necessary.
2. This Policy does not prohibit other Individuals from reporting the same incident to the Organization to be addressed as a formal complaint under the *Discipline and Complaints Policy.*
3. The Organization shall record and maintain records of all reported incidents.

|  |
| --- |
| **Policy History** |
| Approved |  |
| Next Review Date |  |
| Revision Approval Dates |  |

|  |
| --- |
| **BROOMBALL CANADA (the Organization)**Social Media Policy |

**Preamble**

1. The Organization is aware that Individual interaction and communication occurs frequently on social media. The Organization caution Individuals that any conduct falling short of the standard of behaviour required by this *Social Media Policy* and the *Code of Conduct and Ethics* may be subject to the disciplinary sanctions identified within the *Discipline and Complaints Policy*.

**Application of this Policy**

1. This Policy applies to all Individuals.

**Conduct and Behaviour**

1. The following social media conduct may be subject to disciplinary action in accordance with the *Discipline and Complaints Policy*:
	1. Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a social medium that is directed at an Individual, at the Organization, or at other individuals connected with the Organization
	2. Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at an Individual, at the Organization, or at other individuals connected with the Organization
	3. Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the Organization, their stakeholders, or their reputation
	4. Inappropriate personal or sexual relationships over a social medium between Individuals who have a power imbalance in their interactions, such as between Athletes and coaches, Directors and Officers, Committee members and staff, officials and Athletes, etc.
	5. Any instance of cyber-bullying or cyber-harassment between one Individual and another Individual, where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious or unwelcome behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.
2. All conduct and behaviour occurring on social media may be the subject of a complaint pursuant to the *Discipline and Complaints Policy*.

**Individuals’ Responsibilities**

1. Individuals acknowledge that their social media activity may be viewed by anyone, including the Organization, or other Individuals.
2. If the Organization 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 Organization to cease this engagement.
3. When using social media, an Individual must model appropriate behaviour befitting the Individual’s role and status in connection with the Organization.
4. Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the *Discipline and Complaints Policy.*
5. An Individual who believes that another Individual’s social media activity is inappropriate or may violate the policies and procedures of the Organization should report the matter in the manner outlined by the *Discipline and Complaints Policy*.

|  |
| --- |
| **Policy History** |
| Approved |  |
| Next Review Date |  |
| Revision Approval Dates |  |

|  |
| --- |
| **BROOMBALL CANADA (the Organization)**Screening Policy |

**Preamble**

1. The Organization 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 sport community.

**Application of this Policy**

1. This Policy applies to all individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
2. Not all individuals associated with the Organization will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to the Organization, or participants. The Organization will determine which individuals will be subject to screening using the following guidelines (the Organization may vary the guidelines at their discretion):

*Level 1 – Low Risk* - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, may be involved with finances, and/or do not have unsupervised access to Vulnerable Individuals. Examples:

1. Parents, youth, or volunteers who are helping out on a non-regular or informal basis
2. Directors
3. Officials

*Level 2 – Medium Risk* – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, and/or who may have limited access to Vulnerable Individuals. Examples:

1. Athlete support personnel
2. Non-coach employees or managers

*Level 3 – High Risk* – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, or direct others. Examples:

1. Coaches, officials, managers, who have frequent or unsupervised access to Vulnerable Individuals.

**Screening Committee**

1. The implementation of this policy is the responsibility of the Screening Committee, which is a committee, composed of either one (1) or three (3) individuals. The Organization will ensure that the individuals appointed to their respective Screening Committees possess the requisite skills, knowledge and abilities to accurately screening documents and render decisions under this Policy.
2. The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the Organization. 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
3. 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.
4. 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.
5. 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.
6. The Screening Committee may, where appropriate, draw an adverse inference from an individual’s failure to provide information or answer queries.
7. 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 individuals of the Organization or its participants.
8. An individual having been previously penalized for a prior disciplinary decision and/or offence shall not prevent the Screening Committee from considering that disciplinary decision and/or offence as part of the individual’s screening application.
9. 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 Individuals of the Organization, the Screening Committee shall approve the individual’s application, subject to the Screening Committee’s right to impose conditions.
10. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Organization’s Board of Directors, which may disseminate the decision as they see fit in order to best fulfil the mandate of the Organization.
11. An Individual whose screening application has been denied or revoked may not re-apply to participate in the Organization’s programs or activities for two (2) years from the date the rejected application was made.

**Screening Requirements**

1. A Screening Requirements Matrix is provided as **Appendix A**.
2. It is the policy of the Organization that when an individual is first engaged by the organization:
3. Level 1 individuals will:
	* 1. Complete an Application Form (**Appendix B**)
		2. Complete a Screening Disclosure Form (**Appendix C**)
		3. Participate in training, orientation, and monitoring as determined by the organization
4. Level 2 individuals will:
	* 1. Complete an Application Form
		2. Complete a Screening Disclosure Form
		3. Complete and provide an E-PIC and/or VSC, if requested
		4. Provide one letter of reference related to the position
		5. Participate in training, orientation, and monitoring as determined by the organization
		6. Provide a driver’s abstract, if requested
5. Level 3 individuals will:
	* 1. Complete an Application Form
		2. Complete a Screening Disclosure Form
		3. Complete and provide an E-PIC and/or VSC
		4. Provide one letter of reference related to the position
		5. Participate in training, orientation, and monitoring as determined by the organization
		6. Provide a driver’s abstract, if requested
6. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization. Additionally, the individual will inform the organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
7. If the Organization learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy.*

**Young People**

1. The Organization defines a young person as someone who is younger than 18 years old. When screening young people, the Organization will:
2. Not require the young person to obtain a VSC or E-PIC; and
3. In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.
4. Notwithstanding the above, the Organization may ask a young person to obtain a VSC or E-PIC if the organization suspects the young person has an adult conviction and therefore has a criminal record. In these circumstances, the organization will be clear in its request that it is not asking for the young person’s *youth record*. The Organization understand that they may not request to see a young person’s youth record.

**Renewal**

1. 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:
2. An E-PIC every three years
3. A Screening Disclosure Form every three years
4. A Screening Renewal Form (**Appendix D**) every year
5. A Vulnerable Sector Check every three years
6. At any time, including after either the submission of an individual’s application or its approval (with or without conditions), the Screening Committee may re-open an individual’s file for additional screening if it is advised of new information that, in the discretion of the Organization, could affect the assessment of the individual’s suitability for participation in the Organization’s programs, activities, or with any of its individuals.

**Orientation, Training, and Monitoring**

1. The type and amount of orientation, training, and monitoring will be based on the individual’s level of risk, at the discretion of the Organization.
2. 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.
3. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
4. 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.
5. 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**

1. An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm>. 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.
2. Fingerprinting may be required if there is a positive match with the individual’s gender and birth date.
3. The Organization understands that they may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix E**) may need to be submitted or other documentation may need to be completed that describes the nature of the organization and the individual’s role with Vulnerable Individuals.

**Procedure**

1. Screening documents must be submitted to the Screening Committee.
2. 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.
3. The Organization understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the organization may permit the individual to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
4. The Organization 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.
5. Following the review of the screening documents, the Screening Committee will decide:
6. The individual has passed screening and may participate in the desired position;
7. The individual has passed screening and may participate in the desired position with conditions;
8. The individual has not passed screening and may not participate in the desired position; or
9. More information is required from the individual.
10. 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. Provided a pardon has not been granted, the following examples are considered to be offenses that may cause the individual to not pass the screening requirements or to have conditions imposed on the individual by the Screening Committee:
11. If imposed in the last three years:
	* 1. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
		2. Any offense for trafficking and/or possession of drugs and/or narcotics
		3. Any offense involving conduct against public morals
		4. Any offense involving theft or fraud
12. If imposed in the last ten years:
13. Any crime of violence including but not limited to, all forms of assault
14. Any offense involving a minor or minors
15. If imposed at any time:
	* 1. An individual’s conviction for any of the following *Criminal Code* offenses:
16. Any offense of physical or psychological violence
17. Any crime of violence including but not limited to, all forms of assault
18. Any offense involving trafficking of illegal drugs
19. Any offense involving the possession, distribution, or sale of any child-related pornography
20. Any sexual offense

**Conditions and Monitoring**

1. 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**

1. 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.
2. The records kept as part of the screening process include but are not limited to:
3. An individual’s Vulnerable Sector Check
4. An individual’s E-PIC (for a period of three years)
5. An individual’s Screening Disclosure Form (for a period of three years)
6. An individual’s Screening Renewal Form (for a period of one year)
7. Records of any conditions attached to an individual’s registration by the Screening Committee
8. Records of any discipline applied to any individual by the Organization, or by another sport organization

**Criminal Convictions**

1. An individual’s conviction for any of the following *Criminal Code* offenses may result in expulsion from the Organization and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization:
2. Any offense of physical or psychological violence
3. Any crime of violence including but not limited to, all forms of assault
4. Any offense involving trafficking of illegal drugs
5. Any offense involving the possession, distribution, or sale of any child-related pornography
6. Any sexual offense
7. Any offense involving theft or fraud

|  |
| --- |
| **Policy History** |
| Approved |  |
| Next Review Date |  |
| Revision Approval Dates |  |

## Appendix A – Screening Requirements Matrix

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

Required: * Respect in Sport Activity Leaders (National Officials)
* MED Certified (Coaches)
 | * Level 1 Requirements
* If requested, complete and provide an E-PIC and/or VSC, if requested
* Provide one letter of reference related to the position
* Provide a driver’s abstract, if requested
 |
| Level 3 High Risk | 1. Coaches, officials, managers, who have frequent or unsupervised access to Vulnerable Individuals.
 | Recommended based on role: * Respect in Sport for Activity Leaders
* Commit to Kids

Required:* MED Certified (Coaches)
 | * Level 2 Requirements
* Complete and Provide an E-PIC and/or VSC (depending on province).
* A second letter of reference from a sport organization
 |

|  |
| --- |
| **Young People** The Organization defines a young person as someone who is younger than 18 years old. When screening young people, the Organization will:1. Not require the young person to obtain a VSC or E-PIC; and
2. In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) additional letters of reference.
 |

## Appendix B – Application Form

*Note: Individuals who are applying to volunteer or work within certain positions with the Organization must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within the Organization, 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 policies and procedures of the Organization, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Policies are located at the following link: [www.broomball.ca](http://www.broomball.ca)

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

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

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

## Appendix C – Screening Disclosure Form

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PRIVACY STATEMENT**

By completing and submitting this Screening Disclosure Form, I consent and authorize the Organization to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Clubs, and other organizations involved in the governance of sport. The Organization 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 Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

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

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

## Appendix D – Screening Renewal Form

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

 First Middle Last

**CURRENT PERMANENT ADDRESS**:

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

Street City Province Postal Code

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

 Month/Day/Year

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

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

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

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

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

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

## Appendix E – Request For Vulnerable Sector Check

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

**INTRODUCTION**

Broomball Canada 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**

Broomball Canada is a not-for-profit organization and is the governing National Body for the sport of Broomball within Canada. The Organization’s head office is located in [location].

[Insert additional description]

**DESCRIPTION OF ROLE**

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

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

**CONTACT INFORMATION**

If more information is required from Broomball Canada, please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

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