



## Fort Saskatchewan Youth Basketball

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### Policy and Procedure Manual - January 2026

## 1.0 Introduction

Fort Saskatchewan Youth Basketball (FSYB) is a program run in Fort Saskatchewan Alberta to provide the accessibility of minor sports basketball. This document was created to explain policy and procedures of FSYB and will include the following:

Mission / Vision / Values Statement  
Governance and Financial responsibilities  
Organization Chart  
Board of Directors duties and responsibilities  
Code of Conduct and Ethics  
Event and Dispute Discipline Policy  
Athlete protection Guideline  
Volunteer requirements  
Concussion policy  
Fundraising and Sponsorship policy  
Team Selection policy  
Social media policy  
Emergency Action plan  
Commitment on Diversity, Accessibility, Equity and Inclusion  
Social Media Policy  
Coach / Team Manager / Chaperone Policy

## 2.0 Mission

To provide the Fort Saskatchewan area, children and youth exposure and opportunity to play the sport of basketball in an inclusive, accessible and age appropriate format.

## 3.0 Vision

- To fill the community need for a fundamentals basketball program based on current best practices in youth sport.
- Focus on encouraging youth to learn the game of basketball in a safe and inclusive environment.
- To have a recreational basketball program offering for ages 5 - 18 with practices and games to give kids the full experience of the sport.
- To expand the program to include competitive teams, with metro neighbours, as the need and participation increases.



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- Provide programming to give back youth leadership opportunities to the community through sport.

### 4.0 Values

Fort Saskatchewan Youth Basketball (FSYB) is a grassroots program that recognizes the importance of teaching youth athletes foundational basketball skills, teamwork and sportsmanship.

The program will prioritize

- Sportsmanship
- Inclusivity
- Fair play
- Best Practices in Youth Sport.

Players, coaches, parents, spectators and officials will value the inclusion of all types of players from the community who wish to participate within the values of fair play and sportsmanship.

FSYB will work towards and then maintain verification from Canada Basketball to collaborate in coaching training, programming and values. This will include the <https://abuse-free-sport.ca/> and <https://coach.ca/>

### 5.0 Governance

FSYB will operate in compliance with 3 major governing bodies:

- Fort Saskatchewan Minor Sports Association (FSMSA)** by-laws and policies and procedures.
- Canada Basketball Verified Program** through **Alberta Basketball Association (ABA)** including best practices, policies and procedures and ABA by-laws.
- Canada Basketball Jr. NBA / WNBA** programming for ages 5-12 years old.

#### 5.1 Fort Saskatchewan Minor Sports Association

FSYB will be governed by a volunteer Board of Directors operating under the FSMSA in Fort Saskatchewan, Alberta. The purpose of Minor Sports affiliation is to operate under non-profit financial needs with Canada Revenue Agency, use of minor sports By-Laws, Insurance and Community Support.

FSYB will be governed under the FSMSA bylaws found here:

<https://cloud.rampinteractive.com/fsmsanet/files/FSMSA%20New%20Bylaws%20%28Approved%20by%20the%20Membership%20at%20the%20AGM%20on%20%20November%2025%202013%29%282%29.pdf>



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“*Members*” of Fort Saskatchewan Youth Basketball will include participants and parents registered in the program. This will also ensure membership of Fort Saskatchewan Minor Sports Association, Fort Saskatchewan.

The FSYB Board will be made up of volunteer members. These positions are voted on with a majority vote of the current board members.

The Board provides the means by which FSYB makes decisions, pursues mandates and goals, delivers programs and services, and meets best practice standards.

### 5.2 Canada Basketball Verification Program

All ages of participants in FSYB will have affiliation with Canada Basketball Verified Program. We will maintain registration for the verified program and will comply with the needed documentation and qualifications to verify our program through the RAMP registration permits.

Coaches will register and have a NCCP number to complete their training online. FSYB complies with Abuse Free Sports Canada (<https://abuse-free-sport.ca/>) and the Coaching Association of Canada (<https://coach.ca/>).

Included in the Canada Basketball verification program, FSYB will prioritize 3 pillars of success which are:

*Safe Sport & EDI* – The awareness and action taken to ensure sport is safe and inclusive. This involves recognizing and reporting maltreatment of athletes, background screening, and social issues such as diversity, inclusion, gender equity, and assisting athletes with financial barriers to participation.

*Technical Skills* – Addressing on-court programming, the Technical Skills pillar ensures the alignment of athlete and coaching pathways. This includes developmentally appropriate skills for athletes, coach education, and overall Long-Term Athlete Development (LTAD).

*Governance & Administration* – The policies, processes, systems, and controls by which the organization is run. In general, this provides strategic leadership and decision making to achieve the vision of the organization, while managing staff, volunteers, and financial resources.

### 5.3 Jr.NBA / Jr. WNBA rule book and policies

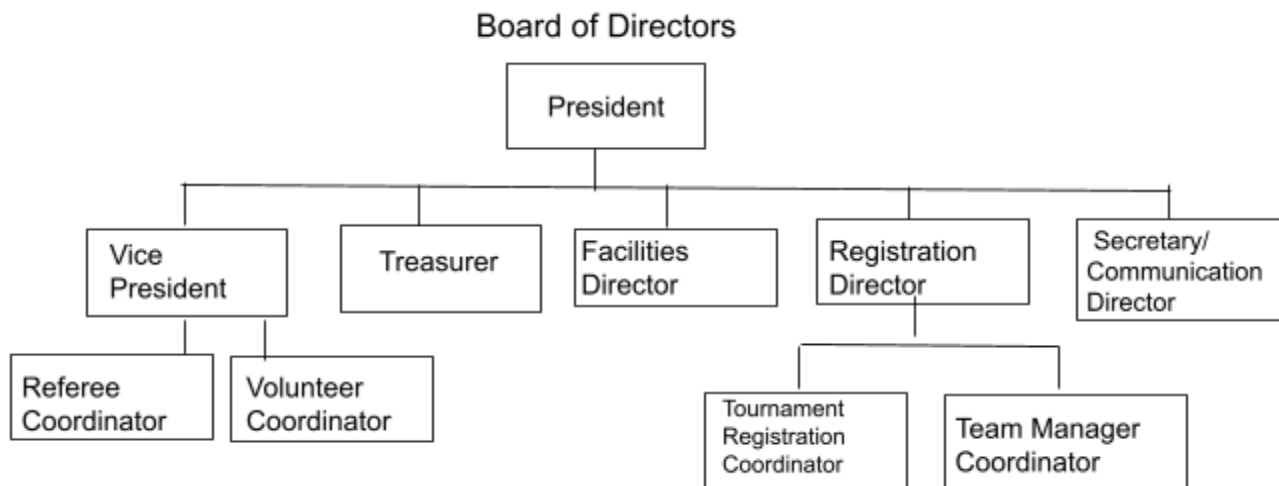
FSYB participants ages 5-12 will run under Canada Basketball Jr. NBA/Jr. WBNA program. The miniball rule book can be found here:

[https://assets.website-files.com/5d24fc966ad064837947a33b/5ee2da1136f4fa4d12015d23\\_1445021683\\_mini\\_basket\\_v.1\\_2\\_.pdf](https://assets.website-files.com/5d24fc966ad064837947a33b/5ee2da1136f4fa4d12015d23_1445021683_mini_basket_v.1_2_.pdf)



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## 6.0 FSYB Organization Chart



## 6.1 Board Responsibilities

### 6.1.1 President

Oversees the board administration, which includes:

- Organize and facilitate meetings.
- Oversee budgets.
- Oversee facilities and administration of registration.
- Oversee email and social media inquiries.
- Register and maintain Canada Basketball affiliation (Jr. NBA program, verification programs), Alberta Basketball Association (ABA)
- Oversee volunteer administration
- Attending FSMSA monthly meetings.

### 6.1.2 Vice President

- Assist with president duties.
- Apply for grants, donations, and bursaries.
- Apply and pay Alberta Basketball Association organization fees.
- Liaison for Canada Basketball and FSMSA.
- Oversee game officials coordinator.



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### *6.1.3 Treasurer*

- Track in and out of all monies. This goes directly to and from FSMSA for most payments and reimbursements of spending. Under the FSMS bylaws, all spending must have 2 signing authorities approve any spending.
- Maintain annual budget spending projections and revenues through donations, sponsorships, and registration fees.
- Complete and provide FSMSA with annual budget projections.

### *6.1.4 Facilities Director*

- Liaison with Elk Island Public School Facilities (EIPS), Elk Island Catholic School Facilities (EICS) and City of Fort Saskatchewan for facility usage.
- Apply for all facility usage and rescheduling when needed throughout the year.
- Be the first contact for teams who cannot access facilities or have issues with facility use.
- Apply for all insurance documentation with Alberta Basketball Association and provide to all venues.
- Coordinate the application for tournaments.

### *6.1.5 Registration Director*

- Annually work with FSMSA and ABA to get the RAMP registration set up and functional.
- During Registration, work with FSMSA to address any issues with participant registrations.
- When registration closes, help organize teams.
- Set up a communication system with Team Manager volunteers and coaches.

### *6.1.6 Communications Director*

Responsible for posting information to the RAMP website. Manage and post to Instagram and Facebook for communication and advertising throughout the community.

## **6.2 Coordinators**

### *6.2.1 Referee Coordinator*

Part of FSYB is giving youth in the community an opportunity to try officiating in a safe and educational environment. The Referee Coordinator will coordinate the following:

- Recruit, schedule and communicate with new and returning officials for games.
- Find a representative for the “officials training clinic” at the beginning of the season.
- Mentor referees in games where needed.





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### *6.2.3 Tournament Registration Coordinator*

- Responsible for all tournament entry registrations and payments for tournaments for Ages 13-18 tournament teams.

### *6.2.4 Team Manager Coordinator*

- Help organize and communicate with team managers for all teams
- First contact for schedule conflicts or team conflicts that need to be resolved with the help of the board.



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# Policies and procedures of FSYB

## 7.0 Definitions

7.1 The following terms have these meanings in these Guidelines:

- A. **FSYB**- Fort Saskatchewan Youth Basketball
- B. **The organization** – refers to Fort Saskatchewan Youth Basketball (FSYB)
- C. **FSMSA** - Fort Saskatchewan Minor Sports Association
- D. **ABA** - Alberta Basketball Association

## 8.0 Board of Directors Duties and Responsibilities

### 8.1 Overview

The Board of Directors of the Organization has the responsibility to manage the affairs of FSYB in accordance with the FSMSA Bylaws, and FSYB's policies and procedures.

The basic responsibility of a Director is to represent the interests of FSYB's members.

Directors will have the following additional responsibilities and duties:

#### 8.1.1 General

- A. Act reasonably, prudently, in good faith and with a view to the best interests of FSYB and its members.
- B. Place the interests of FSYB first and not use one's position as a Director to further private interests.
- C. Act within the scope of the governing policies of FSYB and within the scope of other laws, rules and regulations that apply to FSMSA, Canada Basketball, and Alberta Basketball Association.
- D. Keep FSYB's business private and not discuss certain matters with people outside of the organization unless with prior approval of the Board of Directors.
- E. Support the decisions of the Board of Directors, even if they may not personally agree with the decisions and might not have voted to support the decision.
- F. Act as a member of a designated committee as appointed by the Board of Directors.
- G. Keep all appropriate individuals and committees informed as required through normal reporting and communication channels.
- H. Perform such other duties as may from time to time be established by the Board.
- I. Act in a manner that promotes a positive and professional public image.
- J. Devote their full time and attention during volunteer hours to the business and interests of the Organization.



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- K. Schedule volunteer hours in order to accommodate the changing needs of the Organization which may require evening and weekend work.

#### *8.1.2 Meetings*

- A. Attend and properly prepare for meetings.
- B. Provide all required reports to the Board in written form as required.
- C. Ensure minutes of meetings are accurate and correct.
- D. Ensure that minutes of meetings reflect abstentions from votes, votes for and votes against motions.
- E. Declare any real or perceived conflict of interest with respect to an issue when the issue first arises and not vote, participate in or influence the decision-making process.
- F. Ensure any such disclosures of conflict are recorded in the meeting minutes.

#### *8.1.3 Finances*

- A. Review regularly the financial reports of FSYB.
- B. Approve and monitor FSYB's budget.
- C. Ensure the performance and completion of an annual audit of FSYB's finances. Report the annual internal audit to the FSMSA board at the AGM.
- D. Inform themselves who is authorized to sign cheques and for what amount.
- E. Supervise the management and the disbursement of funds of the Organization.
- F. Comply with all FSMSA requirements for finances and Canada Revenue Agency

#### *8.1.4 Insurance*

- A. Ensure FSYB obtains adequate insurance annually through both FSMSA and ABA which covers facility rentals and claims during FSYB events.
- B. Become familiar with Alberta Basketball Associations and FSMSA insurance policies and the scope of their coverage.

### **9.0 Code of Conduct and Ethics**

FSYB will adhere to the code of conduct and ethics for both Fort Saskatchewan Minor Sports Association (currently in review)

<http://fsmsa.net/content/policies-and-procedures>

FSYB will use **Canada Basketball** policies and procedures as a guide, where applicable, for disciplinary and complaint policy

([https://www.basketball.ca/en/about/policies-and-procedures?gad\\_source=1&gclid=Cj0KCQiA4fi](https://www.basketball.ca/en/about/policies-and-procedures?gad_source=1&gclid=Cj0KCQiA4fi))



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[7BhC5ARIsAEV1YiaHdS42hKOeITQpQzyTTnm0l4O9pSy7RALNy1ne4svZkhmZO0cT9psaAn0kEALw\\_wcB\)](#)

FSYB adheres to the **Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)**. The Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) is the core document that sets harmonized rules to be adopted by sport organizations that receive funding from the Government of Canada to advance a respectful sport culture that delivers quality, inclusive, accessible, welcoming, and safe, sport experiences. in the UCCMS apply to this Code.

FSYB will also comply with “Abuse Free Sport Canada” which adheres to the UCCMS.  
<https://abuse-free-sport.ca/about>

### 9.1 Responsibilities – All Individuals

All Individuals involved in FSYB have a responsibility to:

- A. Adhere to all Bylaws, policies, rules and regulations approved by FSYB
- B. Maintain and enhance the dignity and self-esteem of members and other Individuals by:
  - a. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, referees, organizers, volunteers, employees, or members; demonstrating the spirit of fair play, sport leadership, and ethical conduct;
  - b. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
  - c. Treating persons fairly and reasonably; and
  - d. Adhering to the rules of the sport and the spirit of those rules.
- C. Refrain from any behaviour that constitutes a Prohibited Behaviour, including Maltreatment (which includes Abuse), Discrimination, and Boundary Transgressions as well as any form of violence
- D. Respect the rights, dignity, and worth of all Individuals
- E. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, FSYB adopts and adheres to the Canadian Anti-Doping Program.
- F. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- G. Refrain from using recreational or illicit drugs while participating in the programs, activities, competitions, or sanctioned events of FSYB.
- H. Respect the property of others and not wilfully cause damage
- I. Promote sport in a constructive and positive manner
- J. Adhere to all federal, provincial/territorial, municipal laws
- K. Refrain from engaging in cheating, which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition



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### **9.2 Responsibilities - Coaches**

In addition to section 9.1, coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches are Persons in Authority and must understand and respect the inherent Power Imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously.

Coaches will:

- A. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- B. 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
- C. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- D. Act in the best interest of the athlete's development as a whole person
- E. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, cannabis, and/or tobacco
- F. 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
- G. Dress neatly and appropriately.

### **9.3 Responsibilities - Athletes**

In addition to section 9.1, athletes will have additional responsibilities to:

- A. Report any medical issues in a timely fashion, when such issues may limit their ability to travel, practice, or compete;
- B. Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, and tournaments.
- C. Adhere to any rules and requirements regarding uniforms and equipment
- D. Act in a sportsmanlike manner and refrain from foul language, or gestures to other athletes, referees, coaches or spectators
- E. Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers
- F. Adhere to the Anti-Doping Policy

### **9.4 Responsibilities - Parents/Guardians and Spectators**

In addition to section 9.1, parents/guardians and spectators at FSYB-sanctioned events will:



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- A. Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
- B. Condemn the use of violence in any form
- C. Respect the decisions and judgments of referees, and encourage athletes to do the same
- D. Refrain from verbal and physical abuse, coercion, intimidation, and sarcasm
- E. Respect and show appreciation to all athletes, coaches, referees and volunteers.

## 10.0 Event and Dispute Discipline Policy

### 10.1 Purpose

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.

### 10.2 Procedure

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*:

- A. Notify the involved parties that there has been an incident that violated or potentially violated the *Code of Conduct and Ethics*
- B. Convene a jury of either one person or three people (one of whom shall be designated the Chair), 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
- C. The jury will interview and secure statements from any witnesses to the alleged violation
- D. 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
- E. The jury will secure a statement from the person(s) accused of the violation
- F. The jury will render a decision and determine a penalty
- G. The Chair of the jury will inform all parties of the jury's decision

### 10.3 Penalties

The penalty determined by the jury may include any of the following, singularly or in combination:

- A. Oral or written warning,
- B. Oral or written reprimand,
- C. Suspension from future competitions at the Event,
- D. Ejection from the Event, and/or
- E. Other appropriate penalties as determined by the jury.



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A full written report of the incident and the jury's decision shall be submitted by the Chair of the jury to the Organization following the conclusion of the Event. Decisions made pursuant to this Policy may not be appealed. FSYB shall record and maintain records of all reported incidents.

### 10.4 Resolution Policy

Alternative Dispute Resolution - mediation, negotiated settlement or other agreement between parties that does not involve a formal process or decision making panel. The Organization encourages all Individuals to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Organization believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. This Policy applies to all Individuals.

### 11.0 FSYB Athlete Protection Policy

#### 11.1 Definitions

The following terms have these meanings in these Guidelines:

- A. **Athlete** – Includes any individual who is registered to compete for the Organization
- B. **Individuals** – Refers to all categories of individual members and/or registrants defined in the Bylaws of the Organization who are subject the policies 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, and Directors
- C. **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
- D. **Vulnerable Individuals** – Includes minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority)

#### 11.2 Purpose

This *Athlete Protection Policy* describes how Persons in Authority can maintain a safe sport environment for Athletes.

##### *11.2.1 Interactions between Persons in Authority and Athletes – the 'Rule of Two'*

For interactions between Persons in Authority and Athletes, FSYB strongly recommends the 'Rule of Two' for all Persons in Authority who interact with Athletes. The 'Rule of Two' is a directive that says that an Athlete must never be alone one-on-one with an unrelated Person in Authority.



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FSYB recognizes that fully implementing the 'Rule of Two' may not always be possible in some instances. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:

- A. The training environment should be open and transparent so that all interactions between Persons in Authority and Athletes are observable
- B. Private or one-on-one situations must be avoided unless they are open and observable by another adult or Athlete, who is preferably not a Vulnerable Individual
- C. Persons in Authority shall not invite or have a Vulnerable Individual (or Vulnerable Individuals) in their home without the written permission and knowledge of the Vulnerable Individual's parent or guardian
- D. Persons in Authority must avoid situations where they are alone with a Vulnerable Individual without another screened adult or Athlete, who is preferably not a Vulnerable Individual, present unless prior written permission is obtained from the Vulnerable Individual's parent or guardian.

### *11.2.2 Open and Observable Environments*

FSYB follows the "Open and Observable Environments". This practice involves making meaningful and concerted efforts to avoid situations where a Person in Authority might be alone with an athlete and/or Vulnerable Individual. The name refers to the fact that interactions between an individual and an individual who is in a position of trust/authority should be in an environment or space that is both "open" and "observable" to others.

Open, observable, and justifiable interactions and communications are strongly recommended to foster safety, enhance protection, and help reduce vulnerability of both an athlete and Person in Authority when they are in a potentially vulnerable situation. Vulnerable situations include but are not limited to:

- Closed doors meetings
- Medical treatments
- Travel to and from trainings, competitions, events, or activities
- Any training or competitive environments without a second coach or responsible adult present
- Electronic communications

An "Open" Environment is an environment that is not closed or concealed from others. Interactions should not take place behind closed doors or in secluded locations. Other individuals should be aware that the interaction is taking place.

An "Observable" environment is a space where others can see or take note of the interaction.

Before interacting with someone, ask yourself:

- *Is this an open interaction?*
- *Are we in a closed or secluded place?*
- *Who knows this meeting/interaction is taking place?*
- *Does the athlete (or individual in a position of lesser power) have an easy and accessible exit path?*
- *Is this interaction observable?*
- *Is anyone else with us?*





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- *Can anyone see us?*
- *Can anyone hear us?*

### 11.3 Practices and Competitions

For practices and competitions, the Organization recommends:

- A. 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 Vulnerable Individual's parent or guardian
- B. If the Vulnerable Individual is the first Athlete to arrive, the Vulnerable Individual's parent or guardian should remain until another Person in Authority or Athlete, who is preferably not a Vulnerable Individual, arrives
- C. 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
- D. 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
- E. 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

### 11.4 Communications

For communication between Persons in Authority and Athletes, the Organization recommends:

- A. Group messages, group emails, or team pages are to be used as the regular method of communication between Persons in Authority and Athletes
- B. Persons in Authority may only send 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
- C. 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 or guardian (when the Athlete is a Vulnerable Individual)
- D. 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
- E. All communication between a Person in Authority and Athletes must be between the



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hours of 6:00 a.m. and midnight unless extenuating circumstances justify otherwise

- F. Communication concerning drugs or alcohol use (unless regarding its prohibition) is not permitted
- G. No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium
- H. Persons in Authority are not permitted to ask Athletes to keep a secret for them

### 11.5 Travel

For travel involving Persons in Authority and Athletes, the Organization recommends:

- A. Teams or groups of Athletes shall always have at least two Persons in Authority with them
- B. For mixed gender teams or groups of Athletes, there should be one Person in Authority from each gender
- C. Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present
- D. No Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian
- E. 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
- F. Room or bed checks during overnight stays must be done by two Persons in Authority
- G. 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

### 11.6 Locker Rooms / Changing Areas

For locker rooms, changing areas and other closed meeting spaces, the Organization recommends:

- A. Interactions between Persons in Authority and Athletes should not occur in any area where there is a reasonable expectation of privacy such as a locker room, washroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such area
- B. If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, for reasons including but not limited to team communications and/or emergencies

### 11.7 Photography / Video

For all photography and video of an Athlete, the Organization recommends:

- A. Photographs and video should only be taken in public view. Content must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Athlete



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- B. The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited
- C. Examples of photos that shall be edited or deleted include:
  - Images with nudity or where undergarments are showing
  - Suggestive or provocative poses
  - Images that are potentially embarrassing to the athlete
- D. If any photographs or videos will be used on any form of public media, consent will be given as part of the registration process.
- E. An person may revoke any consent they granted (or that was granted by their parent/guardian)

## 11.8 Physical Contact

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:

- A. 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
- B. Infrequent, non-intentional physical contact during a training session is permitted
- C. 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.

## 12.0 Volunteer Agreement

FSYB will require volunteers to adhere to all policy and procedures outlined by FSYB.

Volunteers should protect FSYB confidential and private information (like the organization's financial status or an athlete's medical condition) and respect the organization's intellectual property. FSYB must ensure volunteers are aware of basic responsibilities common to all volunteers.

## 12.1 Background Screening Policy

All volunteers under the Fort Saskatchewan Minor Sports Association (FSMSA) including on the board need a Criminal Record Check (CRC). All volunteers in direct contact with the participants (all coaches or team managers) will require a Vulnerable Sector Check (VSC) by



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their local RCMP office. Their personal CRC or VSC is valid for 3 years. The copy of the completed form will be held in confidence by the FSMSA office.

The VSC or CRC will be financially provided for by FSMSA.

## **13.0 Team Manager and Chaperone Policy**

### **13.1 Purpose**

Team managers and chaperones fulfill a different role than coaches but, like coaches, they are in close contact with young people. The Organization requires that any adult volunteering in close proximity to young athletes shall complete specific requirements that will help ensure the protection of the athletes.

### **13.2 Compliance with Policies**

Team managers and chaperones are bound by FSYB policies and must agree to the content, requirements, and clauses therein. Team managers and chaperones should familiarize themselves with the following policies, which have the most direct impact on their role:

- A. Code of Conduct and Ethics
- B. Discipline and Complaints Policy
- C. Confidentiality Policy
- D. Screening Policy

### **13.3 Submissions**

In addition to complying with the Organization's policies, team managers and chaperones must submit the following documentation to the Organization before they will be allowed to volunteer in their role as team manager or chaperone:

- Vulnerable Sector Check (described in detail in the *Screening Policy*)

The team manager or chaperone must also be recommended by a member club or a coach from an affiliated organization or be generally known to the organization.

### **13.4 Discipline and Complaints**

FSYB reserves the right to remove a team manager or chaperone should the team manager or chaperone not submit the required documentation, refuse to comply with the Organization's policies, or for any other reason as determined by the Organization's Board of Directors or FSMSA.



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### 14.0 Concussion Policy

#### 14.1 Preamble

This Policy is based on the 5th Consensus Statement on Concussion in Sport that was released in April 2017. This Policy interprets the information contained in the report that was prepared by the 2017 Concussion in Sport Group (CISG), a group of sport concussion medical practitioners and experts, and adapts concussion assessment and management tools.

The CISG suggested 11 'R's of Sport-Related Concussion ("SRC") management to provide a logical flow of concussion management. This Policy is similarly arranged. The 11 R's in this Policy are: Recognize, Remove, Re-Evaluate, Rest, Rehabilitation, Refer, Recover, Return to Sport, Reconsider, Residual Effects, and Risk Reduction.

A concussion is a clinical diagnosis that can only be made by a physician. FSYB accepts no liability for participants or other individuals in their use or interpretation of this Policy.

#### 14.2 Definitions

The following terms have these meanings in this Policy:

- A. **"Participant"** – Coaches, athletes, volunteers, officials, and other registered individuals
- B. **"Registered Individuals"** – All individuals employed by, or engaged in activities with the club, including but not limited to, employees, volunteers, administrators, committee members and directors and officers.
- C. **"Suspected Concussion"** – means the recognition that an individual appears to have either experienced an injury or impact that may result in a concussion or who is exhibiting unusual behaviour that may be the result of concussion.
- D. **"Sport-Related Concussion ("SRC")** – A sport-related concussion is a traumatic brain injury induced by biomechanical forces. Several common features that may be used to define the nature of a SRC may include:
  - a. Caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
  - b. Typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
  - c. May result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality may be visibly apparent.
  - d. Results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.

#### 14.3 Purpose

FSYB is committed to ensuring the safety of those participating in the sport of basketball. The club recognizes the increased awareness of concussions and their long-term effects and



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believes that prevention of concussions is paramount to protecting the health and safety of Participants.

This Policy provides guidance in identifying common signs and symptoms of a concussion, protocol to be followed in the event of a possible concussion and return to participation guidelines should a concussion be diagnosed. Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complication.

### 14.4 Recognize

If any of the following red flags are present, an ambulance should be called and/or an on-site licensed healthcare professional should be summoned:

- Neck pain or tenderness
- Double vision
- Weakness or tingling / burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated, or combative

The following observable signs may indicate a possible concussion:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion / inability to respond appropriately to questions
- Blank or vacant look
- Balance or gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

A concussion may result in the following symptoms:

- Headache or "pressure in head"
- Balance problems or dizziness
- Nausea or vomiting
- Drowsiness, fatigue, or low energy
- Blurred vision
- Sensitivity to light or noise
- More emotional or irritable
- "Don't feel right"
- Sadness, nervousness, or anxiousness
- Neck pain
- Difficulty remembering or concentrating
- Feeling slowed down or "in a fog"

Failure to correctly answer any of these memory questions may suggest a concussion:

- What venue are we at today?
- Which team is winning?



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- Which quarter is it?
- What team are you playing against?

### 14.5 Remove

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

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

- Not be left alone (at least for the first 1-2 hours)
- Not drink alcohol
- Not use recreational/prescription drugs
- Not be sent home by themselves
- Not drive a motor vehicle until cleared to do so by a medical professional

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

For Participants who have been removed from participation, the Participant's parent/guardian should be immediately contacted. The Participant should be isolated in a dark room or area, stimulus should be reduced, the Participant should not be left alone, the Participant should be monitored, and any cognitive, emotional, or physical changes should be documented.

**If a participant is expected to have incurred a concussion during events of FSYB the following protocol for Canada Basketball should be followed found here:**

[https://cdn.prod.website-files.com/5d24fc966ad064837947a33b/5e25e16850318031c8a9e213\\_Concussion%20Policy.pdf](https://cdn.prod.website-files.com/5d24fc966ad064837947a33b/5e25e16850318031c8a9e213_Concussion%20Policy.pdf)



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### **15.0 Fundraising, Sponsorship and Grant Policy**

FSYB will always strive to keep the cost of participation to a minimum and will look for sponsorship, fundraising, and grant opportunities.

FSYB will plan the budget ahead and apply for fundraising with specific costs in mind for the funding when it is received. This will be transparent to all donors and community members.

FSYB is open to sponsorship, but also realizes the restrictions of sponsorships in terms of naming rights etc.

Fundraising will be initiated by the Board of Directors. All profits from any donors, fundraisers or sponsorships will be directed towards the FSMSA. Those funds will be held by FSMSA for the use of FSYB.

Teams will not be sanctioned to fundraise for their own benefit.

#### **15.1 Purpose**

The Organization supports raising funds through grant writing and sponsorship opportunities. This Policy assists both the Organization with making proper and informed decisions about fundraising; particularly so that all fundraising ventures have a likelihood of profitability, effectiveness, efficiency, and are reflective of the Organization's values.

#### **15.2 Fundraising Principles**

The Organization shall consider and apply the following principles when determining whether or not to pursue the funding venture:

- A. Profitability; whether or not the result of the Venture is expected to exceed the time and resources invested in its implementation
- B. Feasibility; that the Venture is able to be executed and monitored
- C. Cost-effectiveness; that all costs (both up-front and hidden) must be factored into the expenses of the Venture
- D. Jurisdiction; that the team or participant receiving the benefits of the Venture is identified and clarified
- E. Adheres to values; that the Venture must be in line with the values of the Sanctioner
- F. Unconfirmed income; that the funds raised from the Venture must not be budgeted as hard revenue
- G. Tax receipts; that the Venture must respect all federal and provincial/territorial laws and regulations governing fundraising and tax receipts

When funds are received, FSYB will report and track all funding. FSYB will send a report to the involved parties.





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### 16.0 Team Selection Policy

Once all registrations are received, team selections will be based on eligibility of players for age categories.

- A. 7U will include players 5-7 years of age in the year of the 12 week program.
- B. 9U will include players 8-9 years of age in the year of the 12 week program.
- C. 11U will include players 10-11 years of age in the year of the 12 week program.
- D. 15U will include players 12-15 years of age in the following year of the program OR in school grades 7-9 (junior high).
- E. 18U will include players aged 16-18 years of age in the following year of the program OR in school grades 10-12 (High School).

An open gym may be held early September where board members, coaches and team managers may observe players comfort level and abilities to balance teams accordingly so we will have competitive and fair play on the court during house league games.

Players will have the opportunity during registration to “prefer” a certain coach. This will be honored as long as numbers and fair play can be honored.

Coaches may have the ability to request certain players. If there is a conflict between coaches over one player, the board of directors will address the conflict and make the final decision.

### 17.0 Social Media Policy

#### 17.1 Definitions

The following term has this meaning in this Policy:

- A. **Individuals** – Refers to all categories of individual members and/or registrants defined in the Bylaws of the Organization who are subject the policies 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, and Directors and Officers
- B. **Social Media** – The catch-all term that is applied broadly to new computer-mediated communication media such as texting, blogs, Facebook, Instagram, Snapchat, Tumblr, Twitter, and YouTube

#### 17.2 Purpose

FSYB is aware that Individual interaction and communication occurs frequently on Social Media. The Organization cautions 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.



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### **17.3 Application of this Policy**

This Policy applies to all Individuals involved in the program or organization.

### **17.4 Conduct and Behaviour**

The following conduct and behaviour occurring on Social Media may be the subject of a complaint.

- A. 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
- B. 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
- C. Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the Organization, its stakeholders, or its reputation
- D. 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: insults, negative comments, vexatious or unwelcome behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour

### **17.5 Individuals' Responsibilities**

Individuals acknowledge that their Social Media activity may be viewed by anyone, including the Organization or other Individuals.

If the Organization unofficially engages with an Individual through 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.

When using Social Media, an Individual must model appropriate behaviour befitting the Individual's role and status in connection with the Organization.

Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Individual.

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.



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### **18.0 Emergency Action Plan**

Events held by FSYB including team practices, games, and tournaments will review and apply an emergency action plan at all times.

All Coaches will carry a basic first aid kit during practices, games and tournaments.

### **18.1 Roles and Responsibilities of acting adult**

The responsible adult for these events will:

- A. Be aware of the location of cell phones, or landlines when needed.
- B. Have all equipment accessible with a charged battery.
- C. Be aware and have an accessible list of needed cell phone numbers including all parents / guardians responsible for the minor participants.
- D. Have address of facility on hand including helpful directions for emergency crews
- E. Awareness and directions to the nearest hospital.

Roles and Responsibilities of acting responsible adult onsite during emergency who is qualified to treat emergency onscene:

- F. Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements
- G. Designate who is in charge of the other participants
- H. Protect yourself (wear gloves if in contact with body fluids such as blood)
- I. Assess ABCs (check that airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
- J. Wait by the person until EMS arrives and the injured person is transported
- K. Fill out an accident report form

Roles and Responsibilities of acting responsible untrained adults onsite during emergencies.

- L. Call for emergency help
- M. Provide all necessary information to dispatch (facility location, nature of injury, what first aid has been done)
- N. Clear any traffic from the entrance/access road before ambulance arrives
- O. Wait by the driveway entrance to the facility to direct the ambulance when it arrives
- P. Call the emergency contact person listed on the injured person's medical profile



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### 19.0 Commitment Statement on Diversity, Accessibility, Equity and Inclusion

This Commitment Statement applies to all Individuals and sanctioned programs/events of the Organization. All participants and administrators engaged in basketball activities are encouraged to provide equitable opportunities for participation in basketball to equity deserving groups and individuals.

#### 19.1 Purpose

FSYB acknowledges that individuals and equity deserving groups have experienced barriers to participation in Canadian sport. The Organization is committed to understanding and eliminating current and historical barriers to participation by encouraging diversity, equity, inclusion and access in its administration, policies, programs, and activities. The purpose of this Commitment Statement is to provide guidance to Directors, staff, members, and participants to ensure the interests of equity deserving groups are given due consideration in all aspects of basketball activities.

#### 19.2 Statement

FSYB has zero tolerance for any form of discrimination including, but not limited to, racism, sexism, homophobia, ableism, transphobia, and ageism. Equity deserving groups have historically experienced systemic, verbal, and physical violence and discrimination in sport in Canada, and Provincial, Territorial, and Federal Sport Organizations have not done due diligence to encourage safer sport spaces or respond to acute discrimination events.

Through this Commitment Statement, FSYB makes the continued commitment to build the capacity of its community to create inclusive and accessible environments that limit discrimination and respond to systemic and individual discrimination in a timely and appropriate way.

#### 19.3 Definitions

The following terms have these meanings in this Policy:

- A. **Accessibility** – For the purposes of this policy, accessibility specifically focuses on participation for people within the disability community. This term has a variety of meanings and fundamentally refers to the practice of fostering meaningful participation in programming, events, volunteering, or working for as many people as possible. Accessibility also refers to the design of products, devices, services, or environments for people who experience disability.
- B. **Disability** – Is largely based on the relationships we form with each other and the spaces we occupy. What can be considered a disability in one physical or social environment, may not be in another. Importantly, disability is not always apparent and does not need to be disclosed to be accommodated.
- C. **Diversity** – The presence and integration of a variety of individuals and communities with different personal characteristics, particularly Equity Deserving Groups, in a group or organization



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- D. **Equity** – Access and support afforded to individuals and communities based on their needs
- E. **Equity Deserving Groups** – Refers to groups that have been historically excluded, discriminated against, and/or provided restricted or no access to participation. This can include, but is not limited to, women, low-income families, Indigenous peoples, racialized persons, seniors, people with disabilities, newcomers to Canada, and members of the 2SLGBTQIA+ community
- F. **Inclusion** – Acceptance of individuals and communities with diverse characteristics into a group or organization
- G. **Individuals** – Refers to all categories of individual members and/or registrants defined in the Bylaws of the Organization who are subject the policies 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, and Directors

### 19.4 Responsibilities - Board of Directors

The Board will listen to reports from volunteers on the issues and outcomes from mechanisms established to identify and report barriers encountered in basketball experiences.

The Board will collect information on the demographics of membership and follow trends of this information.

### 19.5 Responsibilities – the Organization

- A. FSYB will create and maintain processes to identify barriers to participation for its members and will proactively attempt to identify ways to support Equity Deserving Groups and individuals and to prevent exclusionary or discriminatory actions before they occur.
- B. FSYB will implement mechanisms to identify and report barriers encountered in basketball experiences.
- C. FSYB will integrate Accessibility considerations to event hosting and facility criteria. Where barriers cannot be eliminated, the Organisation will make best efforts to proactively communicate to participants and to address or mitigate.
- D. FSYB will review its communications with a lens of diversity, equity, inclusion, and accessibility. This includes best efforts to ensure that communications are accessible and inclusive, and to showcase diversity, inclusion, equity, and accessibility within content and imagery.
- E. FSYB will identify and promote programs that increase participation with Equity Deserving Groups.
- F. FSYB will provide information to its provincial association about barriers and concerns that should be considered on a provincial basis.
- G. FSYB will respond in a timely manner to reported situations of discrimination



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## **19.6 Responsibilities - Individuals**

- A. Individuals will at all times adhere to the *Code of Conduct and Ethics* which identifies discrimination as a prohibited behaviour under the Universal Code of Conduct to Prevent and Address Maltreatment in Sport
- B. Individuals will report instances of discrimination. This includes witnessing or hearing about discrimination against Individuals and Equity Deserving Groups
- C. Wherever feasible, Individuals will advocate and support persons and Equity Deserving Groups when barriers are identified.

## **19.7 Reporting and Monitoring Mechanisms**

Individuals will file complaints regarding discrimination per the applicable discipline policies.

This Commitment Statement was approved by the Board of Directors. A review of this document will be undertaken each year.