



# SASKATCHEWAN SOCCER ASSOCIATION

## POLICIES AND PROCEDURES MANUAL

### Section Five Appeals Policy

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# 1 Appeals

## 1.0 Purpose

1.0.1 This Policy provides Individuals with a fair, affordable, and expedient appeal process.

## 1.1 Scope and Application of this Policy 11 24

- 1.1.1 This Policy applies to all Individuals. However, it does not apply to appeals of decisions that were managed by the OSIC, which shall be handled in accordance with the policies and procedures of the OSIC or the Director of Sanctions and Outcomes, as applicable.
- 1.1.2 Subject to Section 1.1.1, any Individual who is affected by a decision taken by SSA specifically with regard to that Individual, including a decision by the Board, by any committee of the Board, or by any body or individual within SSA who has been delegated authority to make decisions in accordance with SSA's bylaws and governance policies (as applicable), shall have the right to appeal that decision provided that it is a decision that is subject to appeal pursuant to Section 1.1.3 of this Policy, that the conditions indicated in Section 1.2 of this Policy (as applicable) have been satisfied, and provided that there are sufficient grounds for the appeal pursuant to Section 1.3 of this Policy. Decisions rendered by SSA's Member Organizations are also appealable under this Policy where: 1) no other appeal process exists at the Member Organization level; or 2) where an appeal process exists at the Member Organization and that appeal process has been exhausted; and 3) the appeal is otherwise admissible under this Policy pursuant to Sections 1.1.3, 1.2 and 1.3.
- 1.1.3 This Policy **will apply** to decisions relating to:
- a) conflict of interest
  - b) disciplinary decisions made by SSA in relation to complaints managed under the *SSA's Discipline and Complaints Policy*.
  - c) membership
- 1.1.4 This Policy **will not apply** to the following decisions relating to:
- a) Reported complaints that were managed by the OSIC;
  - b) Any decisions rendered by a Complaint Resolution Officer pursuant to the SSA's *Discipline and Complaints Policy*.
  - c) Matters of general application such as amendments to the SSA's bylaws;
  - d) SSA's operational structure and committee appointments;
  - e) Issues of budgets and budget implementation;
  - f) Employment matters or matters of operational structure or staffing or volunteer leadership opportunities;
  - g) Except as otherwise provided for in this Policy, decisions made by organizations other than SSA, such as Canada Soccer, Sask Sport, the Canadian Olympic Committee, the Canadian Paralympic Committee U Sports, the International Olympic Committee, the International Paralympic Committee, Federation Internationale de Football Association or the Fédération Internationale du Sport Universitaire, or any other sport governing body;



- h) Selection criteria, quotas, policies and procedures established by entities other than SSA;
- i) Substance, content and establishment of team selection criteria;
- j) The Athlete Assistance Program (AAP, Future Best) policies and procedures established by Sport Canada or Sask Sport;
- k) Policy and procedures established by any other agency, association or organization external to SSA (except as otherwise permitted under Section 1.1.2);
- l) Infractions for doping offences, which are dealt with pursuant to the Canadian Anti-Doping Program, by the Canadian Centre for Ethics in Sport and the Federation Internationale de Football Association;
- m) Contractual matters between SSA and its staff or Member Organizations for which another dispute resolution process exists under the provisions of the applicable contract; or
- n) Settlements negotiated pursuant to the *Alternate Dispute Resolution Policy*.

## 1.2 Submission and Timing of Appeal

- 1.2.1 Individuals who wish to appeal a decision have fourteen (14) days from the date on which they received notice of the decision to submit to the Independent Third Party the following:
  - a) Notice of the intention to appeal
  - b) Their contact information
  - c) Name of the Respondent and any Affected Parties, when known to the Appellant
  - d) Date the Appellant was advised of the decision being appealed
  - e) A copy of the decision being appealed, or description of the decision if a written document is not available
  - f) Grounds and detailed reasons for the appeal
  - g) All evidence that supports these grounds
  - h) Requested remedy or remedies
  - i) An administration fee of \$500, which will be refunded if the appeal is upheld
- 1.2.2 An Individual who wishes to initiate an appeal beyond the fourteen (14) day period may only do so if exceptional circumstances prevented them from filing their appeal within the deadline indicated in Section 1.2.1 above. Any such Individual must provide a written request stating the reasons for which they are seeking an exemption. The decision to allow, or not allow, an appeal outside of the fourteen (14) day period will be at the sole discretion of the Appeal Manager.

## 1.3 Grounds for Appeal

- 1.3.1 A decision cannot be appealed on its merits alone or because an Individual (or Individuals) do not like or agree with a decision. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:
  - a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make;

- b) Failed to follow its own procedures (as set out in the Respondent's governing documents);
  - c) 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); or
  - d) Made a decision that was grossly unreasonable.
- 1.3.2 The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in Section 1.3.1 of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

## 1.4 Screening of Appeal

- 1.4.1 Following notification by the Independent Third Party that an appeal has been received, SSA will appoint an independent Appeal Manager who has the following responsibilities:
- a) To determine if the appeal falls under the scope of this Policy (Sections 1.1.2-1.1.4)
  - b) To determine if the appeal was submitted in a timely manner (Sections 1.2)
  - c) To decide whether there are sufficient grounds for the appeal (Section 1.3)
- 1.4.2 The Appeal Manager may not be an employee, volunteer, or member of SSA, must not be in a conflict of interest or have any direct relationship with the Parties, and must have appropriate experience and training to act as the Appeal Manager.
- 1.4.3 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.
- 1.4.4 If the Appeal Manager accepts an appeal because it falls under the scope of this Policy, there are sufficient grounds and it was submitted in a timely manner, the Appeal Manager will notify the Parties of their decision in writing and will follow the steps described hereunder.
- 1.4.5 The Appeal Manager shall propose and, if appropriate in the circumstances, encourage that the Parties attempt to resolve the dispute using the Alternate Dispute Resolution Policy. If the Parties do not all agree to use the Alternate Dispute Resolution Policy, or if the Parties are unable to resolve the dispute using the Alternate Dispute Resolution Policy, the Appeal Manager will appoint an appeal panel in accordance with Section 1.5.1 below.

## 1.5 Appointment of Appeal Panel

- 1.5.1 If an appeal is accepted, the Appeal Manager will appoint an appeal panel which shall consist of a single member to hear the appeal. However, at the discretion of the Appeal Manager, an appeal panel composed of three members 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.

- 1.5.2 When appointing the appeal panel, the Appeal Manager must select individuals who are impartial, free from any real or perceived conflict of interest (and who shall remain so until a final decision has been rendered or the proceedings have otherwise finally terminated), and who do not have any direct relationship with any of the Parties. Although not a strict requirement, the Appeal Manager should attempt to appoint individuals to the appeal panel who have a legal background and who understand the sport of soccer. When justified by the circumstances, the Appeal Manager may appoint individuals to the appeal panel who have specific areas of expertise that would assist in resolving the matter.

## **1.6 Determination of Affected Parties**

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

## **1.7 Procedure for Appeal Hearing**

- 1.7.1 The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager, in collaboration with the appeal panel, 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.
- 1.7.2 If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
- 1.7.3 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, a hearing based on documentary submissions alone, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the appeal panel deem appropriate in the circumstances, provided that:
- a) The hearing will be held in a timely manner within a timeline determined by the Appeal Manager
  - b) 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.
  - c) Copies of any written documents which the Parties wish to have the appeal panel consider will be provided to all Parties in advance of the hearing
  - d) The Parties may be accompanied by a representative, advisor, translator, transcription services, or legal counsel at their own expense
  - e) The appeal 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.
  - f) The appeal panel may exclude any evidence filed by the Parties that is unduly repetitious or otherwise an abuse of process. The appeal panel shall otherwise apply relevant and applicable evidentiary rules in relation to the admissibility and weight given to any evidence filed by the Parties
  - g) Nothing is admissible in evidence at a hearing that:



- h) would be inadmissible in a court by reason of any privilege under the law of evidence; or
- i) is inadmissible by any statute.
- j) Any Affected Party shall be permitted to make submissions and file evidence before the appeal panel. The appeal panel's decision is binding on any Affected Party
- k) The decision to uphold or reject the appeal will be by a majority vote of the appeal panel members, except in cases where the panel consists of a single member

1.7.4 In fulfilling its duties, the appeal panel may obtain independent advice.

## **1.8 Appeal Decision**

- 1.8.1 The appeal panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the appeal panel will have no greater authority than that of the original decision-maker. The appeal panel may decide to:
  - a) Reject the appeal and confirm the decision being appealed
  - b) Uphold the appeal, in whole or in part, and refer the matter back to the initial decision-maker for a new decision
  - c) Uphold the appeal, in whole or in part, and vary the decision
  - d) Determine whether costs of the appeal, excluding legal fees and legal disbursements of any Parties, may be assessed against any Party. In assessing costs, the appeal panel will take into account the nature and amount of the costs, the outcome of the appeal, the conduct of the Parties, and the Parties' respective financial resources
- 1.8.2 The appeal panel's written decision, with reasons, will be distributed to all Parties, the Appeal Manager, SSA and Canada Soccer, and Sask Sport. In extraordinary circumstances, the appeal panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter.
- 1.8.3 Subject to Section 1.8.5 below, unless the matter involves a Vulnerable Participant, Sask Sport shall publish the outcome of the appeal on their website. Publication shall be limited to, where applicable, the provision(s) of any relevant policies that have been violated, the name of the Respondent(s) involved, the sanction(s) or order imposed, if any. Additionally, where SSA acts as the Complainant under Section 1.8.8 of the Discipline and Complaints Policy and any decision issued pursuant to that Policy is appealed, only SSA, and not the original Complainant, shall be identified as an involved Individual. Identifying information regarding Minors or Vulnerable Participants will never be published by SSA.
- 1.8.4 If the appeal panel dismisses the appeal, the decision may only be published, as provided for in Section 1.8.3, with the Respondent's consent. If the Respondent does not provide such consent, the decision will be kept confidential by the Parties, the Appeal Manager, SSA and Canada Soccer, and shall be retained and discarded in accordance with the relevant and applicable privacy legislation. Failure to respect this provision may result in disciplinary action being taken pursuant to this Policy.



- 1.8.5 Sask Sport will publish the outcome of the case as provided for in Sections 1.8.3 or 1.8.4, as and when applicable, by placing the required information on its website and shall leave the information up for the longer of one (1) month or the duration of the sanction.
- 1.8.6 Other individuals or organizations, including but not limited to, other Member Organizations, shall be advised of the outcome of any decisions rendered in accordance with this Policy.
- 1.8.7 Any decision rendered pursuant to this Policy shall apply automatically to and must be respected by SSA and any Individuals involved.
- 1.8.8 Records of all decisions will be maintained by SSA and Canada Soccer in accordance with their respective privacy policies.
- 1.8.9 Any decision by SSA's appeal panel in relation to an appeal filed pursuant to this Appeal Policy shall be final and binding on the parties. The decision shall not be subject to any further appeal before the Sport Dispute Resolution Centre of Canada (SDRCC), unless the original Parties to the appeal seize the SDRCC on a fee-for-service basis.

## **1.9 Timelines**

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

## **1.10 Confidentiality**

- 1.10.1 The appeals process is confidential and involves only the Parties, the Appeal Manager, the appeal 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.
- 1.10.2 Any failure to respect the aforementioned confidentiality requirement may result in disciplinary action being taken against the Individual(s) in accordance with SSA's relevant and applicable policies.

## **1.11 Final and Binding**

- 1.11.1 No action or legal proceeding will be commenced against SSA or any Individuals in respect of a dispute, unless SSA has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents.

## **1.12 Privacy**

- 1.12.1 The collection, use and disclosure of any personal information pursuant to this Policy is subject to SSA's usual policies and practices regarding private and/or confidential information.
- 1.12.2 SSA or any of its delegates pursuant to this Policy (i.e., Appeal Manager, appeal panel) shall comply with SSA's usual policies and practices regarding private and/or confidential information in the performance of their services under this Policy.





## 2 Appendix A Definitions

- 2.0.1 *“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 under the Appeal Policy.
- 2.0.2 *“Appellant”* – the Party appealing a decision pursuant to the Appeal Policy.
- 2.0.3 *“Appeal Manager”* – an individual appointed by SSA to oversee the administration of the Appeal Policy. The Appeal Manager’s responsibilities shall include those as described in the Appeal Policy. The Appeal Manager shall be independent of SSA. Appeal Managers that satisfy the relevant requirements to perform such duties can be found on the Sask Sport website here.
- 2.0.4 *“Athlete”* – includes any Individual who is registered with SSA (either directly or indirectly through their club, national sport organization or other sport organization) for either recreational or competitive purposes.
- 2.0.5 *“Board”* – the Board of Directors of SSA.
- 2.0.6 *“Case Manager”* – an independent individual appointed by SSA to fulfill the responsibilities described in the Discipline and Complaints Policy. In order to be appointed as a Case Manager, the individual must have relevant experience and skills to manage complaints and perform their duties, either as a legal practitioner or sport administrator. Case management service providers that satisfy the relevant requirements to perform such duties can be found on the Sask Sport website here.
- 2.0.7 *“Club Licensing”* - Club Licensing system in accordance with Canada Soccer’s Rules and Regulations directives whose objectives are to safeguard the credibility and integrity of Club competitions, to improve the level of professionalism of soccer in Saskatchewan, to promote sporting values in accordance with the principles of fair play as well as safe and secure match environments, and to promote transparency in the finances, management and control of MO.
- 2.0.8 *“Complainant”* – the Party making a complaint pursuant to the Discipline and Complaints Policy and as referred to in the Investigations Policy.
- 2.0.9 *“Complaint Resolution Officer”* – an individual appointed by SSA to handle the duties of the Complaint Resolution Officer as described in the Discipline and Complaints Policy. Complaint Resolution Officers that satisfy the relevant requirements to perform such duties can be found on the Sask Sport website here.
- 2.0.10 *“CONCACAF”* - Confederation of North and Central American and Caribbean Associations of Football; and is a Confederation of the FIFA.
- 2.0.11 *“Conflict of Interest”* – Any situation in which a representative’s decision-making, which should always be in the best interests of SSA, is influenced or could be perceived to be influenced by personal, organizational, family, financial, business, or other private interests.



- 2.0.12 *"Consent"* - Consent is (a) informed (knowing), (b) voluntary (freely given), and (c) active (not passive). Consent must be demonstrated by clear words or actions, indicating that a person who is legally and functionally competent has indicated permission to engage in mutually agreed upon sexual activity.
- 2.0.13 *"Criminal Record Check (CRC)"* – a search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
- 2.0.14 *"Days"* – calendar days.
- 2.0.15 *"Director of Sanctions and Outcomes"* – the individual(s) responsible for overseeing the imposition of Provisional Measures, agreed outcomes, Sanctions and appearing before the Safeguarding Tribunal or the Appeal Tribunal in cases arising from a potential breach of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) (or other conduct rules, as applicable) within the jurisdiction of the Office of the Sport Integrity Commissioner (OSIC).
- 2.0.16 *"Discrimination"* – as defined in the UCCMS and as amended from time to time by the Sport Dispute Resolution Centre of Canada (SDRCC).
- 2.0.17 *"Enhanced Police Information Check (E-PIC)"* – a Criminal Record Check plus a search of local police information, available from Sterling Backcheck.
- 2.0.18 *"Event"* – an event sanctioned by SSA, and which may include a social Event.
- 2.0.19 *"FIFA"* - Fédération Internationale de Football Association, which is the Governing Organization of soccer in the world.
- 2.0.20 *"Governing Body"* - The organization that has the authority to manage a judicial process as per the policies of the governing body. Governing body may refer to Canada Soccer, SSA, or Member Organizations, clubs/zones or entities that are members of SSA.
- 2.0.21 *"Harassment"* – a vexatious comment (or comments) or conduct against an Individual or group, irrespective of whether the comment or conduct occurs in person or via any other media, including social media, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
  - a) Written or verbal abuse, threats, or outbursts;
  - b) Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
  - c) 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;
  - d) Leering or other suggestive or obscene gestures;
  - e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - f) Practical jokes which endanger a person's safety, or which may negatively affect performance;



- g) Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity, which does not contribute to any Individual's positive development, but is required to be accepted as part of a team or group, regardless of the 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;
  - h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
  - i) Deliberately excluding or socially isolating a person from a group or team;
  - j) Persistent sexual flirtations, advances, requests, or invitations;
  - k) Physical or sexual assault;
  - l) 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
  - m) Retaliation or threats of retaliation against a person who Reports harassment to SSA.
- 2.0.22 *"Independent Third Party"* – the independent organization or individual(s) retained by Sask Sport to receive complaints and to fulfill the responsibilities outlined in the Discipline and Complaints Policy, Investigation Policy and Appeal Policy, as applicable.
- 2.0.23 *"Individuals"* – refers to all categories of members in the Bylaws of SSA including, without limitation, Life Members, Participant Members and Organizer Members, as well as all people employed by, contracted by, or engaged in activities with SSA including, but not limited to, employees, contractors, Athletes, Team Personnel, officials, volunteers, managers, administrators, parents or guardians, spectators, committee members, directors or officers.
- 2.0.24 *"Maltreatment"* – as defined in the UCCMS, and as amended from time to time by the SDRCC.
- 2.0.25 *"Match Official/Referee"* – Individuals who perform as referees, assistant referees, 4th officials, referee administrators, referee assignors, referee supervisors, referee mentors, referee leads, referee instructors and referee assessors during sanctioned soccer activities.
- 2.0.26 *"Member Organizations"* (MO) – Regular Members and Associate Members, as defined in the SSA Bylaws.
- 2.0.27 *"Minor"* – any Individual who is under the age of 18. Adult Individuals are responsible for knowing the age of a Minor.
- 2.0.28 *"Non-Pecuniary Interest"* - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.




- 2.0.29 *“Organizer”* – Anyone performing an activity connected with soccer at a Member Organization or entity, regardless of title, type of activity (administrative, sporting or any other) and duration of the activity. Includes all directors, officers, committee members, coaches, trainers, match officials, diversity officers, persons in charge of safety, and any other person responsible for technical, medical and/or administrative matters, members, clubs or leagues, as well as all other persons obliged to comply with SSA and Canada Soccer by-laws regardless of whether they are paid or volunteers.
- 2.0.30 *“OSIC”* – the Office of the Sport Integrity Commissioner, which is an independent division of the SDRCC, which comprises the functions of the Sport Integrity Commissioner.
- 2.0.31 *“Parties”* – in the context of a complaint under the Discipline and Complaints Policy, the Complainant and Respondent; in the context of an appeal under the Appeal Policy, the Appellant, Respondent and Affected Party (or Parties).
- 2.0.32 *“Pecuniary Interest”* – An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
- 2.0.33 *“Person in Authority”* – any Individual who holds a position of authority within SSA, including, but not limited to, coaches, officials, managers, support personnel, chaperones, committee members, directors or officers. In addition to the responsibilities described for Individuals in the Code of Conduct and Ethics, a Person in Authority shall be responsible for knowing what constitutes Maltreatment and Prohibited Behaviour.
- 2.0.34 *“Provisional Suspension”* – means that the Individual is barred temporarily from participating in any capacity in any Event or activity of SSA (or, as applicable, SSA’s Member Organizations), or as otherwise decided pursuant to the Discipline and Complaint Policy, prior to the decision rendered in a hearing conducted pursuant to the Discipline and Complaints Policy.
- 2.0.35 *“Power Imbalance”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 2.0.36 *“Prohibited Behaviour”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 2.0.37 *“Prohibited Method”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 2.0.38 *“Prohibited Substance”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 2.0.39 *“Reporting (or Report)”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 2.0.40 *“Respondent”* – the Party responding to a complaint or investigation; or, in the case of an appeal, the body or organization whose decision is being appealed, or the Individual who was the subject of a decision that is being appealed.



- 2.0.41 *“Personal Information”* – Any information about an individual that relates to the person’s personal characteristics including, but not limited to: sex, gender, age, income, home address, phone number, ethnic background, family status, health history, and health conditions, athletic testing and results and email
- 2.0.42 *“PIPEDA”* - The Personal Information Protection and Electronic Documents Act (PIPEDA) sets out ground rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities
- 2.0.43 *“PSO Safe Sport Liaison”* - Each PSO will identify at least one designated individual who is responsible for acting as a representative of their organization and lead point of contact for any safe sport or dispute resolution matters. This includes, but is not limited to; 1) working directly with the Independent Third Party to select Complaint Resolution Officers, Case Managers and Appeal Managers from approved listing (on Sask Sport website), 2) ensuring major and minor sanctions are enforced, 3) ensuring mediation agreements are approved by PSO/club and upheld, 4) long-term suspensions (1 year or longer) are reported to Sask Sport, 5) screening requirements and educational/training requirements are enforced. Safe Sport Liaisons must have knowledge and experience in board governance and must have completed the Governance Essentials e-learning course offered by the Canadian Centre for Ethics in Sport.
- 2.0.44 *“Sask Cup”* – The suite of championships offered by the Saskatchewan Soccer Association
- 2.0.45 *“SSA”* – Saskatchewan Soccer Association.
- 2.0.46 *“Sexual Harassment”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 2.0.47 *“Social media”* – the catch-all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, TikTok, and Twitter.
- 2.0.48 *“SDRCC”* – the Sport Dispute Resolution Centre of Canada.
- 2.0.49 *“Tampering”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 2.0.50 *“Team Personnel”* - All supervisory team personnel including but not limited to coaches, assistant coaches, managers, trainers and other medical staff, and gender representative personnel or anyone that wishes to have access to the field of play.
- 2.0.51 *“UCCMS”* – the Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time by the SDRCC.
- 2.0.52 *“UCCMS Participant”* - an Individual affiliated with Canada Soccer, and who has signed the required UCCMS Participant consent form.
- 2.0.53 *“Vulnerable Participant”* – as defined in the UCCMS and as amended from time to time by the SDRCC.



- 2.0.54 “*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.
- 2.0.55 “*Workplace*” – any place where events, business or work-related activities are conducted. Workplaces include but are not limited to, the office or facilities of SSA, work-related social functions, work assignments outside offices, work-related travel, the training, and competition environment (wherever located), and work-related conferences or training sessions.
- 2.0.56 “*Workplace Harassment*” – vexatious comment(s) 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:
- a) Bullying;
  - b) Workplace pranks, vandalism, bullying or hazing;
  - c) Repeated offensive or intimidating phone calls, text messages or emails;
  - d) Inappropriate sexual touching, advances, suggestions or requests;
  - e) Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
  - f) Psychological abuse;
  - g) Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
  - h) Deliberately withholding information that would enable a person to do his or her job, perform or train;
  - i) Sabotaging someone else’s work or performance;
  - j) Gossiping or spreading malicious rumours;
  - k) Intimidating words or conduct (offensive jokes or innuendos); and
  - l) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
- 2.0.57 “*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:
- a) Verbal or written threats to attack;
  - b) Sending or leaving threatening notes, text messages or emails;
  - c) Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
  - d) Wielding a weapon in a Workplace;

- e) Hitting, pinching or unwanted touching which is not accidental;
- f) Dangerous or threatening horseplay;
- g) Physical restraint or confinement;
- h) Blatant or intentional disregard for the safety or wellbeing of others;
- i) Blocking normal movement or physical interference, with or without the use of equipment;
- j) Sexual violence; and
- k) Any attempt to engage in the type of conduct outlined above.