



SAFE SPORT POLICIES

Alberta Federation of Shooting Sports

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ALBERTA FEDERATION OF SHOOTING SPORTS
11759 Groat Road, Edmonton AB T5M 3K6

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Alberta Federation of Shooting Sports Statement on Safe Sport

The Alberta Federation of Shooting Sports (the “AFSS”) has a fundamental obligation and responsibility to act accordingly to protect the health, safety and physical and mental well-being of every individual that is involved in the Alberta sport shooting community.

The AFSS takes situations involving misconduct or maltreatment very seriously. For this reason, the AFSS is committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

The AFSS’s policies are intended to promote a Safe Sport environment in a manner that allows for consistent, immediate, appropriate, and meaningful action should any issues arise. They are also intended to prevent issues from arising in the first place by communicating expected standards of behaviour.

Furthermore, the AFSS has adopted the *Universal Code of Conduct to Prevent and Address Maltreatment in Sport*, as amended from time to time.

Should any Organizational Participants wish to report an incident or concern about misconduct or maltreatment involving anyone associated with the AFSS, including but not limited to Athletes, coaches, officials, volunteers, and parents/guardians of Athletes, they may do so directly to the AFSS, which will then determine the appropriate forum and manner to address the complaint.

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

- a) All participants in sport can expect to play, practice, and compete, work, and interact in an environment free from Maltreatment.
- b) Addressing the causes and consequences of Maltreatment is a collective responsibility and requires the deliberate efforts of all participants, broader sport community, sport club administrators and organization leaders.
- c) Participants in positions of trust and authority have the general responsibility to protect the health and well-being of all other participants.
- d) Adult participants have a specific ethical and statutory duty and the additional responsibility to respond to incidents of Maltreatment involving Minors and other vulnerable participants.
- e) All participants recognize that Maltreatment can occur regardless of age, sex, sexual orientation, gender identity or expression, race, ethnicity, Indigenous status, or level of physical and intellectual disability and their intersections. Moreover, it is recognized that those from traditionally marginalized groups have increased vulnerability to experiences of Maltreatment.

- f) All participants recognize that individuals who have experienced Maltreatment may experience a range of effects that may emerge at different time points and that can profoundly affect their lives.
- g) All adults working with children and youth have a duty to prevent or mitigate opportunities for misconduct.
- h) Individuals affiliated with the AFSS will complete appropriate mandatory training on preventing and addressing harassment and abuse.
- i) In recognition of the historic vulnerability to discrimination and violence amongst some groups, which persists today, participants in positions of trust and authority have a duty to incorporate strategies to recognize systemic bias, unconscious bias, and to respond quickly and effectively to discriminatory practices.

Definitions

Terms in the Safe Sport Policy Suite are defined as follows:

- a) **Abuse Free Sport** – Program created by the SDRCC in accordance with its mandate to establish an independent safe sport mechanism to implement the UCCMS.
- b) **Abuse-Free Sport Participant** – an individual affiliated with a Signatory as designated by a Signatory and who has signed the required consent form. Abuse-Free Sport Participants may include an Athlete, a coach, an official, an Athlete Support Personnel, an employee, a contractual Worker, an administrator, or a volunteer acting on behalf of, or representing a Signatory in any capacity.
- c) **Abuse-Free Sport Participant Consent Form** - Consent terms and conditions regarding the administration and enforcement of the UCCMS for Abuse-Free Sport Participants as provided under Abuse-Free Sport, in force at any time (including without limitation, pursuant to consent provided during a previously signed agreement between the Signatory and the SDRCC for the services of the OSIC/AFS).
- d) **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.
- e) **Appeal Manager** – an individual, who may be any staff member, committee member, volunteer, director, or an Independent Third Party, who is appointed to oversee the *Appeal Policy*. The Appeal Manager will have responsibilities that include using decision making authority empowered by the *Appeal Policy*.
- f) **Appellant** – the party appealing a decision.
- g) **Athlete** – an individual who is an athlete participant in the AFSS who is subject to the policies of the AFSS and to the *Code of Conduct and Ethics*
- h) **Athlete Support Personnel** - any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent, or any other person working with, treating, or assisting an Athlete participating in or preparing for sports competition.
- i) **Bullying** – offensive behaviour and/or abusive treatment of an Organizational Participant that typically, but not always, involves an abuse of power.
- j) **Canadian Anti-Doping Program (CADP)** – The CADP is a set of rules that govern doping control in Canada. The CADP can be viewed [here](#). The 2021 CADP came into effect on January 1, 2021.
- k) **Canadian Centre for Ethics in Sport (CCES)** – The CCES is an independent, national, not-for-profit organization responsible for administering Canada’s Anti-Doping

Program and the World Anti-Doping Code in Canada.

- l) **Commercial Activity** – any particular transaction, act or conduct that is of a commercial character.
- m) **Complainant** – an individual who makes a report of an incident, or a suspected incident, of alleged Maltreatment, Prohibited Behaviour or other misconduct that may be a violation of the standards described in The AFSS’s policies, by-laws, rules or regulations, or the UCCMS.
- n) **Concussion** - A brain injury that can result in an alteration in thinking and behaviour as a result of a physical impact to the head, neck, face or body.
- o) **Criminal Record Check (CRC)** – a search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
- p) **Days** – calendar days¹
- q) **Director of Sanctions and Outcomes (DSO)** – function of Abuse-Free Sport, including the DSO, Deputy Director of Sanctions and Outcomes (DDSO), and their delegates, reporting to the Maltreatment in Sport Sanctions Council (MSSC), that is responsible for making decisions regarding provisional measures and violations of the UCCMS, imposing sanctions where relevant, appearing before the Safeguarding Tribunal and the Appeal Tribunal under Abuse-Free Sport when decisions are challenged, and reviewing and approving mediated outcomes to ensure that they align with the objectives of the Abuse-Free Sport program
- r) **Diversity** – the presence and integration of a variety of individuals with different personal characteristics, particularly Under-Represented Groups, in a group or organization
- s) **Enhanced Police Information Check (E-PIC)** – a Criminal Record Check plus a search of Local Police Information
- t) **Equity** – fairness afforded to individuals with diverse personal characteristics regardless of those characteristics.

¹ For the purpose of calculating deadlines, the following shall apply: the day of the act is not included in the calculation (i.e., the date of receipt of a decision is not Day 1); instead, the deadline would start on the day following receipt of the decision and would expire at midnight (in the location of the individual seeking to file an appeal) on the last day of the period. If the end date is a Saturday, a Sunday or a legal holiday, the period runs until the next day that is not a Saturday, a Sunday or a legal holiday. For example, if an individual receives a decision on Thursday December 17, 2020, the 14-day deadline to appeal this decision starts on Friday December 18, 2020 and would expire on Friday January 1, 2021. However, since January 1, 2021, is a legal holiday, January 2, 2021 is a Saturday, and January 3, 2021 is a Sunday, the deadline to appeal would expire at midnight (in the location of the individual seeking to file an appeal) on January 4, 2021.

- u) **Event** – an event sanctioned by the AFSS or a Provincial Association, and which may include a social Event.
- v) **External Discipline Panel** – a panel of one or three people who are appointed by the Independent Third Party to decide on complaints that are assessed under Process #2 of the Discipline and Complaints Policy.
- w) **Harass or Harassment** – a course of vexatious comments or conduct against an Organizational Participant or group, which is known or ought reasonably to be known to be unwelcome. Harassing behaviours may also be Maltreatment. Types of behaviour that constitute harassment include, but are not limited to:
 - i. written or verbal abuse, threats, or outbursts;
 - ii. the display of visual material which is offensive or which one ought to know is offensive;
 - iii. unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iv. leering or other suggestive or obscene gestures;
 - v. condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
 - vii. any form of hazing;
 - viii. unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. unwelcome sexual flirtations, advances, requests, or invitations;
 - x. physical or sexual assault;
 - xi. behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment; and/or
 - xii. retaliation or threats of retaliation against an individual who reports harassment.
- x) **Inclusion** – acceptance of individuals with diverse personal characteristics into a group or organization regardless of those characteristics
- y) **Independent Third Party** – the individual or entity retained by the AFSS to receive reports and complaints, and to fulfill the responsibilities outlined in the *Discipline and*

Complaints Policy, Investigations Policy and Appeal Policy, as applicable. This individual or entity must not be in a real or perceived conflict of interest or have a direct relationship with any of the Parties.

- z) **Internal Discipline Chair** – an individual appointed by the AFSS or the Independent Third Party to decide on complaints that are assessed under Process #1 of the Discipline and Complaints Policy. The Internal Discipline Chair may be a director, head coach, staff member, or other individual affiliated with the AFSS but must not be in a conflict of interest or have a direct relationship with any of the Parties.
- aa) **Interpersonal Communication** - Communication that occurs between two or more Participants within a communication medium.
- bb) **IP Address** – a numerical label that is assigned to electronic devices participating in a computer network that uses internet protocol for communication between devices
- cc) **Local Police Information (LPI)** – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought
- dd) **Maltreatment** – as defined in the *UCCMS*
- ee) **Member** – refers to the Provincial Associations that are admitted as Members of the AFSS per their By-laws.
- ff) **Minor** – as defined in the *UCCMS*
- gg) **Minor Athlete(s)** – an individual who is an Athlete Participant in the AFSS who is subject to the policies of the AFSS and to this *Code* who is under the age of 21 years old
- hh) **Office of the Sport Integrity Commissioner (OSIC)** – functionally independent division of the SDRCC responsible for administering the *UCCMS* for purposes of the Abuse-Free Sport program, which specific responsibilities include (i) administering the Complaint Management and the Sport Environment Assessment processes; (ii) maintaining the Registry; (iii) monitoring organizational compliance by Abuse-Free Sport Signatories and issuing reports as required, and (iv) acting as the central hub for Abuse-Free Sport. This definition shall take into account the transfer of OSIC/AFS outside the structure of the SDRCC, once the transfer becomes effective
- ii) **Organization** – the AFSS
- jj) **Organizational Participant(s)** – refers to all categories of individual members and/or registrants defined in the by-laws of the AFSS who are subject to the policies, rules and regulations of the AFSS, as well as all persons employed by, contracted by, or engaged in activities with, the AFSS including, but not limited to, employees, contractors,

Athletes, coaches, instructors, officials, volunteers, judges, Athlete Support Personnel, managers, administrators, parents or guardians, spectators, committee members, or directors and officers

- kk) **Party or Parties** – the individual(s) or entities involved in a dispute
- ll) **Person in Authority** – any Organizational Participant who holds a position of authority within the Organization including, but not limited to, coaches, instructors, officials, managers, Athlete Support Personnel, chaperones, committee members, or directors and officers
- mm) **Personal Information** – any information about an individual that relates to the person’s personal characteristics including, but not limited to gender, age, income, home address or phone number, ethnic background, family status, health history, and health conditions
- nn) **Power Imbalance** – as defined in the UCCMS
- oo) **Prohibited Behaviour** – as defined in the UCCMS
- pp) **Provisional Suspension** – means that the Organizational Participant is barred temporarily from participating in in any capacity in any Event or activity of the AFSS and its Provincial Associations, or as otherwise decided pursuant to the *Discipline and Complaint Policy*, prior to the decision rendered in a hearing conducted pursuant to that policy.
- qq) **Public Communication** – Communication that is or was posted publicly, such as on a Participant’s social media platform
- rr) **Representatives** – members, directors, officers, committee members, employees, athletes, coaches, officials, sport assistants, managers, trainers, volunteers, administrators, contractors, and participants within the AFSS
- ss) **Respondent** – the Party responding to the complaint or an appeal, as applicable
- tt) **Responsible Coaching Movement** – A call to action for sport organizations, parents, and coaches to enact responsible coaching across Canada – on and off the field (<https://coach.ca/responsible-coaching-movement>)
- uu) **SDRCC** - Sport Dispute Resolution Centre of Canada
- vv) **Signatory** – UCCMS Adopting Organizations (as defined in the UCCMS), that have retained the services of the Abuse-Free Sport program for the administration and enforcement of the UCCMS, pursuant to an agreement in effect with the SDRCC or its designate

- ww) **Social Media** – the catch-all term that is applied broadly to new computer-mediated communication media such as, but not limited to, blogs, YouTube, Facebook, Instagram, Threads, Tumblr, Tik Tok, Snapchat, Reddit, and Twitter/X
- xx) **Sport-Related Concussion (“SRC”)** – a sport-related concussion is a traumatic brain injury induced by biomechanical forces. Several common features that may be used to define the nature of a SRC may include:
 - i. caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head;
 - ii. typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over several minutes to hours;
 - iii. may result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality may be visibly apparent; or
 - iv. results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.
- yy) **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
- zz) **UCCMS** - *Universal Code of Conduct to prevent and address Maltreatment in Sport*, as amended from time to time by the relevant functions of Abuse-Free Sport
- aaa) **Under-Represented Groups** – includes women, individuals who identify as Black, Indigenous, or people of colour (BIPOC), children in low-income families, seniors, people with disabilities, newcomers to Canada, and members of the LGBTQ community
- bbb) **Vulnerable Participant** or **Vulnerable Organizational Participant** – as defined in the UCCMS
- ccc) **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
- ddd) **Worker** – any person who performs work for the AFSS including employees, managers, supervisors, temporary Workers, volunteers, student volunteers, part-time Workers, the Board of Directors, and independent contractor

- eee) **Workplace** – any place where business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions
- fff) **Workplace Harassment** – a course of vexatious comment or conduct against an Organizational Participant 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
- ggg) **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
- hhh) **World Anti-Doping Agency (WADA)** – an independent, international, not-for-profit organization responsible for administering the World Anti-Doping Code and the promotion of clean sport internationally
- iii) **World Anti-Doping Code (WADC)** – set of rules that govern doping control internationally. The full policy can be viewed [here](#).

Code of Conduct and Ethics

*The AFSS has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time, (provided as **Appendix A**) which shall be incorporated into Code of Conduct and Ethics (the “Code”) by reference as if set out in full herein.*

Any modifications or amendments made to the UCCMS by the relevant functions of Abuse-Free Sport shall come into effect immediately upon their adoption and automatically without the need for any further action by the AFSS.

*It is important to note that the Code applies to all Organizational Participants **but not all Organizational Participants are Abuse-Free Sport Participants** and subject to the OSIC Process under Abuse-Free Sport.*

Purpose

1. The purpose of the *Code* is to ensure a safe and positive environment within the programs, business, activities, and events of the AFSS by making all Organizational Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with the AFSS’s core values, mission, and policies.
2. The AFSS and its Organizational Participants support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.

Application - General

3. The *Code* applies to any Organizational Participant’s conduct during the programs, business, activities, and events of the AFSS and its Members and/or Provincial Associations, including, but not limited to competitions, practices, evaluations, treatment, or consultations (i.e., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings.
4. The *Code* also applies to Organizational Participants’ conduct outside of the programs, business, activities, and events of the AFSS when such conduct adversely affects the AFSS’s relationships (and the work and sport environment) or is detrimental to the image and reputation of the AFSS. Such applicability will be determined by the AFSS at its sole discretion.
5. In addition, this Policy will apply to *Code* breaches that occur when the Organizational Participants involved interact due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Organizational Participant(s).

6. The *Code* applies to Organizational Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of the *Code* occurred when the Organizational Participants were active in the sport.

Prohibited Behaviours

7. All Organizational Participants must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by the UCCMS and the *Code*.
8. Organizational Participants are responsible for knowing what actions or behaviours constitute Prohibited Behaviours and Maltreatment.
9. Prohibited Behaviours under the UCCMS include, but are not limited to:
 - a) Physical Maltreatment
 - b) Psychological Maltreatment
 - c) Neglect
 - d) Sexual Maltreatment
 - e) Grooming
 - f) Boundary Transgressions
 - g) Discrimination
 - h) Subjecting to the Risk of Maltreatment
 - i) Failing to Report
 - j) Aiding and Abetting
 - k) Retaliation
 - l) Interference with or Manipulation of Process
 - m) False Reports

In addition to the Prohibited Behaviours as defined by the UCCMS, this *Code* sets out other expected standards of behaviour and conduct for all Organizational Participants, and any failure to respect these expected standards of behaviour by an Organizational Participants may constitute a breach of the *Code*. In addition, the following behaviours also constitute breaches of the *Code*:

- a) Bullying
- b) Harassment
- c) Workplace Harassment
- d) Workplace Violence

Responsibilities of all Organizational Participants

10. All Organizational Participants have a responsibility to:
 - a) refrain from any behaviour that constitutes Maltreatment and Prohibited Behaviour under the *Code*, the UCCMS and other conduct policies established by the AFSS;
 - b) maintain and enhance the dignity and self-esteem of other Organizational Participants by:

- i. treating each other with the highest standards of respect and integrity;
 - ii. focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other Organizational Participants;
 - iii. consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - iv. consistently treating individuals fairly and reasonably; and
 - v. ensuring adherence to the rules of the sport and the spirit of those rules.
- c) refrain from the use of power or authority to coerce another person to engage in inappropriate activities;
 - d) refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or Events of the AFSS;
 - e) in the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or Event;
 - f) in the case of individuals who are not Minors, not consume cannabis in the Workplace or in any situation associated with the Events of the AFSS (subject to protections under applicable human rights legislation), not consume alcohol during training, competitions, or in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations;
 - g) when driving a vehicle:
 - i. have a valid driver's license;
 - ii. obey traffic laws;
 - iii. not be under the influence of alcohol or illegal drugs or substances;
 - iv. have valid car insurance; and
 - v. refrain from engaging in any activity that would constitute distracted driving.
 - h) respect the property of others and not wilfully cause damage;
 - i) promote sport in the most constructive and positive manner possible;
 - j) refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a competition, or para-classification and/or not offer, receive or refrain

from offering or receiving any benefit which is intended to manipulate the outcome of a competition. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages;

- k) adhere to all applicable federal, provincial/territorial, municipal and host country laws; and
- l) comply, at all times, with the By-laws, policies, procedures, and rules and regulations of the AFSS, its Provincial Associations and those of any other sport organization with authority over the Organizational Participants, as applicable and as adopted and amended from time to time.

Directors, Committee Members, and Employees

11. In addition to section 10 (above), Directors, Committee Members, and employees of the AFSS have additional responsibilities to:
- a) function primarily as a Director, committee member or staff member of the AFSS (as applicable) and ensure to prioritize their loyalty to the AFSS (and not to any other organization or group) while acting in this role). Certain obligations of Directors, such as confidentiality, continue after the end of a director's or committee member's term;
 - b) act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of an Organizational Participant's confidence;
 - c) ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities;
 - d) comply with their obligations under the Screening Policy, including understanding ongoing expectations under the Screening Policy and fully cooperating in the screening process;
 - e) conduct themselves openly, professionally, lawfully and in good faith;
 - f) be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism influence their decision-making on behalf of the AFSS;
 - g) exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws;
 - h) maintain required confidentiality of organizational information;

- i) commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings; and
- j) have a thorough knowledge and understanding of all governance documents.

Athlete Support Personnel

- 12. In addition to section 10 (above), Athlete Support Personnel have additional responsibilities. Athlete Support Personnel must understand and respect the inherent Power Imbalance that exists in this relationship and must not abuse it, either consciously or unconsciously.
- 13. Athlete Support Personnel will:
 - a) avoid any behaviour that abuses the Power Imbalance inherent in the coaching position of the Athlete Support Personnel;
 - b) ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes;
 - c) prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm Athletes;
 - d) 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;
 - e) support the Athlete Support Personnel of a training camp, provincial/territorial team, or national team should an Athlete qualify for participation with one of these programs;
 - f) comply with all established responsibilities and obligations as set out by the Athlete Support Personnel's professional governing association or order, if any;
 - g) accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate;
 - h) provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete;
 - i) act in the best interest of the Athlete's development as a whole person;
 - j) comply with their obligations under the Screening Policy, including understanding ongoing expectations under this policy and fully cooperating in the screening process;

- k) under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, Minor Athletes, alcohol, cannabis, and/or tobacco;
- l) respect competitor Athletes and, in dealings with them, not encroach upon topics or take actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes;
- m) when a Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age;
- n) disclose to the AFSS or the Provincial Association (as applicable) any sexual or intimate relationship with an Athlete over the age of majority and, if requested by the AFSS, immediately discontinue any coaching involvement with that Athlete;
- o) avoid compromising the present and future health of Athletes by communicating and cooperating with sport science and sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments, including when discussing optimal nutritional strategies or weight control methods for junior-aged Athletes and above (21 + years of age). Dieting and other weight control methods are not permitted for Athletes 21 years of age and younger;
- p) recognize the power inherent in the position of Athlete Support Personnel and respect and promote the rights of all Organizational Participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of Organizational Participants who are in a vulnerable or dependent position and less able to protect their own rights; and
- q) dress professionally and use appropriate language, considering the audience being addressed (e.g., the age/maturity of the individuals).

Athletes

14. In addition to section 10 (above), Athletes will have additional responsibilities to:
- a) follow their athlete agreement (if applicable);
 - b) report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete;
 - c) participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations;

- d) properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason;
- e) adhere to any rules and requirements regarding clothing, professionalism, and equipment; and
- f) act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by Athlete Support Personnel.

Officials

15. In addition to section 10 (above), officials will have additional responsibilities to:

- a) maintain and update their knowledge of the rules and rules changes;
- b) not publicly criticize other Organizational Participants;
- c) adhere, at all times, to the rules of their international federation and any other sporting organization that has relevant and applicable authority;
- d) place the safety and welfare of competitors, and the fairness of the competition above all else;
- e) strive to provide a fair sporting environment and, at no time, engage in Maltreatment or Prohibited Behaviour toward any person on the field of play;
- f) respect the terms of any agreement that they enter with the AFSS;
- g) work within the boundaries of their position's description while supporting the work of other officials;
- h) act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations;
- i) take ownership of actions and decisions made while officiating;
- j) respect the rights, dignity, and worth of all Organizational Participants;
- k) act openly, impartially, professionally, lawfully, and in good faith;
- l) be fair, equitable, considerate, independent, honest, and impartial in all dealings with others;
- m) respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Organizational Participants;

- n) comply with their obligations under the Screening Policy, including understanding ongoing expectations under this policy and fully cooperating in the screening process;
- o) honour all assignments, unless unable to do so by virtue of illness or personal emergency and, in these cases, inform a supervisor or the AFSS at the earliest possible time;
- p) when writing reports, set out the facts to the best of their knowledge and recollection; and
- q) dress in proper attire for officiating.

Parents/Guardians and Spectators

16. In addition to section 10 (above), parents/guardians and spectators at Events will:
- a) encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence;
 - b) condemn the use of violence in any form;
 - c) never ridicule an Organizational Participant for making a mistake during a competition or practice;
 - d) respect the decisions and judgments of officials and encourage Athletes to do the same;
 - e) support all efforts to remove verbal and physical abuse, coercion, intimidation, and excessive sarcasm;
 - f) respect and show appreciation to all competitors, and to coaches, officials and other volunteers;
 - g) never harass Organizational Participants, competitors, coaches, officials, parents/guardians, or other spectators; and
 - h) never encourage, aid, covert up or assist an Athlete in cheating through doping, competition manipulation or other cheating behaviors.

Provincial Associations

17. Provincial Associations must:
- a) adhere to all AFSS governing documents and, where necessary, amend their own rules to comply or align with those of the AFSS;

- b) pay all required dues and fees by the prescribed deadlines;
- c) ensure that all Athletes and coaches participating in sanctioned competitions and events of the AFSS are registered and in good standing;
- d) appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment;
- e) ensure that any possible or actual misconduct is investigated promptly and thoroughly;
- f) impose appropriate disciplinary or corrective measures when misconduct has been substantiated;
- g) advise the AFSS immediately of any situation where a complainant has publicized a complaint in the media (including social media);
- h) provide the AFSS with a copy of all decisions rendered pursuant to the Organization's policies for complaints and appeals;
- i) implement any decisions and disciplinary sanctions imposed pursuant to the AFSS's discipline process;

Anti-Doping²

18. The AFSS and its Provincial Associations adopts and adheres to the Canadian Anti-Doping Program. The AFSS and its Provincial Associations will respect any sanction imposed on an individual as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.
19. All Organizational Participants shall:
 - a) abstain from the non-medical use of medications or drugs or the Use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force;
 - b) refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an Anti-Doping Rule violation and is serving a period of Ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules;

² Any capitalized terms used in this Anti-Doping section shall, unless the context requires otherwise, have the meanings ascribed to them in the Definitions section of the Canadian Anti-Doping Program.

- c) cooperate with any Anti-Doping Sport Organization that is investigating any anti-doping rule violation(s);
- d) refrain from any offensive conduct toward a Doping Control official or other individual involved in Doping Control, whether such conduct constitutes tampering as defined in the Canadian Anti-Doping Program; and
- e) all Athlete Support Personnel or other Persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to Athletes that fall under the AFSS's jurisdiction.

Retaliation, Retribution or Reprisal

- 20. It is a breach of this Code for any Organizational Participant to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that Organizational Participant from filing, in good faith, a complaint pursuant to any AFSS policy.
- 21. It is also a breach of the Code for an Organizational Participant to file a complaint for the purpose of retaliation, retribution, or reprisal against any other Organizational Participant. Any Organizational Participant found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

Privacy

- 22. The collection, use and disclosure of any personal information pursuant to this policy is subject to the AFSS's *Privacy Policy*.

Appendix A – UCCMS

The UCCMS, amended from time to time, is available [here](#).

Athlete Protection Policy

Purpose

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

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

2. The AFSS requires that the ‘Rule of Two’ be followed for all Persons in Authority who interact with Athletes, to the maximum extent feasible. 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.
3. The AFSS 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) To the maximum extent possible, the training environment should be visible and accessible so that all interactions between Persons in Authority and Athletes are observable.
 - b) Private and one-on-one situations that are not observable by another adult or Athlete should be avoided to the maximum extent possible.
 - c) A Vulnerable Organizational Participant may not be alone under the supervision of a Person in Authority unless prior written permission is obtained from the Vulnerable Organizational Participant’s parent or guardian.
 - d) Persons in Authority may not invite or host Vulnerable Organizational Participants in their home without the written permission from parents or guardians or without parents or guardians having contemporaneous knowledge of the visit.

Competitions, Training Sessions, and Practices

4. For competitions, training sessions and practices, the AFSS recommends:
 - a) A Person in Authority should never be alone with a Vulnerable Organizational Participant prior to or following a competition or training session unless the Person in Authority is the Vulnerable Organizational Participant’s parent or guardian.
 - b) If the Vulnerable Organizational Participant is the first Athlete to arrive, the Athlete’s parent(s) and/or guardian(s) should remain until another Athlete or Person in Authority arrives.

- c) If a Vulnerable Organizational Participant would potentially be alone with a Person in Authority following a competition or training session, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Organizational Participant, should be present to avoid the Person in Authority being alone with a Vulnerable Organizational Participant.
- 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) Persons in Authority and Athletes should take 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 Organizational Participants for a lengthy period must inform another Person in Authority where they are going and when they expect to return. Persons in Authority should always be reachable by phone or text message.

Communications

- 5. For communication between Persons in Authority and Athletes, the AFSS recommends:
 - a) 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.
 - b) Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such personal communication is unavoidable, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian (when the Athlete is a Vulnerable Organizational Participant).
 - c) Parents/guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or may request that certain information about their child not be distributed in any form of electronic communication.
 - d) All communication between a Person in Authority and Athletes must be accessible 24 hours, unless extenuating circumstances justify otherwise.
 - e) Communication concerning drugs or alcohol use (unless regarding its prohibition) is not permitted.

- f) No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium.
- g) Persons in Authority are not permitted to ask Athletes to keep a personal secret for them.

Travel

- 6. For travel involving Persons in Authority and Athletes, the AFSS recommends:
 - a) Teams or groups of Athlete 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) If two Persons in Authority cannot be present, reasonable efforts should be made to supplement supervision with screened parents or other volunteers.
 - d) To the maximum extent possible, 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 hotel room or be alone with an Athlete unless the Person in Authority is the Athlete's parent/guardian or spouse.
 - 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 must be age-appropriate and of the same gender identity.

Locker Rooms/Changing Areas

- 7. For locker rooms, changing areas and other closed meeting spaces, the AFSS 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.

Photography/Video

8. For all photography and video of an Athlete, the AFSS 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.
 - b) The use of recording devices in areas where there is a reasonable expectation of privacy is strictly prohibited.
 - c) Examples of photos that shall be edited or deleted include:
 - i. images with misplaced apparel or where undergarments are showing;
 - ii. suggestive or provocative poses; and
 - iii. embarrassing images.
 - d) If any content featuring an Athlete will be used on any form of public media, a Photo and Video Consent Form (**Appendix A**) must be completed before the content is recorded.

Physical Contact

9. Some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill, or tending to an injury. For physical contact, The AFSS recommends:
 - a) A Person in Authority must always request permission to make physical contact from the Athlete in advance and clearly explain where and why the physical contact will occur. The Person in Authority must make clear that they are requesting to touch the Athlete and not requiring physical contact.
 - b) Infrequent, incidental physical contact during a training session is not considered a violation of policy.
 - c) Non-essential physical contact may not be initiated by the Person of Authority. It is recognized that some Athletes may initiate non-essential physical contact such as hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance). This physical contact should always occur in an open and observable environment.

Enforcement

10. Any alleged violations of this *Athlete Protection Policy* shall be addressed pursuant to the *Discipline and Complaints Policy*.

Appendix A – Photo and Video Consent Form

Name of Organizational Participant (print): _____

Name of Parent/Guardian (print): _____

(When the Organizational Participant is a Minor)

Date: _____

1. I, being the Organizational Participant or the parent or legal guardian of the minor Organizational Participant, hereby grant to the AFSS and [Insert Name of Club/Organization] (collectively the “Organizations”) the permission to photograph and/or record the Organizational Participant’s image and/or voice in pictures or videos (collectively the “Images”), and to use the Images to promote the sport and/or the Organizations through traditional media such as newsletters, websites, television, film, radio, print and/or display form, and through social media such as Instagram, Facebook, YouTube, and X/Twitter. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes. This consent will remain in effect in perpetuity.

2. I, being the Organizational Participant or the parent or legal guardian of the Minor Organizational Participant, hereby fully release, discharge, and agree to save harmless the Organizations, from any and all claims, demands, actions, damages, losses or costs that might arise out of the collection, use or disclosure of the Images or taking, publication, distortion of the Images, negatives, and masters or any other likeness or representation of the Organizational Participant that may occur or be produced in the taking of said Images or in any subsequent processing thereof, including without limitation any claims for libel, passing off, misappropriation of personality, or invasion of privacy.

3. I, being the Organizational Participant or the parent or legal guardian of the Minor Organizational Participant, **UNDERSTAND AND AGREE**, that I have read and understood the terms and conditions of this document. On behalf of myself, my heirs, and assigns, I agree that I am signing this document voluntarily and to abide by such terms and conditions.

Signature of Organizational Participant: _____

OR, if the Organizational Participant is a Minor

Signature of Parent/Guardian: _____

Discipline and Complaints Policy

PURPOSE

1. The purpose of this Policy is to set out the processes by which complaints or reports of violations of the AFSS *Code of Conduct and Ethics Policy* (the “Code”), the UCCMS, or other applicable conduct standard will be addressed.
2. Organizational Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with all policies, by-laws, rules, and regulations of the AFSS, as updated and amended from time to time.
3. Non-compliance with any of the AFSS’s policies, by-laws, rules, or regulations, or those of its Provincial Associations, as applicable, may result in the imposition of sanctions pursuant to this policy and/or the by-laws of the AFSS or, as applicable, those of its Provincial Associations.

APPLICATION

Application – General

4. This policy applies to all Organizational Participants and to any alleged breaches of the AFSS’s policies, by-laws, rules, or regulations, or its Provincial Associations and Members.
5. In addition to being subject to disciplinary action pursuant to this policy, an employee of the AFSS who is a Respondent to a complaint may also be subject to consequences in accordance with the employee’s employment agreement or the AFSS’s human resources policies, if applicable.

REPORTING

Abuse-Free Sport Participants

6. Any incident that involves alleged Maltreatment or Prohibited Behaviour (as defined in the UCCMS) and involving an Abuse-Free Sport Participant must be [reported to the OSIC](#) and will be addressed pursuant to the OSIC’s policies and procedures.
7. The OSIC shall determine the admissibility of complaints related to any incidents that involve alleged Maltreatment or Prohibited Behaviour in accordance with the relevant and applicable OSIC Guidelines regarding the initial review and preliminary assessment as well as the terms of the Abuse-Free Sport Participant Consent Form.
8. If the AFSS’s Independent Third Party receives a complaint that they consider would otherwise fall within the above sections, they shall refer the matter to the OSIC and notify the individual(s) that made the complaint of such action.

Organizational Participants

9. Any complaints involving alleged breaches of the AFSS's policies that do not fall within Sections 6 or 7 above may be reported by an Organizational Participant to the Independent Third Party in writing within 48 hours of the occurrence of the incident. For the avoidance of doubt, this includes complaints referred to the Independent Third Party by the OSIC if OSIC determine that a complaint initially reported to OSIC does not fall within its jurisdiction. The OSIC is not required to comply with the deadline specified in this section.
10. Notwithstanding any provision in this policy, the AFSS may, at its discretion, or upon request by the Independent Third Party, act as the Complainant and initiate the complaint process under the terms of this policy. In such cases, the AFSS will identify an individual to represent the Organization.
11. A Complainant or any other individual who submits a report regarding a potential breach of the AFSS' policies who fears retribution or reprisal or who otherwise considers that their identity must remain confidential may file a complaint with the Independent Third Party and request that their identity be kept confidential. If the Independent Third Party considers that the Complainant's identity must remain confidential during the initial stages, the Independent Third Party may ask that the AFSS take carriage of the complaint and act as the Complainant.³ The confidentiality of the Complainant's identity may not be guaranteed and will not be maintained for the entirety of the complaint process.
12. In exceptional circumstances, the Independent Third Party may direct a complaint to be managed by the AFSS if a Provincial Association or Member is otherwise unable to manage the complaint for valid and justifiable reasons, such as a conflict of interest, due to a lack of capacity or where the Provincial Association does not have policies in place to address the complaint. In such circumstances, the AFSS shall have the right to request that a cost-sharing agreement is entered into with the Provincial Association as a pre-condition to the AFSS managing the complaint.
13. Where the Independent Third Party refers a matter to be managed by a Provincial Association or Member, or where a Provincial Association or Member is otherwise responsible for managing a matter (i.e., because they received the matter directly), and the Provincial Association or Member fails to conduct disciplinary proceedings within a reasonable timeline, the AFSS may, at its discretion, take jurisdiction over the matter and conduct the necessary proceedings. In such circumstances, if the Internal Discipline Chair or External Discipline Panel decides that the AFSS acted reasonably in taking jurisdiction over the matter, the AFSS's costs to conduct the proceedings, including legal fees, shall be reimbursed by the Provincial Association or Member to the AFSS.

³ In such circumstances, the Complainant(s) may be required to provide evidence during the disciplinary process.

MINORS

14. Complaints may be brought by or against an Organizational Participant who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process.
15. Communication from the Independent Third Party, Internal Discipline Chair or External Discipline Panel (as applicable) must be directed to the Minor's representative.
16. If the Minor's representative is not their parent/guardian, the representative must have written permission to act in such a capacity from the Minor's parent/guardian.
17. A Minor is not required to attend or participate in an oral hearing, if held, or participate in an investigation if conducted. In such circumstances, no adverse inference can be drawn against the Minor.

INDEPENDENT THIRD-PARTY RESPONSIBILITIES

18. Upon receipt of a complaint, the Independent Third Party has a responsibility to:
 - a) determine whether the complaint falls within the jurisdiction of this Policy and whether it has been submitted in accordance with the deadlines indicated herein;
 - b) determine the appropriate jurisdiction to manage the complaint by considering the following:
 - i. whether the incident occurred within the business, activities, or Events of the AFSS, or one of its Provincial Associations/Members; and
 - ii. if the Provincial Association/Member can manage the complaint process⁴.
 - c) determine whether the complaint is frivolous, vexatious or if it has been made in bad faith⁵;

⁴ In making this assessment, the Independent Third Party may determine that the Provincial Association/Member lacks the capacity to manage the complaint (which may include financial and human resource capacity), that the Provincial Association/Member is not the appropriate instance to manage the complaint due to its seriousness (for example, clubs will not be expected to manage serious complaints due to the complexity of conducting such a process), or that a real or perceived conflict of interest exists within the Provincial Association/Member.

If the Independent Third Party determines that the Complaint or report should be handled by a Provincial Association/Member, that organization may use its own policies to address the complaint or may adopt this Policy and appoint its own Independent Third Party to fulfil the responsibilities listed herein. Where this Policy is adopted by a Provincial Association/Member, any reference to Independent Third Party below shall be understood as a reference to the Independent Third Party of the Provincial Association/Member.

- d) determine if the alleged incident should be investigated pursuant to **Appendix A – Investigation Procedure**; and
- e) choose which process (Process #1 or Process #2, as outlined below) should be followed to hear and adjudicate the matter.

If a complaint does not fall within the jurisdiction of the Policy, the Independent Third Party must reject the complaint, providing appropriate reasons in writing.

Available Process

There are two different processes that may be used to hear and adjudicate complaints. Subject to Sections 6 - 8, the Independent Third Party decides which process will be followed at their discretion, and such decision is not appealable.

Process #1 - the complaint contains allegations involving the following behaviours:

- a) disrespectful conduct or comments;
- b) minor acts of physical violence, unless the physical violence is between a Person in Authority and a Vulnerable Participant, in which case the matter will be addressed under Process #2;
- c) conduct contrary to the values of the AFSS or those of one of its Provincial Associations/Members;
- d) non-compliance with the policies, procedures, rules, or regulations of the AFSS or those of one of its Provincial Associations/Members;
- e) minor violations of the policies or bylaws of the AFSS or one of its Provincial Associations//Member;

*** The behaviours identified above are examples only and are not a definitive list of behaviours that may be addressed through Process #1.

Process #2 - The complaint contains allegations involving any of the following behaviours:

- a) repeated incidents described in Process #1;
- b) hazing;

⁵ As indicated in the SDRCC's Investigation Guidelines, a reported complaint shall not be characterized as vexatious if the evidence demonstrates that there was a reasonable basis for filing and pursuing it. For a complaint to be considered to have been made in bad faith, the Independent Third Party must consider that it was filed consciously for a dishonest purpose or due to the moral underhandedness of the Complainant and that there was an intention to mislead.

- c) abusive, racist, or sexist comments, conduct or behaviour;
- d) incidents that constitute Prohibited Behaviour under the *Code* or the UCCMS;
- e) major incidents of violence (e.g., fighting, attacking);
- f) pranks, jokes, or other activities that endanger the safety of others;
- g) conduct that intentionally interferes with a competition or with any Athlete's preparation for a competition;
- h) conduct that intentionally damages the image, credibility, or reputation of the AFSS or that of one of its Provincial Associations/Members;
- i) consistent disregard for the by-laws, policies, rules, or regulations of the AFSS or those of one of its Provincial Associations/Members;
- j) major or repeated violations of the Code or any other policies, by-laws, rules or regulations that designate this policy as applicable to address such alleged breaches;
- k) intentionally damaging the property of the AFSS, one of its Provincial Associations/Members, or improperly handling any of the aforementioned organizations' monies;
- l) abusive use of alcohol, any use or possession of alcohol by Minors, or use or possession of illicit drugs and narcotics; or
- m) a conviction for any *Criminal Code* offense.

The behaviours identified above are examples only and are not a definitive list of behaviours that may be addressed through Process #2.

PROVISIONAL MEASURES

19. If it is considered appropriate or necessary on the basis of the circumstances, immediate discipline or the imposition of a Provisional Suspension or interim measures may be imposed against any Organizational Participant by the President/Chair of the Board of Directors of the AFSS after which further discipline or sanctions may be applied according to this policy.
20. If an infraction occurs at a competition, it will be dealt with by the procedures specific to the competition, if applicable. Provisional measures may be imposed for the duration of a

competition, training, activity, or Event only, or as otherwise determined appropriate by the designated party at the competition.⁶

21. Notwithstanding the above section, the AFSS may determine that an alleged incident at an Event is of such seriousness as to warrant the imposition of a Provisional Suspension of a Respondent pending completion of an investigation, assessment and/investigation by the OSIC, criminal process, the hearing, or a decision of the External Discipline Panel. For the avoidance of doubt, the AFSS shall have discretion to impose additional interim measures or a Provisional Suspension in addition to any measures imposed by the DSO through the Abuse-Free Sport process.
22. Any Respondent against whom a Provisional Suspension or interim measure is imposed may make a request to the Independent Third Party or External Discipline Panel (if appointed) to have the Provisional Suspension or interim measure lifted. In such circumstances, the AFSS shall be provided with an opportunity to make submissions, orally or in writing, regarding the Respondent's request to have their Provisional Suspension lifted. Provisional Suspensions or interim measures shall only be lifted in circumstances where the Respondent establishes that it would be manifestly unfair to maintain the Provisional Suspension or interim measures against them.
23. Any decision not to lift a Provisional Suspension or interim measure shall not be subject to appeal.

Procedural Steps

PROCESS #1: Handled by Internal Discipline Chair

Internal Discipline Chair

24. Following the determination that the complaint or incident should be handled under Process #1, the Independent Third Party will appoint an Internal Discipline Chair from a roster provided by the AFSS,⁷ who may:
 - a) propose alternative dispute resolution techniques, if appropriate; and/or
 - b) ask the Complainant and the Respondent for either written or oral submissions regarding the complaint or incident. Both Parties shall also have the right to submit to the Internal Discipline Chair any relevant evidence, including, but not limited to witness statements, documentary evidence or evidence from other media (i.e., photos, screenshots, videos or other recordings). Each Party shall have the right to receive the other Party's submissions and evidence, including the Complainant's

⁶ In-competition discipline or sanction imposed by the applicable official or authority does not prevent an Organizational Participant from facing additional disciplinary proceedings under the Code.'

⁷ The appointed Internal Discipline Chair must be unbiased and not in a conflict of interest.

complaint. In the case of oral submissions, each Party shall be present when such submissions are made (unless waived by a Party); and/or

- c) following receipt of the Parties' submissions, the Internal Discipline Chair may convene the Parties to a meeting, either in person or by way of video or teleconference to ask the Parties questions and to allow the Parties to ask questions of one another.
25. Following their review of the submissions and evidence related to the complaint, the Internal Discipline Chair shall determine if any of the incidents listed in Process #1 above have occurred and, if so, determine whether to impose a sanction and, if so, determine the appropriate sanction (see: **Sanctions**). If, after hearing the Parties and reviewing their submissions, the Internal Discipline Chair considers that none of the incidents listed in Process #1 above have occurred, they shall dismiss the complaint.
 26. The Independent Third Party will inform the Parties of the Internal Discipline Chair's decision, which shall be in writing and include reasons. The Internal Discipline Chair's decision will take effect immediately, unless specified otherwise by the Internal Discipline Chair. Should the circumstances require a decision to be rendered immediately or within a short timeline, the Internal Discipline Chair may render a short decision, either orally or in writing, followed by a written reasoned decision.
 27. Any decision rendered by the Internal Discipline Chair shall be provided to and maintained in the records of the AFSS. Decisions will be kept confidential by the Parties and shall be retained and discarded in accordance with the relevant and applicable privacy legislation.

PROCESS #2: Handled by Independent Third Party and External Discipline Panel

Independent Third Party

28. Following the determination that the complaint should be handled under Process #2, the Independent Third Party will propose the use of alternative dispute resolution methods, if appropriate. If the dispute is not resolved using alternative dispute resolution methods, the Independent Third Party will appoint an External Discipline Panel of one (1) person to hear the complaint. Thereafter, the Independent Third Party shall have the following responsibilities:
 - a) coordinate all administrative aspects of the process and set reasonable timelines;
 - b) provide administrative assistance and logistical support to the External Discipline Panel as required, including providing the External Discipline Panel with any information related to previously imposed disciplinary sanctions against the Respondent(s) of the policies of the AFSS, any Provincial Association or any other sport organization that had authority over the Respondent; and

- c) provide any other service or support that may be necessary to ensure a fair and timely proceeding.
29. The Independent Third Party will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
 30. If warranted based on the nature of the case, the Independent Third Party may, in their sole discretion, appoint an External Discipline Panel of three (3) people. When a three-person External Discipline Panel is appointed, the Independent Third Party will appoint one of the External Discipline Panel's members to serve as the Chair.
 31. The Independent Third Party, in cooperation with the External Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods.
 32. The hearing will be governed by the procedures that the Independent Third Party and the External Discipline Panel deem appropriate for the circumstances. The following procedural directions will apply:
 - a) The determination of procedures and timelines, as well as the hearing duration, shall be as expedient and cost-efficient as possible to ensure that costs to the Parties and the AFSS and/or the Provincial Association are reasonable.
 - b) The Parties will be given appropriate notice of the day, time, and place of the hearing.
 - c) Copies of any written documents which any of the Parties wishes to have the External Discipline Panel consider will be provided to all Parties, through the Independent Third Party, in advance of the hearing and in accordance with the timelines set by the Independent Third Party.
 - d) The Parties may engage a representative, advisor, translator, transcription services or legal counsel at their own expense.
 - e) The External Discipline Panel may request that any other individual participate and give evidence at the hearing.
 - f) If not a Party, the AFSS and/or the relevant Provincial Association shall be allowed to attend the hearing as an observer and will be provided with access to any documents submitted. With the permission of the External Discipline Panel, the AFSS and/or the relevant Provincial Association may make submissions at the

hearing or may provide the discipline panel with clarifying information that may be required for the External Discipline Panel to render its decision⁸.

- g) The External Discipline Panel shall allow any evidence at the hearing filed by the Parties and may exclude any evidence is unduly repetitious or otherwise an abuse of process. The External Discipline Panel shall otherwise apply relevant and applicable evidentiary rules in relation to the admissibility and weight given to evidence filed by the parties.
 - h) Nothing is admissible in evidence at a hearing that:
 - i. would be inadmissible in a court by reason of any privilege under the law of evidence; or
 - ii. is inadmissible by any statute.
 - i) The decision will be by a majority vote of the External Discipline Panel when the Panel consists of three people.
33. If the Respondent acknowledges the facts of the incident(s), the Respondent may waive the hearing, in which case the External Discipline Panel will determine the appropriate sanction. The External Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
34. The process will proceed if a Party chooses not to participate in the hearing.
35. If a decision may affect another Organizational Participant to the extent that the other Organizational Participant would have recourse to a complaint or an appeal in their own right, that Organizational Participant will become a Party to the complaint, shall be permitted to participate in the proceedings as determined by the External Discipline Panel, and will be bound by the decision.
36. In fulfilling its duties, the External Discipline Panel may obtain independent advice.

⁸ The purpose of this provision is not to provide the AFSS or a Provincial Association with the possibility to try to influence whether a sanction is imposed and, if so, the duration or nature of the sanction. Instead, this provision is intended to provide the AFSS or a Provincial Association with the possibility to provide the discipline panel with clarifying information in other circumstances, for example, including but not limited to, when the parties have sought a particular sanction against an individual, but they have misunderstood or misrepresented fundamental elements of the programming or membership structure (or other similar issues) and, if left unaddressed, could result in the discipline panel imposing a sanction that is unenforceable.

DECISION

37. After hearing the matter, the External Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. If the External Discipline Panel considers that an infraction has not occurred, the complaint will be dismissed.
38. Within fourteen (14) days of the conclusion of the hearing, the External Discipline Panel's written decision, with reasons, will be distributed to all Parties by the Independent Third Party, including to the AFSS and the relevant Provincial Association(s).
39. In extraordinary circumstances, the External Discipline Panel may first issue a verbal or summary decision soon after the conclusion of the hearing, with the full written decision to be issued before the end of the fourteen (14) day period.
40. The External Discipline Panel's decision will come into effect as of the date that it is rendered, unless decided otherwise by the External Discipline Panel. The External Discipline Panel's decision will apply automatically to the AFSS and all of its Provincial Associations and associated organizations, according to the terms of the *Reciprocation Policy*.
41. Unless the matter involves a Vulnerable Participant, once the appeal deadline in the *Appeal Policy* has expired, the AFSS or the Provincial Association (as applicable) shall make available at their office the outcome of the case, the provision(s) of the relevant policies that have been violated, the name(s) of the Organizational Participant (s) involved and the sanction(s) imposed, if any. To confirm, this information is only available to the parties involved. Identifying information regarding Minors or Vulnerable Participants will never be released.
42. If the External Discipline Panel dismisses the complaint, the information referred to in Section 41 above may only be released with the Respondent's consent. If the Respondent does not provide such consent, the information referred to in Section 41 above will be kept confidential by the Parties, the Independent Third Party, the AFSS and the Provincial Association (including the Respondent's club) 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 against the Party who breaches confidentiality pursuant to this policy.
43. Other individuals or organizations, including but not limited to, Provincial Associations, provincial/territorial sport organizations, sport clubs, etc., shall be advised of the outcome of any decisions rendered in accordance with this policy.
44. Records of all decisions will be maintained by the AFSS in accordance with their Privacy Policy.

45. When the External Discipline Panel imposes a sanction, the decision shall include, at a minimum, the following details:
- a) jurisdiction;
 - b) summary of the facts and relevant evidence;
 - c) where applicable, the specific provision(s) of the AFSS's policies, bylaws, rules or regulations that have been breached;
 - d) which Party or Organization is responsible for the costs of implementing any sanction;
 - e) which Organization is responsible for monitoring that the sanctioned individual respects the terms of the sanction;
 - f) any reinstatement conditions that the Respondent must satisfy (if any);
 - g) which Organization is responsible for ensuring that the conditions have been satisfied; and
 - h) any other guidance that will assist the Parties to implement the External Discipline Panel's decision.

If necessary, a Party – or the organization that is responsible for implementing or monitoring a sanction – may seek clarifications from the External Discipline Panel regarding the order so that it can be implemented or monitored appropriately.

SANCTIONS

46. When determining the appropriate sanction, the Internal Discipline Chair or External Discipline Panel, as applicable, will consider the following factors (where applicable):
- a) the nature and duration of the Respondent's relationship with the Complainant, including whether there is a Power Imbalance;
 - b) the Respondent's prior history and any pattern of misconduct, Prohibited Behaviour or Maltreatment;
 - c) the respective ages of the individuals involved;
 - d) whether the Respondent poses an ongoing and/or potential threat to the safety of others;
 - e) the Respondent's voluntary admission of the offense(s), acceptance of responsibility for the misconduct, Prohibited Behaviour or Maltreatment, and/or cooperation in the investigative and/or disciplinary process of the AFSS;

- f) real or perceived impact of the incident on the Complainant, sport organization or the sporting community;
 - g) circumstances specific to the Respondent being sanctioned (e.g., lack of appropriate knowledge or training regarding the requirements in the *Code*; addiction; disability; illness);
 - h) whether, given the facts and circumstances that have been established, continued participation in the sport community is appropriate;
 - i) a Respondent who is in a position of trust, intimate contact or high-impact decision-making may face more serious sanctions; and/or
 - j) other mitigating or aggravating circumstances.
47. Any sanction imposed must be proportionate and reasonable. However, progressive discipline is not required, and a single incident of Prohibited Behaviour, Maltreatment or other misconduct may justify elevated or combined sanctions.
48. The Internal Discipline Chair or External Discipline Panel, as applicable, may apply the following disciplinary sanctions, singularly or in combination:
- a) **Verbal or Written Warning** - a verbal reprimand or an official written notice that an Organizational Participant(s) has violated the *Code* and that more severe sanctions will result should the Organizational Participant(s) be involved in other violations
 - b) **Education** - the requirement that an Organizational Participant(s) undertake specified educational or similar remedial measures to address the violation(s) of the *Code* or the UCCMS.
 - c) **Probation** - a specified amount of time within which certain terms and conditions must be met by the Participant, such as remaining in good standing and remaining in compliance with the *Code* and UCCMS. Should any further violations of the *Code* or the UCCMS occur during the probationary period, this may result in additional disciplinary measures, including, without limitation, a period of suspension or permanent ineligibility. This sanction can also include loss of privileges or other conditions, restrictions, or requirements for a specified period.
 - d) **Suspension** - either for a set time or until further notice, from participation, in any capacity, in any program, activity, Event, or competition sponsored by, organized by, or under the auspices of the AFSS. A suspended Organizational Participant(s) may be eligible to return to participation, but reinstatement may be subject to certain restrictions or contingent upon the Organizational Participant(s) satisfying specific conditions noted at the time of suspension.

- e) **Eligibility Restrictions** - restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions.
 - f) **Permanent Ineligibility** - ineligibility to participate in any capacity in any program, activity, Event, or competition sponsored by, organized by, or under the auspices of the AFSS.
 - g) **Other Discretionary Sanctions** - Other sanctions may be imposed, including, but not limited to, other loss of privileges, no contact directives, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate.
49. The External Discipline Panel, may apply the following presumptive sanctions which are presumed to be fair and appropriate for the listed Maltreatment:
- a) Sexual Maltreatment involving a Minor Complainant, or a Complainant who was a Minor at the time of the incidents complained of, shall carry a presumptive sanction of permanent ineligibility.
 - b) Sexual Maltreatment, Physical Maltreatment with contact, and Maltreatment related to interference or manipulation of process shall carry a presumptive sanction of either a period of suspension or eligibility restrictions.
 - c) While a Respondent has pending charges or allegations of a crime against a person, if justified by the seriousness of the offence, the presumptive sanction shall be a period of suspension until a final determination is made by the applicable process.
50. An Organizational Participant(s)'s conviction for certain *Criminal Code* offenses involving harmful conduct shall carry a presumptive sanction of permanent ineligibility from participating with the AFSS. Such *Criminal Code* offences may include, but are not limited to:
- a) any child pornography offences;
 - b) any sexual offences; and
 - c) any offence of physical violence.
51. Failure to comply with a sanction as determined by the External Discipline Panel will result in an automatic suspension until such time as compliance occurs.

OSIC SANCTION

52. The AFSS will ensure that any sanctions or measures imposed by the OSIC's Director of Sanctions and Outcomes ("DSO") will be implemented and respected within the AFSS's

jurisdiction once the AFSS receives appropriate notice of any sanction or measure from Abuse-Free Sport.

APPEALS

53. The decision of an Internal Discipline Chair or External Discipline Panel, as applicable, may be appealed in accordance with the *Appeal Policy*.

CONFIDENTIALITY

54. The disciplinary process is confidential and involves only the AFSS, the Provincial Association (where applicable) the Parties, the Independent Third Party, the Internal Discipline Chair, the External Discipline Panel (as appropriate), and any independent advisors to the External Discipline Panel.
55. None of the Parties (or their representatives or witnesses) or organizations referred to in Section 54 will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings, unless the AFSS is required to notify an organization such as an international federation, Sport Canada or other sport organization (i.e., where a Provisional Suspension or interim measures have been imposed and communication is required to ensure that they may be enforced), or notification is otherwise required by law.
56. Any failure to respect the confidentiality requirement may result in further sanctions or discipline by the Internal Discipline Chair or External Discipline Panel (as applicable).

TIMELINES

57. If the circumstances of the complaint are such that adhering to the timelines outlined by this policy will not allow a timely resolution to the complaint, the Independent Third Party may direct that these timelines be revised.

STATISTICAL REPORTING

58. The AFSS may publish a general statistical report of the activity that has been conducted pursuant to this *Discipline and Complaints Policy*. This report shall not contain any information that is confidential under this policy, or that has been ordered to be kept confidential by a discipline or appeal panel, but may include the number of complaints reported to the Independent Third Party (for the AFSS and Provincial Associations), and statistics regarding the number of cases that were resolved through alternate dispute resolution, the Internal Discipline Chair process, the discipline panel process, and the number of appeals filed pursuant to the *Appeal Policy* and whether the appeals were upheld, partially upheld or dismissed.

PRIVACY

59. The collection, use and disclosure of any personal information pursuant to this policy is subject to The AFSS's *Privacy Policy*.
60. The AFSS, its Provincial Associations, or any of their delegates pursuant to this policy (i.e., Independent Third Party, Internal Discipline Chair, External Discipline Panel), shall comply with the AFSS's *Privacy Policy* (or, in the case of a Provincial Association, the Provincial Association's *Privacy Policy*) in the performance of their services under this policy.

Appendix A – Investigation Procedure

Determination

1. When a complaint is submitted pursuant to the Policy and is accepted by the Independent Third Party, the Independent Third Party will determine if the incident(s) should be investigated.

Investigation

2. If the Independent Third Party considers that an investigation is necessary, they will appoint an investigator. The investigator must be independent of the Independent Third Party and the AFSS with experience in investigating. The investigator must not be in a conflict-of-interest situation and should also have no connection to either Party.
3. Federal and/or Provincial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward an employee in a Workplace. The investigator should review workplace safety legislation, the Organization's policies for human resources, and/or consult independent experts to determine whether legislation applies to the complaint.
4. The investigation may take any form as decided by the investigator, guided by any applicable provincial legislation. The investigation may include:
 - a) interviews with the Complainant;
 - b) witness interviews;
 - c) statement of facts (Complainant's perspective) prepared by the investigator, acknowledged by the Complainant and provided to the Respondent;
 - d) interviews with the Respondent; and
 - e) statement of facts (Respondent's perspective) prepared by investigator, acknowledged by the Respondent, and provided to the Complainant.

Investigator's Report

5. Upon completion of their investigation, the investigator shall prepare a written report that shall include a summary of evidence from the Parties and any witnesses interviewed. The report shall also include a non-binding recommendation from the investigator regarding whether an allegation or, where there are several allegations, which allegations, should be heard by an External Discipline Panel pursuant to the *Discipline and Complaints Policy* because they constitute a likely breach of the *Code of Conduct and Ethics*, the UCCMS or any other relevant and applicable the AFSS or Provincial Association policy. The investigator may also make non-binding recommendations regarding the

appropriate next steps (i.e., mediation, disciplinary procedures, further review, or investigation).

6. The Investigator's Report will be provided to the Independent Third Party who will disclose it, at their discretion, all or part of the investigation report to the AFSS and the relevant Provincial Associations (if applicable). The Independent Third Party may also disclose the Investigator's Report – or a redacted version to protect the identity of witnesses – to the Parties, at their discretion, with any necessary redactions. Alternatively, and only if necessary, other relevant Organizational Participants may be provided with an executive summary of the investigator's findings by the Independent Third Party.
7. Should the investigator find that there are possible *Criminal Code* offences, the investigator shall advise the Parties, the AFSS and, where applicable, the Provincial Association, and the matter shall be referred by the Independent Third Party to the police.
8. The investigator must also inform the AFSS or the Provincial Association (as applicable) of any findings of criminal activity. The AFSS or the Provincial Association (as applicable) may decide whether to report such findings to police but is required to inform police if there are findings related to the trafficking of prohibited substances or methods (as indicated in the version of the World Anti-Doping Agency's Prohibited List currently in force), any crime involving Minors, fraud against the AFSS or any Provincial Association(s) (as applicable), or other offences where the lack of reporting would bring the AFSS or the Provincial Association (as applicable) into disrepute.

Reprisal and Retaliation

9. An individual who submits a complaint to the Independent Third Party or who gives evidence in an investigation may not be subject to reprisal or retaliation from any individual or group.
10. Any such conduct may constitute Prohibited Behaviour be subject to disciplinary proceedings pursuant to the *Discipline and Complaints Policy* or, as applicable, the policies and procedures of the AFSS.

False Allegations

11. An Organizational Participant who submits allegations that the investigator determines to be malicious, false, or for the purpose of retribution, retaliation or vengeance may be subject to a complaint under the terms of the *Discipline and Complaints Policy* and may be required to pay for the costs of any investigation that comes to this conclusion. The investigator may recommend to the AFSS or the Provincial Association (as applicable) that the Organizational Participant be required to pay for the costs of any investigation that comes to this conclusion. Any Organizational Participant who is liable to pay for such costs

shall be automatically deemed to be not in good standing until the costs are paid in full and shall be prohibited from participating in any Provincial Association and the AFSS Events, activities or business. The AFSS or any Provincial Association(s) (as applicable), or the Organizational Participant against whom the allegations were submitted, may act as the Complainant with respect to making a complaint pursuant to this section.

Confidentiality

12. The investigator will make reasonable efforts to preserve the anonymity of the AFSS, Respondent, and any other party. However, the AFSS and its Provincial Associations recognize that maintaining full anonymity during an investigation may not be feasible. The investigator must inform any witness or participant in the investigation of this limitation.

Privacy

13. The collection, use and disclosure of any personal information pursuant to this policy by the AFSS is subject to the AFSS's *Privacy Policy*.
14. The AFSS, its Provincial Associations, or any of their delegates pursuant to this policy (i.e., Independent Third Party, Internal Discipline Chair, External Discipline Panel), shall comply with The AFSS's *Privacy Policy* and Confidentiality Policy (or, in the case if a Provincial Association, the Provincial Association's applicable policies) in the performance of their services under this policy.

Alternative Dispute Resolution Policy

Purpose

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

Application of this Policy

5. This policy applies to all Organizational Participants.
6. Opportunities for ADR may be pursued at any point in a dispute when all parties to the dispute agree that such a course of action would be mutually beneficial.

Facilitation and Mediation

7. If all parties to a dispute agree to ADR, a mediator or facilitator shall be appointed to mediate or facilitate the dispute.
8. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated and may, if they consider it appropriate, specify a deadline before which the parties must reach a negotiated decision.
9. Should a negotiated settlement be reached, the settlement shall be reported to The AFSS for approval if it involves any action by the AFSS before execution. The AFSS may approve, reject, or propose amendments, with reasons, to a negotiated settlement for any requirements that involve an action by the AFSS Any decision by the AFSS to approve, reject, or propose amendments to a negotiated settlement may not be appealed.
10. A non-disclosure agreement (NDA) or any other confidentiality provision entered as part of a negotiated settlement may not prevent the publication by a PSO/MSO or other applicable sport organization of sanctions on registries such as the Participant Abuse-Free Sport Sanctions Registry or NSO database. NDAs may not be entered into if a complaint

involves allegations of sexual Maltreatment, grooming and boundary transgressions unless such an agreement:

- a. is the expressed wish and preference of the Complainant(s);
 - b. includes an opportunity for the Complainant(s) to decide to waive their own confidentiality in the future and the process for doing so;
 - c. aligns with the principles of the UCCMS;
 - d. is of a set and limited duration; and
 - e. does not adversely affect:
 - i. the health or safety of a third party, or
 - ii. the public interest
11. Any NDA in a Complaint involving allegations of sexual Maltreatment, grooming and boundary transgressions must be reviewed and approved by the Mediator/Arbitrator. The Mediator/Arbitrator may, at their sole discretion, approve, reject, or propose amendments to an NDA. Any decision by the Mediator/Arbitrator to approve, reject, or propose amendments to an NDA may not be appealed.
12. Any actions that are to take place as a result of the settlement shall be completed in accordance with the timelines specified by the negotiated settlement, pending approval.
13. Should a negotiated settlement not be reached by the deadline specified by the mediator or facilitator at the start of the process (if set), or if the parties to the dispute do not agree to ADR, the dispute shall be considered under the appropriate section of the *Discipline and Complaints Policy* or *Appeal Policy*, as applicable.

Final and Binding

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

Appeal Policy

Purpose

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

Scope and Application of this Policy

2. This policy applies to all Organizational Participants.
3. Any Organizational Participant who is directly affected by a decision made by The AFSS or an External Discipline Panel, as the case may be, shall have the right to appeal that decision if there are sufficient grounds for the appeal under the **Grounds for Appeal** section of this policy.
4. This policy **will apply** to decisions relating to:
 - a) eligibility;
 - b) selection;
 - c) conflict of interest;
 - d) discipline; and
 - e) membership, including application for membership.
5. This policy **will not apply** to decisions relating to:
 - a) employment;
 - b) infractions for doping offenses;
 - c) the rules of the sport;
 - d) selection criteria, quotas, policies, and procedures established by entities other than the AFSS;
 - e) substance, content and establishment of team selection or carding criteria;
 - f) volunteer/coach appointments and the withdrawal or termination of those appointments;
 - g) budgeting and budget implementation;
 - h) the Organization's operational structure and committee appointments;

- i) decisions or discipline arising within the business, activities, or events organized by entities other than the AFSS (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the AFSS at its sole discretion);
- j) commercial matters for which another appeals process exists under a contract or applicable law;
- k) decisions made under this policy.; or
- l) any complaint dealt with under the OSIC process, and any decision made thereunder.

Timing of Appeal

6. Organizational Participants who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit all the following, in writing, to the AFSS or their identified designate:
 - a) notice of the intention to appeal;
 - b) their contact information;
 - c) name and contact information 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 decision if written document is not available;
 - f) grounds for the appeal;
 - g) detailed reasons for the appeal;
 - h) all evidence that supports these grounds;
 - i) requested remedy or remedies; and
 - j) an administration fee of five hundred dollars (\$500), which will be refunded if the appeal is upheld.

7. An Organizational Participant who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.

Submitting an Appeal

8. The AFSS may hear appeals of members' decisions heard pursuant to this policy, at its discretion.

Grounds for Appeal

9. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:
 - a) made a decision that it did not have the authority or jurisdiction (as set out in the applicable governing documents) to make;
 - b) failed to follow its own procedures (as set out in the applicable 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 unreasonable.

Screening of Appeal

10. The parties may first attempt to resolve the appeal through the *Alternative Dispute Resolution Policy*, if appropriate in the circumstances.
11. Appeals resolved under the *Alternative Dispute Resolution Policy* will result in the administration fee being refunded to the Appellant.
12. Should the appeal not be resolved by using the *Alternative Dispute Resolution Policy*, the AFSS will appoint an independent Appeal Manager (who must not be in a conflict of interest or have any direct relationship with the parties) who has the following responsibilities:
 - a) to determine if the appeal falls under the scope of this policy;
 - b) to determine if the appeal was submitted in a timely manner; and
 - c) to decide whether there are sufficient grounds for the appeal.
13. If the Appeal Manager denies the appeal because of insufficient grounds because it was not submitted in a timely manner, or because it did not fall under the scope of this policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.

14. If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeal Panel which shall consist of a single Arbitrator, to hear the appeal.
15. In extraordinary circumstances, and at the discretion of the Appeal Manager, an Appeal Panel composed of three persons may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the Panel's members to serve as the Chair.

Determination of Affected Parties

16. To confirm the identification of any Affected Parties, the Appeal Manager will engage the AFSS. The Appeal Manager may determine whether a Party is an Affected Party in their sole discretion.

Procedure for Appeal Hearing

17. The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.
18. If a Party chooses not to participate in the hearing, the hearing will proceed without further notice or opportunity to participate or provide submissions for the Party refusing to participate.
19. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the Appeal Panel deem appropriate in the circumstances. The following guidelines will apply to the hearing:
 - a) The hearing will be held 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 any of the Parties wish to have the Panel consider will be provided to all Parties in advance of the hearing;
 - d) The Parties may be accompanied by a representative, advisor, 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 allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate;
- g) If a decision in the appeal may affect another Party to the extent that the other Party would have recourse to an appeal in their own right under this policy, that Party will become an Affected Party to the appeal in question and will be bound by its outcome; and
- h) The decision to uphold or reject the appeal will be by a majority vote of Appeal Panel members.

20. In fulfilling its duties, the Appeal Panel may obtain independent advice.

Appeal Decision

- 21. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the Grounds for Appeal section of this policy and that this error had a material effect on the decision or decision-maker.
- 22. The Appeal Panel shall issue its decision, in writing and with reasons, within seven (7) 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 and refer the matter back to the initial decision-maker for a new decision; or
 - c) uphold the appeal and vary the decision.
- 23. The Appeal Panel will also determine whether costs of the appeal will be assessed against any Party. In assessing costs, the Appeal Panel will consider the outcome of the appeal, the conduct of the parties, and the parties' respective financial resources.
- 24. The Appeal Panel's written decision, with reasons, will be distributed to all parties, the Appeal Manager, and the AFSS. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision is not considered a matter of public record.

Timelines

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

Confidentiality

26. The appeals process is confidential and involves only the parties, the AFSS the Appeal Manager, the Appeal Panel, and any independent advisors to the Appeal Panel. Once initiated and until a decision is released, none of the Parties (or their representatives or witnesses) will disclose confidential information relating to the appeal to any person not involved in the proceedings, unless the AFSS is required to notify an organization such as an international federation, Sport Canada or other sport organization (i.e., where a Provisional Suspension or interim measures have been imposed and communication is required to ensure that they may be enforced), or notification is otherwise required by law.
27. None of the Parties (or their representatives or witnesses) or organizations referred to in Section 26 above will disclose confidential information relating to the appeal to any person not involved in the proceedings, unless the AFSS is required to notify an organization such as an international federation, Sport Canada or other sport organization (i.e., where a Provisional Suspension or interim measures have been imposed and communication is required to ensure that they may be enforced), or notification is otherwise required by law.
28. Any failure to respect the confidentiality requirement may result in further sanctions or discipline by the Appeal Panel.

Final and Binding

29. The decision of the Panel shall be binding on the Parties.
30. No action or legal proceeding will be commenced against the AFSS or Organizational Participants in respect of a dispute, unless the AFSS has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents.

Social Media Policy

Preamble

1. The AFSS is aware that Organizational Participant interaction and communication occurs frequently on social media. The AFSS cautions Organizational Participants that any conduct falling short of the standard of behaviour required by this *Social Media Policy* and the *Code* may be subject to the disciplinary sanctions identified within the *Discipline and Complaints Policy*.
2. The AFSS recognizes that communication between Participants should be guided by principles that ensure the safety of the Participants and that maintain and strengthen effective relationships.
3. The AFSS further recognizes that minor athletes, who are Vulnerable Participants, may prefer to communicate through electronic interaction. The AFSS strives to ensure that athletes are protected during electronic interactions with Persons in Authority and that they are not placed in a vulnerable situation.

Application of this Policy

4. This policy applies to all Organizational Participants.

Conduct and Behaviour

5. All conduct and behaviour occurring on Social Media must comply with the *Code of Conduct and Ethics*.
6. Organizational Participants may not engage in the following behaviour on Social Media:
 - a) posting a disrespectful, hateful, harmful, disparaging, or insulting comment on a social medium;
 - b) posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, embarrassing, suggestive, provocative, or otherwise offensive;
 - c) creating or contributing to a Facebook group, webpage, Instagram account, X/Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the AFSS or its stakeholders' or reputation; or
 - d) any instance of cyber-bullying or cyber-harassment where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text message, or via email: regular insults,

negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.

Organizational Participants' Responsibilities

7. Organizational Participants should be aware that their Social Media activity may be viewed by anyone, including the AFSS.
8. If the AFSS unofficially engages with an Organizational Participant in Social Media (such as by retweeting a tweet or sharing a photo/post on Facebook) the Organizational Participant may, at any time, ask The AFSS to cease this engagement.
9. When using Social Media, an Organizational Participant must model appropriate behaviour befitting the Organizational Participant's role and status in connection with the AFSS.
10. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Organizational Participant from being subject to the *Discipline and Complaints Policy*.
11. An individual who believes that an Organizational Participant's Electronic Communication Media and/or Social Media activity is inappropriate or may violate policies and procedures should report the matter to The AFSS in the manner outlined by the *Discipline and Complaints Policy*.

The AFSS's Responsibilities

12. The AFSS has a responsibility to understand if and how Persons in Authority and Athletes are using Social Media to communicate with each other. Persons in Authority and Athletes may need to be reminded that behaviour in Social Media is still subject to the *Code of Conduct and Ethics* and *Social Media Policy*.
13. Complaints and concerns about the behaviour of a Person in Authority or Athlete in Social Media can be addressed under the *Discipline and Complaints Policy*.

Guidelines

14. The Guidelines in this section provide Persons in Authority and Athletes with tips and suggestions for Social Media use. Persons in Authority and Athletes are strongly encouraged to develop their own strategy for Social Media use (either written down or not) and ensure that their strategy for Social Media use is acceptable pursuant to the Code.
15. Given the nature of Social Media as a continually developing communication sphere, Persons in Authority and Athletes must use their best judgment when interacting with

Social Media. These Guidelines are not hard and fast rules or behavioural laws; but rather recommendations that will inform individuals' best judgment.

16. Any behaviour on Social Media which violates the *Code* may be subject to discipline.

Guidelines for Persons in Authority

17. Persons in Authority should consider the following guidelines to inform their own strategy for Social Media use:
- a) with Minor Athletes, ensure that parents/guardians are aware if some interactions may take place on Social Media and the context for those interactions, and give parents/guardians the option to prohibit or restrict communication in this space;
 - b) attempt to make communication with Athletes in Social Media as one-sided as possible. Be available for Athletes if they initiate contact – Athletes may wish to have this easy and quick access to you – but Persons in Authority should never impose themselves onto an Athlete's personal Social Media space;
 - c) ensure all Social Media communication is professional, unambiguous, and on-topic. Avoid emojis and unspecific language that can be interpreted in multiple ways;
 - d) choosing not to engage with Social Media is an acceptable strategy. Be prepared to inform Athletes (and/or parents/guardians) if you will not engage in this space and explain which media you will use to communicate with them;
 - e) Athletes will search for your Social Media accounts. Be prepared for how you will respond when an Athlete attempts to interact with you on Social Media;
 - f) annually review and update the privacy settings on all your Social Media accounts;
 - g) consider monitoring or being generally aware of Athletes' public Social Media behaviour to ensure compliance with the *Code of Conduct and Ethics* and this policy;
 - h) never demand access to an Athlete's private posts on X/Twitter, Instagram, or Facebook;
 - i) do not send friend requests to Athletes. Never pressure Athletes to send you a friend request or follow your Social Media accounts;
 - j) if you accept a friend request from one Athlete, you should accept these requests from all Athletes. Be careful not to show favouritism on Social Media;
 - k) consider managing your Social Media so that Athletes do not have the option to follow you on X/Twitter or send you a friend request on Facebook;

- l) do not identify Minor Athletes on publicly available Social Media;
- m) seek permission from adult Athletes before identifying them on publicly available Social Media;
- n) avoid adding Athletes to Snapchat and do not send snapchats to Athletes;
- o) do not post pictures or videos of Minor Athletes on your private Social Media accounts;
- p) be aware that you may acquire information about an Athlete that imposes an obligation of disclosure on your part (such as seeing pictures of Minor Athletes drinking during a trip);
- q) if selection decisions and other official team business are announced on Social Media, ensure they are also posted on a less-social medium like a website or distributed via email;
- r) never require Athletes to join Facebook, join a Facebook group, subscribe to a X/Twitter feed, or join a Facebook page about your team or organization;
- s) if you create a page on Facebook or Instagram for your team or Athlete, do not make this Social Media site the exclusive location for important information. Duplicate important information in less-social channels (like on a website or via email);
- t) exercise appropriate discretion when using Social Media for your own personal communications (with friends, colleagues, and other Persons in Authority) with the knowledge that your behaviour may be used as a model by Athletes;
- u) avoid association with Facebook groups, Instagram accounts, or X/Twitter feeds with explicit sexual conduct or viewpoints that might offend or compromise your relationship with an Athlete; and
- v) never misrepresent yourself by using a fake name or fake profile.

Social Media Guidelines for Athletes

18. The following tips should be used by Athletes to inform their own strategy for Social Media use:
 - a) set your privacy settings to restrict who can search for you and what private information other people can see;

- b) coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Instagram or X/Twitter. You are not required to follow anyone or be Facebook friends with anyone;
- c) avoid adding Persons in Authority to Snapchat and do not send snapchats to Persons in Authority;
- d) if you feel harassed by someone in a social medium, report it to your coach or another Person in Authority with your organization;
- e) you do not have to join a fan page on Facebook or follow a X/Twitter feed or Instagram account;
- f) content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post;
- g) content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them;
- h) avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking cannabis (if underage);
- i) model appropriate behaviour in Social Media befitting your status as a) an Athlete, and b) a participant of your organization and its governing organizations. As a representative of your organization, you have agreed to the *Code of Conduct and Ethics* and must follow that *Code* when you post material and interact with other people through Electronic Communication and Social Media; and
- j) be aware that your public Facebook page, Instagram account, or X/Twitter feed may be monitored by your organization, coach, or by another organization and content or behaviour demonstrated in Social Media may be subject to sanction under the *Discipline and Complaints Policy*.

Screening Policy

Preamble

1. The AFSS understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the sport community.

Application of this Policy

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

Level 1 – Low Risk - Organizational Participants involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Organizational Participants. Examples include parents, youth, or volunteers who are helping out on a non-regular or informal basis

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

- a) Athlete support personnel;
- b) non-coach employees or managers;
- c) directors;
- d) coaches who are typically under the supervision of another coach; and
- e) officials.

Level 3 – High Risk – Organizational Participants involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Organizational Participants. Examples include:

- a) Athlete Support Personnel;
- b) full-time coaches;
- c) Athlete Support Personnel who travel with Athletes; and
- d) Athlete Support Personnel who could be alone with Athletes.

Screening Committee

- 4. The implementation of this policy is the responsibility of the Screening Committee which is a committee composed of either one (1) or three (3) individuals. The AFSS will ensure that the individuals appointed to the Screening Committee possess the requisite skills, knowledge, and abilities to accurately screen documents and render decisions under this policy.
- 5. The Screening Committee is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within the AFSS. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
- 6. Nothing in this policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
- 7. Nothing in this policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting, or other organization in order to assess the individual's suitability for the position that they are seeking.
- 8. Nothing in this policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee decide based on the information before it.
- 9. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
- 10. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to the AFSS or to another individual.
- 11. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.

12. If the Screening Committee determines based on the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the Organizational Participants of the AFSS, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
13. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of the AFSS, which may disseminate the decision as they see fit to best fulfil the mandate of the AFSS.
14. An Organizational Participant whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of the AFSS for two (2) years from the date the rejected application was made.

Screening Requirements

15. A Screening Requirements Matrix is provided as **Appendix A**.
16. It is the policy of the AFSS that when an individual is first engaged by the Organization:
 - a) Level 1 individuals will:
 - i. complete an Application Form (**Appendix B**);
 - ii. complete a Screening Disclosure Form (**Appendix C**); and
 - iii. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**).
 - b) Level 2 individuals will:
 - i. complete an Application Form (**Appendix B**);
 - ii. complete a Screening Disclosure Form (**Appendix C**);
 - iii. complete and provide an E-PIC;
 - iv. provide one letter of reference related to the position;
 - v. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**); and
 - vi. provide a driver's abstract, if requested.
 - c) Level 3 individuals will:
 - i. complete an Application Form (**Appendix B**);

- ii. complete a Screening Disclosure Form (**Appendix C**);
 - iii. complete and provide an E-PIC and a VSC;
 - iv. provide one letter of reference related to the position; and
 - v. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**).
- d) Provide a driver's abstract, if requested. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the AFSS. Additionally, the individual will inform the AFSS of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
 - e) If the AFSS learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Harassment, Discipline and Complaints Policy*.

Minors

- 17. For the purposes of this policy, the AFSS defines a Minor as someone who is younger than 21 years of age. When screening Minor, the AFSS will:
 - a) not require the Minor to obtain a VSC or E-PIC; and
 - b) in lieu of obtaining a VSC or E-PIC, require the Minor to submit up to two (2) additional letters of reference.
- 18. Notwithstanding the above, the AFSS may ask a Minor to obtain a VSC or E-PIC if the AFSS suspects the Minor has an adult conviction and therefore has a criminal record. The AFSS will be clear in its request that it is not asking for the Minor's *youth record*. The AFSS understands that they may not request to see a Minor's youth record.

Renewal

- 19. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, or Screening Renewal Form, are required to submit the documents as follows:
 - a) an E-PIC every three years;
 - b) a Screening Disclosure Form every three years;

- c) a Screening Renewal Form (**Appendix D**) every year; and
 - d) a Vulnerable Sector Check once.
20. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the AFSS, could affect the assessment of the individual's suitability for participation in the programs or activities of the AFSS, or the individual's interactions with other individuals involved with the AFSS.

Orientation, Training, and Monitoring

21. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of the AFSS.
22. Orientation may include, but is not limited to, introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
23. Training may include, but is not limited to, certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
24. At the conclusion of orientation and training, the individual may be required to acknowledge, in written form, that they have received and completed the orientation and training (**Appendix E**).
25. Monitoring may include, but is not limited to, written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

How to Obtain an E-PIC or VSC

26. An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm>.
27. Organizational Participants may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
28. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
29. The AFSS understands that it may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix F**) may need to be submitted or other documentation may need to be completed that describes the nature of the Organization and the individual's role with Vulnerable Organizational Participants.

Procedure

30. Screening documents must be submitted to the Screening Committee.
31. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
32. The AFSS understands that there may be delays in receiving the results of an E-PIC or a VSC. At the discretion of the AFSS, an individual may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
33. The AFSS recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
34. Following the review of the screening documents, the Screening Committee will decide:
 - a) the individual has passed screening and may participate in the desired position;
 - b) the individual has passed screening and may participate in the desired position with conditions;
 - c) the individual has not passed screening and may not participate in the desired position; or
 - d) more information is required from the individual.
35. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought.
36. The Screening Committee may decide that an individual has not passed screening if the screening documentation reveals any of the following:
 - a. if imposed in the last three years:
 - i. any offense involving the use of a motor vehicle, including but not limited to impaired driving;
 - ii. any offense of assault, physical or psychological violence;
 - iii. any offense involving trafficking or possession of illegal drugs;

- iv. any offense involving conduct against public morals; or
 - v. any offense involving theft or fraud.
- b. if imposed at any time:
- i. any offense involving a Minor or Minors;
 - ii. any offense involving the possession, distribution, or sale of any child-related pornography; or
 - iii. any sexual offense.

Conditions and Monitoring

37. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Committee shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine how adherence to conditions may be monitored.

Records

38. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.
39. The records kept as part of the screening process include but are not limited to:
- a) an individual's Vulnerable Sector Check;
 - b) an individual's E-PIC (for a period of three years);
 - c) an individual's Screening Disclosure Form (for a period of three years);
 - d) an individual's Screening Renewal Form (for a period of one year);
 - e) records of any conditions attached to an individual's registration by the Screening Committee; and
 - f) records of any discipline applied to any individual by the AFSS or by another sport organization.

Appendix A – Screening Requirements Matrix

Risk Level	Roles (Note Minor Exception Below)	Training Recommended/Required	Screening
<p>Level 1 Low Risk</p>	<p>a) Parents, youth or volunteers acting in non-regular or informal basis</p>	<p>Recommended:</p> <ul style="list-style-type: none"> • Respect in Sport for Activity Leaders • CAC Safe Sport Training 	<ul style="list-style-type: none"> • Complete an Application Form (Appendix B) • Complete a Screening Disclosure Form (Appendix C) • Participate in training, orientation, and monitoring as determined by the Organization
<p>Level 2 Medium Risk</p>	<p>a) Athlete support personnel b) Non-coach employees or managers c) Directors d) Coaches who are typically under supervision of another coach. e) Officials</p>	<p>Recommended based on role:</p> <ul style="list-style-type: none"> • Respect in Sport for Activity Leaders • Commit to Kids <p>Required:</p> <ul style="list-style-type: none"> • Respect in Sport Activity Leaders (National Officials) • MED Certified (Coaches) • CAC Safe Sport Training 	<ul style="list-style-type: none"> • Level 1 Requirements • Complete and provide an E-PIC • Provide one letter of reference related to the position • Provide a driver’s abstract, if requested
<p>Level 3 High Risk</p>	<p>a) Full Time Coaches b) Coaches who travel with Athletes c) Coaches who could</p>	<p>Recommended based on role:</p> <ul style="list-style-type: none"> • Respect in Sport for Activity Leaders • Commit to Kids 	<ul style="list-style-type: none"> • Level 2 Requirements • Provide a VSC • A second letter of reference from a sport organization

	be alone with Athletes	Required: <ul style="list-style-type: none">• MED Certified• CAC Safe Sport Training	
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Minor

For the purposes of this policy, the AFSS defines a Minor as someone who is younger than 21 years old. When screening Minor, the AFSS will:

- a) not require the Minor to obtain a VSC or E-PIC; and
- b) in lieu of obtaining a VSC or E-PIC, require the Minor to submit up to two (2) additional letters of reference.

Appendix B – Application Form

Note: Organizational Participants who are applying to volunteer or work within certain positions with the AFSS must complete this Application Form. Organizational Participants need to complete an Application Form once for the position sought. If the individual is applying for a new position within the AFSS, a new Application Form must be submitted.

NAME: _____

First

Middle

Last

CURRENT PERMANENT ADDRESS:

Street

City

Province

Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____

Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the policies and procedures of the AFSS, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Policies are located at the following link: <https://abshooters.org/policies.html>

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

NAME (print): _____ **DATE:** _____

SIGNATURE: _____

Appendix C – Screening Disclosure Form

NAME: _____

First

Middle

Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street

City

Province

Postal

DATE OF BIRTH: _____

GENDER IDENTITY: _____

Month/Day/Year

CLUB (if applicable): _____

EMAIL: _____

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

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

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

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

Name of disciplining or sanctioning body: _____

Date of discipline, sanction, or dismissal: _____

Reasons for discipline, sanction, or dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

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

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the AFSS to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with national sport organizations, provincial/territorial sport organizations, club members or school members, and other organizations involved in the governance of sport. The AFSS does not distribute personal information for commercial purposes.

CERTIFICATION

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

I further certify that I will immediately inform the AFSS of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____

Appendix D – Screening Renewal Form

NAME: _____

First

Middle

Last

CURRENT PERMANENT ADDRESS:

Street

City

Province

Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____

Month/Day/Year

EMAIL: _____ **PHONE:** _____

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

I agree that any Personal Document that I would obtain or submit on the date indicated below would be no different than the last Personal Document that I submitted to the AFSS. I understand that, if there have been any changes or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Personal Document to the AFSS’s Screening Committee instead of this form.

I recognize that, if there have been changes to the results available from any Personal Document and if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.

NAME (print): _____

DATE: _____

SIGNATURE: _____

Appendix E – Volunteer Orientation and Training Acknowledgement Form

1. I have the following role(s) with the AFSS (circle as many as apply):

Parent/Guardian

Coach

Director/Volunteer

Athlete

Official

Committee Member

Other

2. As an individual affiliated with the AFSS, I acknowledge I have received completed the following orientation and training:

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name

Signature

Date

Appendix F – Request for Vulnerable Sector Check

Note: The AFSS must modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

The AFSS is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF ORGANIZATION

The AFSS is a not-for-profit provincial organization for the sport of [INSERT SPORT] in Alberta.

[Insert additional description]

DESCRIPTION OF ROLE

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

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

CONTACT INFORMATION

If more information is required, please contact the AFSS:

[Insert contact information]

Signed: _____ Date: _____

Privacy Policy

General

1. Background – Privacy of personal information is governed by Alberta’s *Personal Information Protection Act ("PIPA")*. This policy describes the way that AFSS collects, uses, safeguards, discloses and disposes of personal information, and states AFSS’s commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by *PIPA* and AFSS’s interpretation of these responsibilities.
2. Definitions – The following terms have these meanings in the Privacy Policy:
 - a) *“Commercial Activity”* – Any particular transaction, act or conduct that is of a commercial character.
 - b) *“IP Address”* – A numerical label that is assigned to electronic devices participating in a computer network that uses internet protocol for communication between devices.
 - c) *“Personal Information”* – any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender, age, income, home address or phone number, ethnic background, family status, health history, and health conditions
 - d) *“Representatives”* – Provincial Associations, directors, officers, committee members, employees, athletes, coaches, officials, sport assistants, managers, trainers, volunteers, administrators, contractors and participants within AWA
3. Purpose – The purpose of this policy is to govern the collection, use and disclosure of personal information during commercial activities in a manner that recognizes the right to privacy of Organizational Participants with respect to their personal information and the need of the AFSS to collect, use or disclose personal information.
4. Reasonableness – AFSS will only collect personal information for reasonable purposes and to the extent reasonably necessary for said purpose.

Application of this Policy

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

Obligations

7. Statutory Obligations – The AFSS is governed by *PIPA* in matters involving the collection, use and disclosure of personal information.
8. Additional Obligations – In addition to fulfilling all requirements of the *Act*, The AFSS and its Representatives will also fulfill the additional requirements of this policy. Representatives of the AFSS will not:
 - a) disclose personal information to a Third Party during any business or transaction unless such business, transaction or other interest is properly consented to in accordance with this policy;
 - b) knowingly place themselves in a position where they are under obligation to any organization to disclose personal information;
 - c) in the performance of their official duties, disclose personal information to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest;
 - d) derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with the Alberta Federation of Shooting Sports; or
 - e) accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information.

Accountability

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

Alberta Federation of Shooting Sports

11759 Groat Road
Edmonton, AB T5M 3K6
Tel: 780 415 1775
Email: afss.abshooters.org

10. Duties – The Privacy Officer will:
- a) implement procedures to protect personal information;
 - b) establish procedures to receive and respond to complaints and inquiries;
 - c) record all persons having access to personal information;
 - d) ensure any third-party providers abide by this policy; and
 - e) train and communicate to staff information about the AFSS's privacy policies and practices.
11. Employees – The AFSS shall be responsible to ensure that the employees, contractors, agents, or otherwise of the AFSS are compliant with the Act and this policy.

Identifying Purposes

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

Communications:

- a) sending communications in the form of e-news or a newsletter with content related to the AFSS programs, events, fundraising, activities, discipline, appeals, and other pertinent information;
- b) publishing articles, media relations and postings on the AFSS website, displays or posters;
- c) award nominations, biographies, and media relations;
- d) communication within and between Representatives;
- e) discipline results and long-term suspension list;
- f) checking residency status; and
- g) posting images, likeness or other identifiable attributes to promote the AFSS.

Registration, Database Entry and Monitoring:

- h) registration of programs, events and activities;
- i) database entry at the Coaching Association of Canada and to determine level of coaching certification coaching qualifications and coach selection;

- j) database entry to determine level of officiating certification and qualifications;
- k) determination of eligibility, age group and appropriate level of play/competition;
- l) athlete Registration, outfitting uniforms, and various components of athlete and team selection;
- m) technical monitoring, officials training, educational purposes, sport promotion, and media publications;
- n) selection;
- o) implementation of anti-doping policies and drug testing;
- p) implementation of classification; and
- q) technical monitoring, coach/club review, officials training, educational purposes, media publications, and sport promotion.

Sales, Promotions and Merchandising:

- r) purchasing equipment, coaching manuals, resources and other products; and
- s) promotion and sale of merchandise.

General:

- t) travel arrangement and administration;
- u) implementation of the AFSS's screening program;
- v) medical emergency, emergency contacts or reports relating to medical or emergency issues;
- w) determination of membership demographics and program wants and needs;
- x) managing insurance claims and insurance investigations;
- y) video recording and photography for personal use, and not commercial gain, by spectators, parents, and friends;
- z) video recording and photography for promotional use, marketing and advertising by the AFSS; and
- aa) payroll, honorariums, company insurance and health plans.

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

Consent

14. Consent – The AFSS shall obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. The AFSS may collect personal information without consent where reasonable to do so and where permitted by law. Prior to the collection of personal information, the AFSS shall give notice that it intends to collect, use and/or disclose the personal information for the specific purposes outlined in the notice. Contained in the notice will also be the contact information of the AFSS's Privacy Officer, for whom the individual can contact should they have questions or concerns regarding the notice.
15. Agreement to Consent – Individuals may consent to the collection, use and/or disclosure of information verbally or in writing, including via electronic communications. Consent may be transmitted electronically as described in section 16 above, provided that AFSS produces or is able at any time to produce a printed copy or image or a reproduction of the consent in paper form.
16. Deemed Consent – By providing personal information to AWA, individuals are consenting to the use of the information for the purposes identified in this policy. If AFSS provides the individual with an opportunity to opt out from consenting to the collection, use, and/or disclosure of information and the individual does not opt out within a reasonable time upon receiving clear notification of said opportunity to opt out, then the individual is deemed to consent to the collection, use and/or disclosure of personal information for the specified purpose.
17. Collection, Usage and Disclosure of Information upon Receiving Consent – Should AFSS receive consent from the individual, AFSS will only collect, use and/or disclose the information for the purposes provided to the individual within the notice of the consent and to the extent reasonable for the defined purpose.
18. Withdrawal or Variation – An individual may declare to the Privacy Officer in writing to withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. The AFSS will inform the Organizational Participant of the implications of such withdrawal. Where the individual validly withdraws their consent, AFSS shall stop collecting, using or disclosing the information upon receiving such notice. Where the individual validly varies their consent, the AFSS shall abide by the consent as varied upon receiving such notice.
19. Legal Guardians – Consent shall not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore shall be obtained from a parent, legal guardian or person having power of attorney of such an individual.

20. Exceptions for Collection – The AFSS is not required to obtain consent for the collection of personal information if:
- a) a reasonable person would consider that the collection of the information is clearly in the interests of the individual and consent of the individual cannot be obtained in a timely way or the individual would not reasonably be expected to withhold consent;
 - b) the collection of the information is authorized or required by
 - i. a statute of Alberta or of Canada,
 - ii. a regulation of Alberta or a regulation of Canada,
 - iii. a bylaw of a local government body, or
 - iv. a legislative instrument of a professional regulatory organization;
 - c) the collection of the information is pursuant to a form that is approved or otherwise provided for under a statute of Alberta or a regulation of Alberta;
 - d) the collection of the information is from a public body and that public body is authorized or required by an enactment of Alberta or Canada to disclose the information to the organization;
 - e) the collection of the information is necessary to comply with a collective agreement that is binding on the organization under section 128 of the Alberta Labour Relations Code;
 - f) the collection of the information is necessary to comply with an audit or inspection of or by the organization where the audit or inspection is authorized or required by
 - i. a statute of Alberta or of Canada, or
 - ii. a regulation of Alberta or a regulation of Canada;
 - g) the collection of the information is by an organization for the purposes of conducting an audit of another organization, other than an audit referred to in clause (c.2), and it is not practicable to collect non-identifying information for the purposes of the audit;
 - h) the collection of the information is reasonable for the purposes of an investigation or a legal proceeding;
 - i) the information is publicly available as prescribed or otherwise determined by the regulations;

- j) the collection of the information is necessary to determine the individual's suitability to receive an honour, award or similar benefit, including an honorary degree, scholarship or bursary;
 - k) the information is collected by a credit reporting organization to create a credit report where the individual consented to the disclosure to the credit reporting organization by the organization that originally collected the information;
 - l) the information may be disclosed to the organization without the consent of the individual under section 20 of *PIPA*;
 - m) the collection of the information is necessary in order to collect a debt owed to the organization or for the organization to repay to the individual money owed by the organization;
 - n) the organization collecting the information is an archival institution and the collection of the information is reasonable for archival purposes or research;
 - o) the collection of the information meets the requirements respecting archival purposes or research set out in the regulations and it is not reasonable to obtain the consent of the individual whom the information is about;
 - p) the collection of the information is in accordance with section 14.1, 15 or 22 of *PIPA*.
21. Exceptions for Use – The AFSS may use personal information without the Organizational Participant's knowledge or consent only:
- a) The AFSS in accordance with any of the enumerated sections at section 25 above; and/or
 - b) The use of the information is necessary to respond to an emergency that threatens the life, health, or security of an individual or the public.
22. Exceptions for Disclosure – AFSS may disclose personal information without the individual's knowledge or consent only if:
- a) A reasonable person would consider that the disclosure of the information is clearly in the interests of the individual and consent of the individual cannot be obtained in a timely way or the individual would not reasonably be expected to withhold consent;
 - b) the disclosure of the information is authorized or required by
 - i. A statute of Alberta or Canada;
 - ii. A regulation of Alberta or a regulation of Canada;

- iii. A bylaw of a local government body; or
 - iv. A legislative instrument of a professional regulatory organization
- c) the disclosure of the information is for a purpose for which the information was collected pursuant to a form that is approved or otherwise provided for under a statute of Alberta or a regulation of Alberta
- d) the disclosure of the information is to a public body and that public body is authorized or required by an enactment of Alberta or Canada to collect the information from the organization;
- e) the disclosure of the information is necessary to comply with a collective agreement that is binding on the organization under [section 128](#) of the Alberta [Labour Relations Code](#);
- f) the collection of the information is necessary to comply with an audit or inspection of or by the organization where the audit or inspection is authorized or required by
 - i. a statute of Alberta or of Canada, or
 - ii. a regulation of Alberta or a regulation of Canada;
- g) the disclosure of the information is
 - i. to an organization conducting an audit, other than an audit referred to above by the organization being audited; or
 - ii. by an organization conducting an audit, other than an audit referred to above to the organization being audited for the purpose relating to the audit and it is not practicable to disclose non-identifying information for the purposes of the audit
- h) the disclosure of information is in accordance with a provision of a treaty that
 - i. authorizes or requires its disclosure; and
 - ii. is made under an enactment of Alberta or Canada;
- i) the disclosure of the information is for the purpose of complying with a subpoena, warrant or order issued or made by a court, person or body having jurisdiction to compel the production of information or with a rule of court that relates to the production of information;
- j) the disclosure of the information is to a public body or a law enforcement agency in Canada to assist in an investigation:

- i. undertaken with a view to a law enforcement proceeding, or
 - ii. from which a law enforcement proceeding is likely to result
- k) the disclosure of the information is necessary to respond to an emergency that threatens the life, health or security of an individual or the public;
- l) the disclosure of the information is for the purposes of contacting the next of kin or a friend of an injured, ill or deceased individual;
- m) the disclosure of the information is necessary in order to collect a debt owed to the organization or for the organization to repay to the individual money owed by the organization;
- n) the information is publicly available as prescribed or otherwise determined by the regulations;
- o) the disclosure of the information is to the surviving spouse or adult interdependent partner or to a relative of a deceased individual if, in the opinion of the organization, the disclosure is reasonable;
- p) the disclosure of the information is necessary to determine the individual's suitability to receive an honour, award or similar benefit, including an honorary degree, scholarship or bursary;
- q) the disclosure of the information is reasonable for the purposes of an investigation or a legal proceeding;
- r) the disclosure of the information is for the purposes of protecting against, or for the prevention, detection or suppression of, fraud, and the information is disclosed to or by
 - i. an organization that is permitted or otherwise empowered or recognized to carry out any of those purposes under
 1. a statute of Alberta or of Canada or of another province of Canada,
 2. a regulation of Alberta, a regulation of Canada or similar subordinate legislation of another province of Canada that, if enacted in Alberta, would constitute a regulation of Alberta, or
 3. an order made by a [Minister](#) under a statute or regulation referred to in paragraph (1) or (2),
 - ii. Équité Association, or

- iii. the Canadian Bankers Association, Bank Crime Prevention and Investigation Office;
- s) the organization is a credit reporting organization and is permitted to disclose the information under Part 5 of Alberta's [Consumer Protection Act](#);
- t) the organization disclosing the information is an archival institution and the disclosure of the information is reasonable for archival purposes or research;
- u) the disclosure of the information meets the requirements respecting archival purposes or research set out in the regulations and it is not reasonable to obtain the consent of the individual whom the information is about;
- v) the disclosure is in accordance with [sections 20.1, 21 or 22](#) of PIPA.

Limiting Collection, Use, Disclosure and Retention

- 23. Limiting Collection, Use and Disclosure – The AFSS shall not collect, use or disclose personal information indiscriminately. Information collected will be for the purposes specified in this policy, except with the consent of the individual or as required by law.
- 24. Retention Periods – Personal information shall be retained as long as reasonably necessary to enable participation in the AFSS, to maintain accurate historical records and or as may be required by law.
- 25. Destruction of Information – The AFSS shall, within a reasonable time after they no longer requires the personal information for legal or business purposes, shall
 - a) Destroy the records containing the personal information, or;
 - b) Render the personal information non-identifying so that it can no longer be used to identify an individual with.
- 26. Documents shall be destroyed by way of shredding and electronic files will be deleted in their entirety.
- 27. Section 30 applies notwithstanding any withdrawal or variation of the consent made by the individual as detailed above.

Safeguards

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

Breaches

29. Breaches – The AFSS is required to report breaches of its security safeguards and any unauthorized disclosure of, or access to, personal information to the Office of the Privacy Commissioner if the breach, disclosure, or access may pose a “real risk of significant harm” to an individual. A “real risk of significant harm” is defined as: “*Bodily harm, humiliation, damage to reputation or relationships, loss of employment, business or professional opportunities, financial loss, identity theft, negative effects on the credit record and damage to or loss of property*”.
30. Reporting – The AFSS will report the breach or unauthorized access or disclosure to the Office of the Privacy Commissioner in the form and format specified by the Office of the Privacy Commissioner or will be subject to financial penalties.
31. Records and Notification – In addition to reporting the breach or unauthorized access or disclosure, The AFSS will keep records of the breach and inform affected individuals.
32. Process – The AFSS will abide by any process established by the Office of the Privacy Commissioner as outlined in *PIPA* to adequately address and resolve any breach or unauthorized access or disclosure flowing from a report.

Individual Access

33. Access – Upon written request, and with assistance from the AFSS, an individual may be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. Further, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed. Access will be provided in the following manner:
 - a) if the individual has asked for a copy of the individual’s personal information and the information can reasonably be reproduced,
 - i. provide with the response a copy of the record or the part of the record containing the information, or
 - ii. give the individual reasons for the delay in providing the information or record,
 - b) if the individual has asked to examine the record containing the individual’s personal information or if the record cannot reasonably be reproduced,
 - i. permit the individual to examine the record or part of the record, or
 - ii. give the individual access in accordance with the regulations

34. Response – Requested information shall be disclosed to the individual within 30 days of receipt of the written request, as required by the applicable legislation, at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
35. Denial – An individual may be denied access to his or her personal information under the applicable legislation if the information:
 - a) cannot be disclosed for legal, security, or commercial proprietary purposes; or
 - b) is subject to any legal privilege.
36. The AFSS will not provide access to personal information if:
 - a) the disclosure of the information could reasonably be expected to threaten the life or security of another individual;
 - b) the information would reveal personal information about another individual;
 - c) the information would reveal the identity of an individual who has in confidence provided an opinion about another individual and the individual providing the opinion does not consent to disclosure of their identity.
37. Reasons – Upon refusal, the AFSS shall inform the individual the reasons for the refusal and the associated provisions of the *Act*.
38. Identity – Sufficient information shall be required to confirm an individual's identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

Requesting Corrections

39. An individual may, in accordance with [section 26](#), request the AFSS to correct an error or omission in the personal information about the individual that is under the control of the AWA.
40. If there is an error or omission in personal information in respect of which a request for a correction is received by an organization under subsection (1), the organization must, subject to subsection (3),
 - a) correct the information as soon as reasonably possible, and
 - b) where the organization has disclosed the incorrect information to other organizations, send a notification containing the corrected information to each organization to which the incorrect information has been disclosed, if it is reasonable to do so.

41. If the AFSS determines not to make the correction under subsection (45)(a), the AFSS shall annotate the personal information under its control with the correction that was requested but not made.
42. On receiving a notification under subsection (45)(b) containing corrected personal information, the AFSS shall correct the personal information in its custody or under its control.
43. Notwithstanding anything in this subsection, AFSS shall not correct or otherwise alter an opinion, including a professional or expert opinion.

How to make a request

44. A request to access information in accordance with section 38 or a request to correct information in accordance with section 44 must:
 - a) be in writing, and
 - b) include sufficient detail to enable the organization, with a reasonable effort, to identify any record in the custody or under the control of the organization containing the personal information in respect of which the request is made.
45. An individual who is requesting access to personal information under section 38 may ask for a copy of the record containing the personal information or to examine the record.

Challenging Compliance

46. Challenges – An individual shall be able to challenge compliance with this policy and the *Act* to the designated individual accountable for compliance.
47. Procedures – Upon receipt of a complaint the AFSS shall:
 - a) record the date the complaint is received;
 - b) notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
 - c) acknowledge receipt of the complaint by way of written communication and clarify the nature of the complaint within three (3) days of receipt of the complaint;
 - d) appoint an investigator using Organization personnel or an independent investigator, who shall have the skills necessary to conduct a fair and impartial investigation and shall have unfettered access to all relevant file and personnel, within ten (10) days of receipt of the complaint;
 - e) upon completion of the investigation and within twenty-five (25) days of receipt of the complaint, the investigator will submit a written report to the AFSS; and

- f) notify the complainant to the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures within thirty (30) days of receipt of the complaint.
48. Whistleblowing – The AFSS shall not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any director, officer, employee, committee member volunteer, trainer, contractor, and other decision-maker within the AFSS or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:
- a) disclosed to the commissioner that the AFSS has contravened or is about to contravene the *Act*;
 - b) has done or stated an intention of doing anything that is required to be done to avoid having any person contravene the *Act*; or
 - c) has refused to do or stated an intention of refusing to do anything that is in contravention of the *Act*.

IP Address

49. IP Address – The AFSS does not collect, use, or disclose personal information such as IP Addresses.

Applicable Law

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

Whistleblower Policy

Purpose

1. The AFSS is committed to fostering an environment conducive to open communication regarding the business practices of the AFSS and to protecting Workers from unlawful retaliation and discrimination for their having properly disclosed or reported illegal or unethical conduct.
2. To further this commitment, this Policy:
 - a) establishes guidance for the receipt, retention and treatment of verbal or written reports received by the AFSS from a Worker regarding actions that (i) are illegal, unethical or contrary to the AFSS's policies in respect of accounting, internal controls, disclosure, or business practices or (ii) constitute discrimination, harassment, violence or abuse against a Worker by a Director or another Worker;
 - b) provides Workers who make a report with a means to make reports in a confidential and anonymous manner; and
 - c) demonstrates the AFSS's intention to discipline any person who commits an act of retaliation or reprisal against a Worker up to and including termination of employment for just cause, in the case of employees.

Application

3. This policy only applies to Workers who observe, or experience incidents of wrongdoing committed by directors or by other Workers.
4. Incidents of wrongdoing or misconduct observed or experienced by Organizational Participants, volunteers, spectators, parents of Organizational Participants, or other individuals not employed or contracted by the AFSS can be reported under the terms of the *Discipline and Complaints Policy* and/or reported to the Organization's Board of Directors or senior staff person to be handled under the terms of the individual Worker's Employment Agreement or Contractor Agreement, as applicable, and/or the AFSS's policies for human resources.
5. Matters reported under the terms of this policy may be referred to be heard under the *Discipline and Complaints Policy*, at the discretion of the Compliance Officer.
6. Any violation of this Policy that may be considered "Prohibited Behaviour" or "Maltreatment" (as defined in the UCCMS) when the Respondent is an Organizational Participant who has been designated by a Signatory as a Abuse-Free Sport Participant (as defined in the Discipline and Complaints Policy), will be handled pursuant to the policies and procedures of the OSIC, subject to the rights of the AFSS as set out in the Discipline and Complaints Policy and any applicable workplace policies.

Wrongdoing

7. Wrongdoing can be defined as:
 - a) violating the law;
 - b) intentionally or seriously breaching of the *Code*;
 - c) committing or ignoring risks to the life, health, or safety of an Organizational Participant, volunteer, Worker, or other individual;
 - d) directing an individual or Worker to commit a crime, serious breach of a policy, or other wrongful act; or
 - e) fraud.

Pledge

8. The AFSS pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any Worker who discloses information or submits, in good faith, a report against another Worker or director under the terms of this policy.
9. Any individual affiliated with the AFSS who breaks this **Pledge** will be subject to disciplinary action.

Reporting Wrongdoing

10. A Worker who believes that a director or another Worker has committed an act of wrongdoing should prepare a report that includes the following:
 - a) a written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s);
 - b) the identities and roles of other individuals or Workers (if any) who may be aware of, affected by, or complicit in, the wrongdoing;
 - c) why the act or action should be considered to be wrongdoing; and
 - d) how the wrongdoing affects the Worker submitting the report (if applicable).

Authority

11. The following Compliance Officer has been appointed to receive reports made under this policy:

Patrick Cooper
kodiakcoop@outlook.com

12. After receiving the report, the Compliance Officer has the responsibility to:
 - a) assure the Worker of the **Pledge**;
 - b) connect the Worker to the Alternate Liaison if the individual feels that they cannot act in an unbiased or discrete manner due to the individual's role with the AFSS and/or the content of the report;
 - c) determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious) and, if so, inform the Worker that no action will be taken on the report and the reasons why the report has been considered frivolous, vexatious, or not in good faith;
 - d) determine if the *Whistleblower Policy* applies or if the matter should be handled under the *Discipline and Complaints Policy*;
 - e) determine if the local police service be contacted;
 - f) determine if mediation or alternative dispute resolution can be used to resolve the issue;
 - g) determine if the AFSS's President and/or senior staff person should or can be notified of the report; and
 - h) begin an investigation.

Alternate Liaison

13. If the Worker feels that the Compliance Officer is unable to act in an unbiased or discrete manner due to the individual's role with the AFSS and/or the content of the report, the Worker should contact the following individual who will act as an independent liaison between the Worker and the Compliance Officer:

Rod Bourgon
cbourgon@shaw.ca

14. The Alternate Liaison will not disclose the Worker's identity to the Compliance Officer or to anyone affiliated with the AFSS without the Worker's consent.
15. A Worker who is unsure if they should submit a report, or who does not want to have their identity known, may contact the Alternate Liaison for informal advice about the process.

Investigation

16. If the Compliance Officer determines that an investigation should be launched, the Compliance Officer may decide to contract an external investigator. In such cases, the AFSS's President and/or senior staff person may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the report, or identity of the Worker who submitted the report being disclosed. The AFSS's President and/or senior staff person may not unreasonably refuse the decision to contract an external investigator.
17. An investigation launched by the Compliance Officer, Alternate Liaison or by an external investigator should, generally, take the following form:
 - a) follow-up interview with the Worker who submitted the report;
 - b) identification of Workers, Organizational Participants, volunteers or other individuals that may have been affected by the wrongdoing;
 - c) interviews with such-affected individuals;
 - d) interview with the director(s) or Worker(s) against whom the report was submitted; and
 - e) interview with the supervisor(s) of the Worker(s) against whom the report was submitted, if applicable.
18. The investigator will prepare an Investigator's Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to the AFSS's President and/or senior staff person for review and action.

Decision

19. Within fourteen (14) days after receiving the Investigator's Report, the AFSS's President and/or senior staff person will take corrective action, as required. Corrective action may include, but is not limited to including:
 - a) enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;
 - b) revision of job descriptions; or
 - c) discipline, suspension, termination, or other action as permitted by the By-laws, provincial/territorial employment legislation, applicable policies for human resources, and/or the Worker's Employment Agreement or Contractor Agreement.

20. The corrective action, if any, will be communicated to the investigator who will then inform the Worker who submitted the report.
21. Decisions made under the terms of this policy may be appealed under the terms of the *Appeal Policy* provided that:
 - a) if the Worker who submitted the initial report is appealing the decision, the Worker understands that their identity must be revealed if they submit an appeal; and
 - b) if the director or Worker against whom the initial report was submitted is appealing the decision, the Worker or director understands that the identity of the Worker who submitted the report will not be revealed and that the AFSS will act as the Respondent.

Confidentiality

22. Confidentiality at all stages of the procedures outlined in this policy – from the initial report to the final decision – is the goal for all individuals (the Worker, the Worker(s), or director(s) against whom the report is submitted, and the individuals interviewed during the investigation). An individual who intentionally breaches the confidentiality clause of this policy will be subject to disciplinary action.
23. In all stages of the investigation, the investigator will take every precaution to protect the identity of the Worker who submitted the report and/or the specific nature of the report itself. However, the AFSS recognizes that there are some instances where the nature of the report and/or the identity of the Worker who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.

Reciprocation Policy

Purpose

1. The purpose of this policy is to ensure the enforcement and recognition of all disciplinary sanctions applied by the AFSS and Provincial Associations.

Application

2. This policy applies to all Provincial Associations.

Responsibilities

3. The AFSS will:
 - a) provide copies of discipline and appeal sanctions to all Provincial Associations;
 - b) for discipline decisions provided to the AFSS by Provincial Associations, determine per the *Discipline and Complaints Policy* whether to initiate further action against the individual(s) named in the decision; and
 - c) recognize and enforce the disciplinary sanctions imposed by Provincial Associations.
4. Provincial Associations will:
 - a) provide copies of discipline and appeal decisions involving Organizational Participants to the AFSS;
 - b) recognize and enforce the disciplinary sanctions imposed by the AFSS and/or Abuse-Free Sport;
 - c) update their registration documents to appropriate reflect the requirements of the reciprocation procedures; and
 - d) update their governing documents to reference the reciprocation procedures described herein.

Anti-Doping Policy

Purpose

1. The purpose of this policy is to confirm that the AFSS has adopted the 2021 CADP as its primary domestic anti-doping policy.
2. The AFSS has obligations to report potential violations of the 2021 CADP.

Scope and Authority

3. This policy applied to all Organizational Participants.
4. In the event of a conflict between this policy and the 2021 CADP, the 2021 CADP shall prevail.

Commitment, Adoption and Cooperation

5. The AFSS is committed to clean sport in Canada and endorses the 2021 CADP and the WADC.
6. The AFSS has adopted and agrees to abide by the CADP as it may be amended from time to time.
7. The AFSS is unequivocally opposed to the practice of doping in sport on ethical, medical, and legal grounds.
8. The AFSS shall cooperate with the CCES's investigations regarding potential anti-doping rule violations.

Education and Training

9. Anti-doping links and resources are provided as **Appendix A**.
10. The AFSS will ensure that every athlete and other person participating in the sport who is subject to the CADP by way of AFSS's adoption of the CADP knows that they are subject to the anti-doping rules contained in the CADP and are appropriately informed.

Conduct Standards

11. The AFSS will include the following requirements in the applicable section of its *Code of Conduct and Ethics*:
 - a) Organizational Participants must reasonably cooperate with the CCES or another anti-doping organization that is investigating anti-doping rule violations.

- b) Coaches, trainers, and other Athlete Support Personnel who use methods or substances prohibited by the CADP without valid and acceptable justification may not coach, train, or otherwise support Athletes.
- c) Organizational Participants may not harass, intimidate, or otherwise conduct themselves offensively towards a doping control official or other individual involved in doping control.

Sanctions and Reciprocity

- 12. The AFSS will comply with the CADP with respect to public announcements of positive test results.
- 13. The AFSS will respect any penalty enacted pursuant to the breach of the CADP whether imposed by WADA or the CCES.
- 14. The AFSS will respect the sanctions applied to an Organizational Participant due to an anti-doping rule violation, whether imposed by WADA, the CCES, or any national or provincial sport organization.
- 15. All Organizational Participants sanctioned for an anti-doping rule violation will be ineligible to participate in any role with the AFSS or in any competition or activity organized, convened, held, or sanctioned by the AFSS as per the penalties imposed.

Appendix A – Anti-Doping Links and Resources

Anti-Doping and Values-Based Sport Information:

- CCES website: www.cces.ca
- True Sport website: www.truesport.ca
- CCES E-Learning: contact the CCES for additional information
- CCES Advisory Notes and Media Releases: www.cces.ca/subscribe

Substance Information:

- Global DRO: www.globaldro.com
- Contacting the CCES: 1-800-672-7775 or substances@cces.ca

Therapeutic Use Exemptions (TUEs):

- CCES Medical Exemption Wizard: www.cces.ca/mewizard
- Contacting the CCES: 1-800-672-7775 or tue-aut@cces.ca

Report Doping:

- Report Doping Hotline: 1-800-710-CCES or www.cces.ca/reportdoping

Note: Various printed resources are available.

Contact the CCES for more information (education@cces.ca or 1-800-672-7775).

Event Discipline Procedure

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

Purpose

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

Scope and Application

2. This Procedure will be applied to all Events designated by the AFSS as using this Procedure.
3. If the Event is being sanctioned by an organization other than the AFSS (e.g., by the Shooting Federation of Canada, host society or by an international federation), the procedures for event discipline of the host organization will replace this procedure.
4. Incidents involving Organizational Participants connected with the AFSS (such as Athletes, Athlete Support Personnel, and directors and officers) must still be reported by the head coach or team representative to the AFSS to be addressed under the *Discipline and Complaints Policy*, if necessary.
5. This Procedure does not replace or supersede the *Discipline and Complaints Policy*. Instead, this Procedure works in concert with the *Discipline and Complaints Policy* by outlining, for a designated person with authority at an event sanctioned by the AFSS, the procedure for taking immediate corrective action in the event of a possible violation of the *Code*.

Misconduct During Events

6. Incidents that violate or potentially violate the *Code* or applicable conduct standards, which can occur during a competition, away from the area of competition, or between parties connected to the Event, shall be reported to the designated person (usually the chief official) responsible at the Event.
7. The designated person at the Event shall use the following procedure to address the incident that violated or potentially violated the *Code*:
 - a) notify the involved parties that there has been an incident that violated or potentially violated the *Code*;
 - b) convene an Event Discipline Panel of either one person or three people (one of whom shall be designated the Chairperson), who shall not be in a conflict of interest

or involved in the original incident, to determine whether the *Code* has been violated;

- c) The Event Discipline Panel will interview and secure statements from any witnesses to the alleged violation;
 - d) If the violation occurred during a competition, interviews may 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 Event Discipline Panel will attempt to secure a statement from the person(s) accused of the violation;
 - f) The Event Discipline Panel will render a decision and determine a possible penalty; and,
 - g) The Chairperson of the Event Discipline Panel will inform all parties of the Event Discipline Panel's decision.
8. The penalty determined by the Event Discipline Panel 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; or
 - e) other appropriate penalty as determined by the Event Discipline Panel.
9. The Event Discipline Panel does not have the authority to determine a sanction that exceeds the duration of the Event.
10. A full written report of the incident and the Event Discipline Panel's decision shall be submitted to the AFSS by the Chair of the Event Discipline Panel following the conclusion of the Event.
11. A complaint and further discipline may then be applied in accordance with the *Discipline and Complaints Policy*, if necessary.
12. Decisions made pursuant to this Procedure may not be appealed.
13. This Procedure does not prohibit other Organizational Participants from reporting the same incident to the AFSS to be addressed as a formal complaint under the *Discipline and Complaints Policy* and/or through the AFS process, if applicable.

14. The AFSS shall record and maintain records of all reported incidents and corresponding decisions.

Timelines

15. The procedures outlined in this Procedure are Event-specific and therefore shall be exercised and implemented as soon as it is reasonable to do so. The final decision of the Event Discipline Panel must be reached and communicated to the Parties prior to the conclusion of the event for it to be effective.
16. Decisions issued by the Event Discipline Panel after the conclusion of the event will not be enforceable.

Diversity, Equity, and Inclusion Policy

Purpose

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

General

3. The AFSS will:
 - a) provide this policy to all Organizational Participants and provide education on the importance of diversity, equity, and inclusion and what this entails in terms of practices, policies, procedures, and norms of behaviour;
 - b) provide registration forms and other documents that allow:
 - i. the Organizational Participant to indicate their gender identity and expression, rather than their sex or gender;
 - ii. the Organizational Participant to abstain from indicating a gender identity with no consequence to the individual;
 - iii. the Organizational Participant to indicate their pronoun(s); and
 - iv. the Organizational Participant to indicate their preferred name.
 - c) maintain organizational documents and the AFSS's website in a manner that promotes inclusive language and images;
 - d) refer to Organizational Participants by their preferred name and their pronoun(s);
 - e) work with Under-Represented Groups on the implementation, monitoring and/or modification of this policy;
 - f) when the AFSS has the authority to determine Organizational Participants' use of washrooms, change rooms, and other facilities, the AFSS will permit individuals to use the facilities of their gender identity;
 - g) ensure uniforms and dress codes that respect an Organizational Participant's gender identity and gender expression;
 - h) support inclusion, equity, and access for Under-Represented Groups; and

- i) exercise influence with external agencies to encourage equity.

Programming

- 4. The AFSS is committed to creating and supporting programs that address diversity, equity, and inclusion in sport. For example, the AFSS will:
 - a) ensure that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering the AFSS's programs and policies;
 - b) ensure that Organizational Participants from Under-Represented Groups have no barriers to participation in the AFSS's programs, training, and coaching opportunities;
 - c) create and support new programming that specifically addresses diversity, equity, and inclusion;
 - d) monitor and evaluate the success of its diversity, equity, and inclusion programming;
 - e) fund programs and services equitably;
 - f) encourage Under-Represented Groups to act as role models for young Organizational Participants;
 - g) create opportunities to advance the number and levels of women in coaching; and
 - h) when planning educational sessions, consider a balance of presenters from all gender identities.

Staff, Board of Directors, Committee

- 5. The AFSS will:
 - a) strive to achieve gender balance in the appointment of all committees, task forces and other decision-making or decision-influencing bodies, and in seeking nominations for and appointments to the Board;
 - b) include gender equity as a stated value that is accepted and promoted on nominating and selection committees;
 - c) ensure equal opportunities exist for all staff to receive professional development to move towards senior levels of decision-making;
 - d) develop, update, and deliver all policies, programs and services ensuring the concerns and needs of Under-Represented Groups are identified, promoted, and supported; and

- e) deal with any incidence of discriminatory behaviour according to the AFSS's *Code*.

Media Relations

- 6. The AFSS will:
 - a) strive to ensure that Under-Represented Groups are portrayed equitably in promotional materials and official publications, and that gender-neutral language is used in all communications;
 - b) produce all written and visual materials in a gender-inclusive manner;
 - c) develop a communication plan that strives to give media visibility to Under-Represented Groups; and
 - d) use gender-appropriate or gender-neutral language and positive, active visuals in all publications, graphics, videos, posters and on websites.

Human Resource Management

- 7. As part of its commitment to the use of equitable human resource management practices, the AFSS will:
 - a) adopt, when possible, work practices such as flex-time, job-sharing, and home-based offices;
 - b) provide a physically accessible workplace environment;
 - c) use non-discriminatory interview techniques;
 - d) provide opportunities for all staff to advance to senior decision-making levels and receive equitable remuneration;
 - e) publicly declare the AFSS to be an equal opportunity employer and respect and implement the principle of pay equity in relation to salaried and contract employees; and
 - f) when appropriate, make available access to Employee Assistance counselling.

Ongoing Commitment to Diversity, Equity and Inclusion

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

Evaluation

9. The AFSS will continually monitor and evaluate its diversity, equity and inclusion progress.

Concussion Policy and Code

Preamble

1. This policy is based on the 6th Consensus Statement on Concussion in Sport that was released in June 2023.
2. This policy interprets the information contained in the report that was prepared by the 2022 Concussion in Sport Group (2022 CISG), a group of sport concussion medical practitioners and experts, and adapts concussion assessment and management tools.
3. The CISG suggested 13 Rs of Sport-Related Concussion (“SRC”) management to provide a logical flow of concussion management. This policy is similarly arranged. The 13 Rs in this policy are:
 - a. Recognize
 - b. Reduce
 - c. Remove
 - d. Re-Evaluate
 - e. Rest and Exercise
 - f. Rehabilitation
 - g. Refer
 - h. Recover
 - i. Return to Learn & Return to Sport
 - j. Reconsider
 - k. Residual Effects
 - l. Retire
 - m. Refine

Risk Reduction, one of the previous 11 Rs based on the 5th Consensus Statement on Concussion in Sport, has been removed.

4. A concussion is a clinical diagnosis that can only be made by a physician. The 2022 CISG achieved consensus on a conceptual definition of a concussion, which is articulated, in part, as follows:

- a. *A Sport-related concussion is a traumatic brain injury caused by a direct blow to the head, neck or body resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise-related activities. This initiates a neurotransmitter and metabolic cascade, with possible axonal injury, blood flow change and inflammation affecting the brain. Symptoms and signs may present immediately, or evolve over minutes or hours, and commonly resolve within days, but may be prolonged [...] Sport-related concussion results in a range of clinical symptoms and signs that may or may not involve loss of consciousness.*

Purpose

5. The AFSS is committed to ensuring the safety of Organizational Participants in its activities. The AFSS recognizes the increased awareness of concussions and their long-term effects and believes that prevention of concussions is paramount to protecting the health and safety of Organizational Participants.
6. This policy describes the common signs and symptoms of a concussion and how to identify them, the protocol to be followed in the event of a possible concussion, and a Return to Sport protocol 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.
7. This policy applies to all activities and events for which the AFSS is the governing or sanctioning body including, but not limited to, competitions, practices, and training sessions.
8. Relevant definitions for the purposes of this policy are as follows:
 - a. **Cervicovestibular Rehabilitation:** A type of rehabilitation program that usually includes education, cervical spine therapy and exercise along with vestibular rehabilitation (an exercise-based treatment that helps with the vestibular system, which affects balance and spatial orientation).
 - b. **Complete symptom resolution:** resolution of symptoms associated with the current concussion at rest with no return of symptoms during or after maximal physical and cognitive exertion.
 - c. **Designated Person:** Refers to a person designated by the AFSS removal-from-sport protocol and by its return-to-sport protocol for the purposes of fulfilling various duties indicated in this Policy.
 - d. **Organizational Participant:** Refers to all categories of individual members and/or registrants defined in the by-laws of the AFSS who are subject to the policies, rules and regulations of the AFSS as well as all persons employed by, contracted by, or

engaged in activities with the AFSS including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, judges, Athlete Support Personnel, managers, administrators, committee members, parents or guardians, spectators, committee members, or directors and officers

- e. **Return-to-learn (RTL):** return to preinjury learning activities with no new academic support, including school accommodations or learning adjustments.
- f. **Return-to-sport (RTS):** completion of the RTS strategy with no symptoms and no clinical findings associated with the current concussion at rest and with maximal physical exertion.
- g. **Sport Related Concussion (SRC):** See above for the conceptual definition at section 4(a).
- h. **Symptom resolution at rest:** resolution of symptoms associated with the current concussion at rest.

Registration

- 9. When an Organizational Participant under the age of 21 years old registers with the AFSS, the Organizational Participant **must** provide written or electronic confirmation that they have reviewed concussion awareness resources within the past 12 months. The Ontario Government has produced age-appropriate concussion resources located here:
 - a) [ages 10 and under](#)
 - b) [ages 11-14](#)
 - c) [ages 15+](#)

Despite the reference to Ontario, the AFSS believes these resources are relevant and important for concussion awareness and education regardless of jurisdiction.

- 10. Organizational Participant under the age of 21 years old must also sign the *Concussion Code of Conduct (Appendix A)*.
- 11. For Athletes younger than 21 years old, the athlete's parent or guardian **must** also provide confirmation that they have also reviewed the concussion resources as well and signed the *Concussion Code of Conduct*.
- 12. Athlete Support Personnel must provide confirmation that they have also reviewed the concussion resources and sign the *Concussion Code of Conduct*; but not if they will be interacting exclusively with Athletes who are 21 years old or older.

Recognizing Concussions

13. If an Organizational Participant demonstrates or reports any of the following **red flags**, a Designated Person in Alberta , or a licensed healthcare professional for any organization outside of Alberta shall be summoned and, if deemed necessary, an ambulance should be called⁹:
- a) Neck pain or tenderness;
 - b) Seizure, 'fits' or convulsion;
 - c) Loss of vision or double vision;
 - d) Actual or suspected loss of consciousness;
 - e) Increased confusion or deteriorating conscious state (becoming less responsive, drowsy);
 - f) Weakness or numbness / tingling / burning in arms or legs;
 - g) Severe or increasing headache;
 - h) Vomiting more than once;
 - i) Increasingly restless, agitated, or combative; and/or
 - j) Visible deformity of the skull.
14. The following **observable signs** may indicate a possible concussion:
- a) Loss of consciousness or responsiveness;
 - b) Lying motionless on the playing surface;
 - c) Falling unprotected to the surface;
 - d) Disorientation or confusion, staring or limited responsiveness, or an inability to respond appropriately to questions;
 - e) Dazed, blank or vacant look;
 - f) Seizure, fits or convulsions;
 - g) Slow to get up after a direct hit or indirect hit to the head;

⁹ If an onsite healthcare professional is not available, an ambulance should be called.

- h) Balance or gait difficulties, absence of regular motor coordination, stumbling, slow laboured movements; and/or
- i) Facial injury after head trauma.

15. A concussion may result in the following **symptoms**:

Physical Symptoms

- a) Headache or “pressure in head”
- b) Balance problems or dizziness
- c) Nausea or vomiting
- d) Drowsiness, fatigue, or low energy
- e) Dizziness
- f) Blurred vision
- g) Sensitivity to light or noise
- h) “Don’t feel right”
- i) Neck pain

Changes in Emotions

- j) More emotional or irritable
- k) Sadness, nervous or anxious

Changes in Thinking

- l) Difficulty remembering or concentrating
- m) Feeling slowed down or “in a fog”

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

- a) What day is it?
- b) What venue are we at today? / Where are we today?
- c) What event were you just participating in?
- d) Who last scored a point in this game?

- e) What team did you play against last week?
- f) Did you win the last game you played?

Reduce

- 17. The 2022 CISG identified several recommendations with respect to preventing concussions, including Concussion Management, which is relevant to the AFSS's application of this policy:
 - a. Optimal concussion management strategies including implementing laws and protocols (i.e., mandatory removal from play following actual or suspected concussion; requirements to receive clearance to return-to-play from a healthcare provider; and education of coaches, parents and athletes regarding concussion signs and symptoms) are associated with a reduction in recurrent concussion rates.

Removal from Sport Protocol

- 18. Removal of a player from the field of play should be done if there is suspicion of a possible concussion to avoid further potential injury.
- 19. 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 Organizational Participant must be immediately removed from participation by a designated person who is either an on-site the AFSS Range Safety Officer.
- 20. In the event that any Organizational Participant exhibits any of the following;
 - a. Impact seizure
 - b. Tonic Posturing
 - c. Ataxia (lack of coordination; losing muscle control in limbs and extremities)
 - d. Poor balance
 - e. Amnesia

they should not return to a match or training that day, unless evaluated acutely by an experienced healthcare practitioner with a multimodal assessment (as noted below) who determines that the sign was not related to a concussion (e.g., the player has sustained a musculoskeletal injury and thus unable to balance). Maddocks' questions, as newly modified per the Concussion Recognition Tool 6 (**CRT6**) outlined above in Section 16, remain part of a useful and brief on-field screen for Organizational Participants under 12 years of age without clear on-field signs of a concussion. Incorrect answers warrant a more comprehensive off-field evaluation, as does any clinical suspicion of concussion.

21. After removal from participation, the following actions should be taken:
 - a) The Designated Person who removed the Organizational Participant should consider calling 9-1-1;
 - b) The AFSS must make and keep a record of the removal;
 - c) The Designated Person must inform the Organizational Participant's parent or guardian if the Organizational Participant is younger than 21 years old, and the Designated Person must inform the parent or guardian that the Organizational Participant is required to undergo a medical assessment by a physician or nurse practitioner before the Organizational Participant will be permitted to return to participation; and
 - d) The Designated Person will remind the Organizational Participant, and the Organizational Participant's parent or guardian as applicable, of the AFSS's Return-to-Sport protocol as described in this Policy.

22. Organizational Participants who have a suspected concussion and who are removed from participation should:
 - a) Be isolated in a dark room or area and stimulus should be reduced
 - b) Be monitored
 - c) Have any cognitive, emotional, or physical changes documented
 - d) Not be left alone (at least for the first 1-2 hours)
 - e) Not drink alcohol
 - f) Not use recreational/prescription drugs
 - g) Not be sent home by themselves
 - h) Not drive a motor vehicle until cleared to do so by a medical professional
 - i) Be re-evaluated in the coming hours and days, and follow the guidelines regarding relative rest outlined at **sections 26** and **27** below.

23. An Organizational Participant who has been removed from participation due to a suspected concussion should not return to participation until the Organizational Participant has been assessed medically, preferably by a physician who is familiar with the Sport Concussion Assessment Tool – 6th Edition (SCAT6) (for Organizational Participants over the age of 12) or the Child SCAT6 (for Organizational Participants between 8 and 12 years old), even if the symptoms of the concussion resolve.

- a. Evaluation of Organizational Participants via the SCAT6 or Child SCAT 6 should be done within 72 hours of injury to help ensure the clinical utility of the measurements but can be used up to a week after injury.
- b. The SCAT 6 and Child SCAT 6 are assessments to be used by licensed healthcare providers. Those who are not healthcare providers are to use the Concussion Recognition Tool 6 (CRT 6), which is found at Appendix “B”.

Re-Evaluate

24. An Organizational Participant with a suspected concussion should be evaluated by a licensed physician who should conduct a comprehensive neurological assessment of the Organizational Participant and determine the Organizational Participant’s clinical status and the potential need for neuroimaging scans. Multimodal and serial evaluations should be conducted by a licensed physician/health care provider in accordance with the Sport Concussion Office Assessment Tool (SCOAT6) or Child Sport Concussion Office Assessment Tool (Child SCOAT6) in addition to the health care provider’s clinical insight.

Rest and Exercise

25. Organizational Participants with a diagnosed SRC should engage in relative rest during the acute phase (24-48 hours), which includes activities of daily living and reduced screen time.
26. Organizational Participants can return to light intensity physical activity such as walking that does not more than mildly exacerbate or worsen the Organizational Participant’s symptoms during the acute phase (24-48 hours). Organizational Participants should avoid vigorous exertion.
27. Organizational Participants must be consistently aware of their symptoms. Exercise and cognitive exertion should be stopped if concussion symptom exacerbation is more than mild and brief. Exercise may be resumed once symptoms have returned to the prior level.
28. Organizational Participants should be advised to avoid the risk of reinjury (i.e., contact, collision or fall) until determined by a qualified health care provider/licensed physician to be safe for higher risk activities.
29. Organizational Participants must consider the diverse symptoms and problems that are associated with SRCs. Rehabilitation programs that involve controlled parameters below the threshold of peak performance should be considered.
30. Should Organizational Participants experience sleep disturbance in the 10 days after SRC, Organizational Participants should know that these disturbances are associated with an increased risk of persisting symptoms, and may warrant evaluation and treatment.

Refer

31. Organizational Participants who display persistent symptoms (i.e., symptoms that persist greater than four (4) weeks across children, adolescents and adults) should be referred to physicians with experience handling SRCs, where the clinical environment allows.

Rehabilitation

32. If dizziness, neck pain and/or headaches persist for more than 10 days, Cervicovestibular Rehabilitation is recommended. This includes, combining cervical spine therapy and exercise along with vestibular rehabilitation, which is an exercise-based treatment to help with the vestibular system, which is responsible for balance and spatial orientation.
 - a. If symptoms persist beyond 4 weeks in children and adolescents, active rehabilitation and collaborative care may be of benefit.
 - b. For children, adolescents and adults with dizziness/balance problems, either vestibular rehabilitation or Cervicovestibular Rehabilitation may be of benefit.
33. In the case of a recurrence of symptoms when progressing through the return-to-learn (RTL) or return-to-sport (RTS) strategies (see below), re-evaluation and referral for rehabilitation may be of benefit to facilitate recovery.

Recovery

34. The 2022 CISG recommended that clinical evaluation and future research include three components in the determination of recovery. For the purposes of this policy, practical aspects of recovery are highlighted through the RTL and RTS sections below.
35. Generally, SRCs have large adverse effects on cognitive functioning and balance during the first 24-72 hours after injury. For *most* Organizational Participants, these cognitive defects, balance and symptoms improve rapidly during the first two weeks after injury. An important predictor of slower recovery from an SRC is the severity of the Organizational Participant's initial symptoms following the first few days after the injury.
36. The below tables regarding both RTL and RTS represent a graduated return to learning and return to sport for most Organizational Participants, in particular those that did not experience high severity of initial symptoms after the following the first few days after the injury.

Return to Learn (RTL)

37. To minimise academic and social disruptions during the RTL strategy, Organizational Participants should avoid complete rest and isolation, even for the initial 24 to 48hours, and instead engage in a period of relative rest. Early return to activities of daily living

should be encouraged provided that symptoms are no more than mildly and briefly increased.

38. The 2022 CISG included additional recommendations with respect to environmental, physical, curriculum and testing adjustments to help accommodate participants across several age groups and demographics. For more information, [see here](#) at page 703.
39. Not all Organizational Participants will require an RTL strategy or academic support. If symptom exacerbation occurs during cognitive activity or screen time, difficulties with reading, concentration or memory or other aspects of learning are reported, an RTL strategy, if considered appropriate by a clinician, should be implemented at the time of diagnosis and during the recovery process. A sample RTL ‘timeline’ can be seen as **Table 1**.

Stage	Aim	Activity	Stage Goal
1	Daily activities at home that do not result in more than a mild* exacerbation ¹⁰ of symptoms related to the current concussion	Typical activities of the child during the day as long as they do not increase symptoms (e.g., reading). Start with 5–15 min at a time and increase gradually.	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day	Increase academic activities

¹⁰ *Mild and brief exacerbation of symptoms is defined as an increase of no more than 2 points on a 0–10 point scale (with 0 representing no symptoms and 10 the worst symptoms imaginable) for less than an hour when compared with the baseline value reported prior to cognitive activity.

4	Return to school full time	Gradually progress school activities until a full day can be tolerated without more than mild* symptom exacerbation *(see footnote 2)	Return to full academic activities and catch up on missed work
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Table 1 – Return to Learn Strategy

Return to Sport (RTS)

40. SRCs have large adverse effects on cognitive functioning and balance during the first 24-72 hours after injury. For *most* Organizational Participants, these cognitive defects, balance, and symptoms improve rapidly during the first two weeks after injury. An important predictor of slower recovery from an SRC is the severity of the Organizational Participant’s initial symptoms following the first few days after the injury.
41. The table below represents a graduated return to sport for most Organizational Participants, in particular those that did not experience high severity of initial symptoms after the following the first few days after the injury.

Stage	Aim	Activity	Stage Goal
1	Symptom-limited activity	Daily activities that do not exacerbate symptoms	Gradual reintroduction of work/school activities

2	<p>Light aerobic exercise</p> <p>2A – Light (up to approximately 55% max heart rate) then</p> <p>2B – Moderate (up to approximately 70% of max heart rate).</p>	<p>Stationary cycling or walking at slow to medium pace. May start light resistance training that does not result in more than mild and brief exacerbation^{11*} of concussion symptoms.</p> <p><i>*(see footnote 3)</i></p>	<p>Increase heart rate</p>
3	<p>Individual sport-specific exercise</p> <p><i>Note: If sport-specific training involves any risk of inadvertent head impact, medical clearance should occur prior to Step 3</i></p>	<p>Sport-specific training away from the team environment (i.e., running, change of direction and/or individual training drills away from the team environment). No activities at risk of head impact.</p>	<p>Add movement, change of direction</p>
<p><i>Steps 4–6 should begin after the resolution of any symptoms, abnormalities in cognitive function and any other clinical findings related to the current concussion, including with and after physical exertion.</i></p>			
4	<p>Non-contact training drills</p>	<p>Exercise to high intensity including more challenging training drills (i.e., passing drills, multiplayer training) can integrate into a team environment.</p>	<p>Resume usual intensity of exercise, coordination and increased thinking</p>

¹¹ *Mild and brief exacerbation of symptoms (i.e., an increase of no more than 2 points on a 0–10 point scale for less than an hour when compared with the baseline value reported prior to physical activity). Athletes may begin Step 1 (i.e., symptom-limited activity) within 24 hours of injury, with progression through each subsequent step typically taking a minimum of 24 hours. If more than mild exacerbation of symptoms (ie, more than 2 points on a 0–10 scale) occurs during Steps 1–3, the athlete should stop and attempt to exercise the next day. Athletes experiencing concussion-related symptoms during Steps 4–6 should return to Step 3 to establish full resolution of symptoms with exertion before engaging in at-risk activities. Written determination of readiness to RTS should be provided by a healthcare provider before unrestricted RTS as directed by local laws and/or sporting regulations.

5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal participation	

Table 2 – Return to Sport Strategy

42. Organizational Participants should be allowed to engage in activities of daily living (including walking) immediately following injury, even during the initial period of 24–48 hours of relative rest.
43. There should be at least 24 hours (or longer) for each step. If symptoms reoccur or worsen, the Organizational Participant should go back to the previous step. If symptoms continue to persist, the Organizational Participant should return to see a physician.
44. Organizational Participants can expect a minimum of 1 week to complete the full rehabilitation strategy, but typical unrestricted RTS can take up to 1 month post-SRC. The time frame for RTS may vary based on individual characteristics, necessitating an individualised approach to clinical management.
45. Resistance training should only be added in the later stages (Stage 3 or Stage 4). Athletes may be moved into the later stages that involve risk of head impact (typically Steps 4–6 and Step 3 if there is any inadvertent risk of head impact with sport-specific activity) following authorisation by a healthcare provider and after full resolution of concussion-related symptoms, abnormalities in cognitive function and clinical findings related to the current concussion, including the absence of symptoms with and after physical exertion.
46. The Organizational Participant’s Return-to-Sport strategy should be guided and approved by a physician with regular consultations throughout the process. Specifically, progression through the later RTS strategy (Steps 4–6) should be monitored by a health care professional.
47. The Organizational Participant must provide the AFSS with a medical clearance form, signed by a physician, following Stage 5 and before proceeding to Stage 6.
48. While the RTL and RTS strategies can occur in parallel, student athletes who are Organizational Participants should complete full RTL before unrestricted RTS.

49. The AFSS should be aware that healthcare providers should manage Organizational Participants on an individual basis, accounting for specific factors that may affect their recovery trajectory, such as pre-existing factors (i.e., migraine history, anxiety) or postinjury factors (i.e., aggravation of injury, psychological stress, social factors) that impact recovery. When symptoms are persisting, worsen or are not progressively resolving 2–4 weeks postinjury, a multimodal evaluation and referral for rehabilitation (see Rehabilitation section) is recommended.

Reconsider

50. All Organizational Participants, regardless of competition level, should be managed using the same SRC management principles.
51. Adolescents (13 to 18 years old) and children (5 to 12 years old) should be managed differently. SRC symptoms in children persist for up to four weeks. It remains a recommendation that children and adolescents should first follow a RTL strategy before they take part in an **unrestricted** RTS strategy despite RTL and RTS strategies occurring in parallel.

Residual Effects

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

Risk Reduction and Prevention

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

Non-Compliance

54. Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action in accordance with the AFSS’s policies for discipline and complaints.

Liability

55. The AFSS shall not be liable for any Organizational Participant or other individual’s use or interpretation of this Policy. Further, none of the AFSS’s Provincial Associations, directors,

officers, employees, agents, representatives, and other individuals involved in any way in the administration of this Policy shall be liable to any other individual in any way, in relation to any lawful acts or omissions committed in the honest application, administration, and/or enforcement of this Policy.

Concussion Code of Conduct (Appendix A)

PART A

The following section of the Concussion Code of Conduct must be signed by all Organizational Participants under the age of 21 years old. For Organizational Participants who are younger than 21 years old, a parent/guardian must also sign this section.

I will help prevent concussions by:

- wearing the proper equipment for my sport and wearing it correctly;
- developing my skills and strength so that I can participate to the best of my ability;
- respecting the rules of my sport or activity; and
- demonstrating my commitment to fair play and respect for all (respecting other athletes, coaches, team trainers and officials).

I will care for my health and safety by taking concussions seriously, and I understand that:

- a concussion is a brain injury that can have both short-term and long-term effects;
- a blow to my head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion;
- I don't need to lose consciousness to have had a concussion;
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion. (Meaning: If I think I might have a concussion I should stop participating in further training, practice, or competition **immediately**, and I will tell an adult if I think another athlete has a concussion); and
- continuing to participate in further training, practice or competition with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries.

I will not hide concussion symptoms. I will speak up for myself and others.

- I will not hide my symptoms. I will tell a coach, official, team trainer, parent or another adult I trust if I experience **any** symptoms of concussion.
- If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a coach, official, team trainer, parent or another adult I trust so they can help.

- I understand that, if I have a Suspected Concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition.
- I have a commitment to sharing any pertinent information regarding incidents of removal from sport with my school and any other sport organization with which I have registered. (Meaning: If I am diagnosed with a concussion, I understand that letting all of my other coaches and teachers know about my injury will help them support me while I recover.)

I will take the time I need to recover because it is important for my health.

- I understand my commitment to supporting the return-to-sport process and I will follow my sport's Return-to-Sport Protocol.
- I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition.
- I will respect my coaches, team trainers, parents, health-care professionals, and medical doctors and nurse practitioners, regarding my health and safety.

By signing here, I acknowledge that I have fully reviewed and commit to this *Concussion Code of Conduct*.

 Name of Organizational
 Participant (print)

 Signature of Organizational
 Participant

 Date of Birth

 Name of Parent or
 Guardian (print)

 Signature of Parent or
 Guardian

 Date

PART B

The following section of the Concussion Code of Conduct must be signed by all coaches and team trainers who interact with Organizational Participants under the age of 21 years old.

I can help prevent concussions through my:

- efforts to ensure that my athletes wear the proper equipment and wear it correctly;
- efforts to help my athletes develop their skills and strength so they can participate to the best of their abilities;
- respect for the rules of my sport or activity and my efforts to ensure that my athletes do too; and
- commitment to fair play and respect for all (respecting other coaches, team trainers, officials and all Organizational Participants and ensuring my athletes respect others and play fair).

I will care for the health and safety of all Organizational Participants by taking concussions seriously. I understand that:

- a concussion is a brain injury that can have both short-term and long-term effects;
- a blow to the head, face, or neck, or a blow to the body may cause the brain to move around inside the skull and result in a concussion;
- a person doesn't need to lose consciousness to have had a concussion;
- an Athlete with a Suspected Concussion should stop participating in training, practice or competition **immediately**;
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion; and
- continuing to participate in further training, practice or competition with a Suspected Concussion increases a person's risk of more severe, longer lasting symptoms, and increases their risk of other injuries or even death.

I will create an environment where Organizational Participants feel safe and comfortable speaking up. I will:

- encourage athletes not to hide their symptoms, but to tell me, an official, parent or another adult they trust if they experience **any** symptoms of concussion after an impact;

- lead by example. I will tell a fellow coach, official, team trainer and seek medical attention by a physician or nurse practitioner if I am experiencing any concussion symptoms;
- understand and respect that any athlete with a Suspected Concussion must be removed from sport and not permitted to return until they undergo a medical assessment by a physician or nurse practitioner and have been medically cleared to return to training, practice or competition.
- *For coaches only:* commit to providing opportunities before and after each training, practice and competition to enable athletes to discuss potential issues related to concussions.

I will support all Organizational Participants to take the time they need to recover.

- I understand my commitment to supporting the Return-to-Sport process.
- I understand the athletes will have to be cleared by a physician or nurse practitioner before returning to sport.
- I will respect my fellow coaches, team trainers, parents, physicians and nurse practitioners and any decisions made with regards to the health and safety of my athletes.

By signing here, I acknowledge that I have fully reviewed and commit to this *Concussion Code of Conduct*.

Name and role (print)

Signature

Date

Appendix B – Concussion Recognition Tool 6 (CRT6)

CRT6TM

Concussion Recognition Tool

To Help Identify Concussion in Children, Adolescents and Adults



What is the Concussion Recognition Tool?

A concussion is a brain injury. The Concussion Recognition Tool 6 (CRT6) is to be used by non-medically trained individuals for the identification and immediate management of suspected concussion. It is not designed to diagnose concussion.

Recognise and Remove

Red Flags: CALL AN AMBULANCE

If **ANY** of the following signs are observed or complaints are reported after an impact to the head or body the athlete should be immediately removed from play/game/activity and transported for urgent medical care by a healthcare professional (HCP):

- Neck pain or tenderness
- Seizure, 'fits', or convulsion
- Loss of vision or double vision
- Loss of consciousness
- Increased confusion or deteriorating conscious state (becoming less responsive, drowsy)
- Weakness or numbness/tingling in more than one arm or leg
- Repeated Vomiting
- Severe or increasing headache
- Increasingly restless, agitated or combative
- Visible deformity of the skull

Remember

- In all cases, the basic principles of first aid should be followed: assess danger at the scene, check airway, breathing, circulation; look for reduced awareness of surroundings or slowness or difficulty answering questions.
- Do not attempt to move the athlete (other than required for airway support) unless trained to do so.
- Do not remove helmet (if present) or other equipment.
- Assume a possible spinal cord injury in all cases of head injury.
- Athletes with known physical or developmental disabilities should have a lower threshold for removal from play.

If there are no Red Flags, identification of possible concussion should proceed as follows:

Concussion should be suspected after an impact to the head or body when the athlete seems different than usual. Such changes include the presence of **any one or more** of the following: visible clues of concussion, signs and symptoms (such as headache or unsteadiness), impaired brain function (e.g. confusion), or unusual behaviour.

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CRT6TM

Developed by: The Concussion in Sport Group (CISG)

Supported by:



**CRT6****Concussion Recognition Tool**
To Help Identify Concussion in Children, Adolescents and Adults**1: Visible Clues of Suspected Concussion**

Visible clues that suggest concussion include:

- Loss of consciousness or responsiveness
- Lying motionless on the playing surface
- Falling unprotected to the playing surface
- Disorientation or confusion, staring or limited responsiveness, or an inability to respond appropriately to questions
- Dazed, blank, or vacant look
- Seizure, fits, or convulsions
- Slow to get up after a direct or indirect hit to the head
- Unsteady on feet / balance problems or falling over / poor coordination / wobbly
- Facial injury

2: Symptoms of Suspected Concussion**Physical Symptoms**

Headache
 "Pressure in head"
 Balance problems
 Nausea or vomiting
 Drowsiness
 Dizziness
 Blurred vision
 More sensitive to light
 More sensitive to noise
 Fatigue or low energy
 "Don't feel right"
 Neck Pain

Changes in Emotions

More emotional
 More Irritable
 Sadness
 Nervous or anxious

Changes in Thinking

Difficulty concentrating
 Difficulty remembering
 Feeling slowed down
 Feeling like "in a fog"

Remember, symptoms may develop over minutes or hours following a head injury.

3: Awareness

(Modify each question appropriately for each sport and age of athlete)

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

- "Where are we today?"
- "What event were you doing?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

Any athlete with a suspected concussion should be - IMMEDIATELY REMOVED FROM PRACTICE OR PLAY and should NOT RETURN TO ANY ACTIVITY WITH RISK OF HEAD CONTACT, FALL OR COLLISION, including SPORT ACTIVITY until ASSESSED MEDICALLY, even if the symptoms resolve.

Athletes with suspected concussion should **NOT**:

- Be left alone initially (at least for the first 3 hours). Worsening of symptoms should lead to immediate medical attention.
- Be sent home by themselves. They need to be with a responsible adult.
- Drink alcohol, use recreational drugs or drugs not prescribed by their HCP
- Drive a motor vehicle until cleared to do so by a healthcare professional