

**ORIENTEERING NEW BRUNSWICK [the “Organization”]
SAFE SPORT POLICY MANUAL**

INTRODUCTION

The Organization and its Clubs have a fundamental responsibility and legal and ethical obligation to protect the health, safety and physical and mental well-being of every individual that is involved in the sport of Orienteering within the Province of New Brunswick.

The Organization and its Clubs takes any situation involving misconduct or maltreatment very seriously. For this reason, the Organization and its Clubs are committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

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

Should any individuals involved with the Organization and its Clubs, including, but not limited to, athletes, coaches, officials, volunteers, and parents of athletes, wish to report any instance of misconduct or maltreatment, they must do so directly to the Organization, which will then determine the appropriate forum and manner to address the complaint.

The Organization also recognizes the recent development of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) in 2019. Since the UCCMS may continue to evolve in the foreseeable future, this *Safe Sport Policy Manual* incorporates the key elements of the current version of the UCCMS.

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DEFINITIONS

The terms defined below shall apply to all policies included in this Safe Sport Manual.

1. *"Affected Party"* – Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the *Appeal Policy* and who may have recourse to an appeal in their own right
2. *"Appellant"* – The Party appealing a decision
3. *"Appeal Manager"* – An individual, who may be any staff member, committee member, volunteer, Director, or an independent third party, who is appointed to oversee the *Appeal Policy*. The Appeal Manager will have responsibilities that include using decision making authority empowered by the *Appeal Policy*
4. *"Athlete"* – Includes any individual who is registered to compete for the Organization or its Clubs
5. *"Board"* – The Board of Directors of the Organization or its Clubs (as applicable)
6. *"Case Manager"* – An independent individual (or individuals) appointed by the Organization to receive and administer complaints under the *Discipline and Complaints Policy*
7. *"Committee Member"* – an individual elected or appointed to a committee as a member of a committee of the Organization or its Clubs (as applicable)
8. *"Complainant"* – the Party making a complaint
9. *"Criminal Record Check (CRC)"* – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
10. *"Days"* – Days including weekends and holidays
11. *"Director"* – an individual elected or appointed to act as a Director of the Organization or its Clubs (as applicable)
12. *"Discipline Chair"* – an individual appointed to handle the duties of the Discipline Chair as described in the *Discipline and Complaints Policy*
13. *"Discrimination"* – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability
14. *"Enhanced Police Information Check (E-PIC)"* – a Criminal Record Check plus a search of Local Police Information, available from Sterling Backcheck
15. *"Event"* – An event sanctioned by the Organization or its Clubs
16. *"Gender Equity"* – the fair allocation of resources, programs, and decision-making to all individuals without discrimination on the basis of gender identity. Gender Equity also involves addressing any imbalances in the benefits available to individuals of different gender identities. For the purposes of this policy, when we consider gender equity issues, we are referring to the experiences of all Individuals who identify as girls or women.
17. *"Harassment"* – A course of vexatious comment or conduct against an Individual or group, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
 - a) Written or verbal abuse, threats, or outbursts;
 - b) Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - c) Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - d) Leering or other suggestive or obscene gestures;
 - e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;

- f) Practical jokes which endanger a person's safety, or may negatively affect performance;
 - g) Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
 - h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - i) Deliberately excluding or socially isolating a person from a group or team;
 - j) Persistent sexual flirtations, advances, requests, or invitations;
 - k) Physical or sexual assault;
 - l) Contributing to a poisoned sport environment, which can include:
 - i. Locations where material that is discriminatory is displayed (e.g., sexually explicit posters and racial/racist cartoons)
 - ii. Groups where harassing behaviour is part of the normal course of activities
 - iii. Behaviour that causes embarrassment, awkwardness, endangers a person's safety or negatively affects performance.
 - m) Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
 - n) Retaliation or threats of retaliation against a person who reports harassment to the Organization or its Clubs.
18. *"Individuals"* – Refers to all categories of members and/or registrants defined in the Bylaws of the Organization or its Clubs, as well as all people employed by, contracted by, or engaged in activities with, the Organization or its Clubs including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers
19. *"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
20. *"Maltreatment"* – A volitional act by an Individual that results in harm or the potential for physical or psychological harm to another Individual, and includes any of the following behaviours or conduct:
- a) Psychological Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of an Individual. Psychological Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes:
 - i. Verbal Acts: verbally assaulting or attacking an Individual, including, but not limited to, unwarranted personal criticisms; body shaming; derogatory comments related to an Individual's identity (e.g., race, gender identity or expression, ethnicity, Indigenous status, ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about an Individual to diminish their reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online forms.
 - ii. Non-Assaultive Physical Acts (no physical contact): physically aggressive behaviours, including, but not limited to, throwing objects at or in the presence of others without striking another; hitting, striking, or punching objects in the presence of others.
 - iii. Acts that Deny Attention or Support: acts of commission that deny attention, lack of support or isolation including, but not limited to, ignoring psychological needs, or socially isolating an Individual repeatedly or for an extended period of time; abandonment of an Athlete as punishment for poor performance; arbitrarily or

unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.

- b) Physical Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of an Individual. Physical Maltreatment is determined by the objective behaviour, and not whether harm is intended or results from the behaviour. It includes, without limitation:
- i. Contact behaviours: including, but not limited to, deliberately punching, kicking, beating, biting, striking, strangling, or slapping another; deliberately hitting another with an object.
 - ii. Non-contact behaviours: including, but not limited to, isolating an Individual in a confined space; forcing an Individual to assume a painful stance or position for no athletic purpose (e.g., requiring an Athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to an Individual under the legal drinking age; providing illegal drugs or non-prescribed medications to an Individual; encouraging or knowingly permitting an Athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready.
- c) Sexual Maltreatment, including, but not limited to, any act targeting an Individual's sexuality, gender identity or expression, that is committed, threatened, or attempted against that person, and includes, but is not limited to, the Criminal Code offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Examples of Sexual Maltreatment include, but are not limited to:
1. Any penetration of any part of a person's body, however slight, with any object or body part by a person upon another person, including, but not limited to:
 1. vaginal penetration by a penis, object, tongue, or finger; and
 2. anal penetration by a penis, object, tongue, or finger.
 2. Any intentional touching of a sexual nature of any part of a person's body, however slight, with any object or body part by a person upon another person, including, but not limited to:
 1. kissing;
 2. intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;
 3. any contact, no matter how slight, between the mouth of one person and the genitalia of another person;
 4. making a person touch themselves or someone else with or on any of the body parts listed in 2); and
 5. any intentional touching in a sexualized manner.
- d) Neglect: any pattern or a single serious incident of lack of reasonable care, inattention to an Individual's needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behaviour but the behaviour must be evaluated with consideration given to the Individual's needs and requirements, not whether harm is intended or results from the behaviour. Neglect, or acts of omission, include without limitation, not providing an Athlete recovery time and/or treatment for a sport injury; not being aware of and not considering an Individual's physical or intellectual disability; not considering supervision of an Athlete during travel, training or competition; not considering the welfare of the Athlete when prescribing

- dieting or other weight control methods; disregarding the use of prohibited substances by an Athlete; failure to ensure safety of equipment or environment; allowing an Athlete to disregard sport rules, regulations, and standards, or subjecting Individuals to the risk of Maltreatment.
- e) Grooming: includes, without limitation, deliberate conduct by an Individual to sexualize a relationship with a Minor, and which includes making inappropriate behaviour seem normal and gradually engaging in 'boundary violations' which have been professionally identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult participants sharing rooms with a Minor who is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise; private social media and text communications; sharing personal photographs; shared use of locker rooms; private meetings; private travel; and providing gifts).
- f) Interference with or manipulation of process:
- i. An adult Individual violates the *Code of Conduct and Ethics* by directly or indirectly interfering with a process instituted pursuant to this Code or any other policy found in the *Safe Sport Policy Manual* by:
 1. falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;
 2. destroying or concealing information;
 3. attempting to discourage an Individual's proper participation in or use of the Organization or its Club's processes;
 4. harassing or intimidating (verbally or physically) any person involved in the Organization or its Club's processes before, during, and/or following any proceedings;
 5. publicly disclosing an Individual's identifying information, without the Individual's agreement;
 6. failing to comply with any temporary or provisional measure or other final sanction;
 7. distributing or otherwise publicizing materials an Individual gains access to during any investigation or hearing, except as required by law or as expressly permitted; or
 8. influencing or attempting to influence another Individual to interfere with or manipulate the process.
- g) Retaliation: An Individual shall not take an adverse action against any other Individual for making a good faith report of possible Maltreatment or for participating in any process found in a policy included in the *Safe Sport Policy Manual*. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in the Organization or its Club's processes. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred. Retaliation does not include good-faith actions lawfully pursued in response to a report of possible Maltreatment.
- h) Aiding and abetting:
- i. Any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by an Individual. Aiding and abetting also includes, without limitation, knowingly:
 1. allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Individuals;
 2. providing any coaching-related advice or service to an Athlete who has been suspended or is otherwise ineligible; and
 3. allowing any Individual to violate the terms of their suspension or any other sanctions imposed.

- i) Failure by an adult Individual to report actual or suspected Maltreatment of a Minor: This obligation is ongoing and is not satisfied by making an initial report; instead, this obligation includes reporting to the Organization or its Clubs, on a timely basis, all relevant information that the adult Individual is or becomes aware of, and requires making a direct report to the Organization or its Clubs. Any report shall include the personally identifying information of the potential Minor complainant (to the extent known), and any such information learned at a later date.
 - j) Failure to report inappropriate conduct: Any Individual who suspects or becomes aware of another Individual's inappropriate conduct, even if it is not defined as Maltreatment, has a duty to report such inappropriate conduct to the Organization or its Clubs. Individuals in positions of trust and authority who become aware of another Individual's inappropriate conduct have a responsibility for reporting the concern within their organization's policies and procedures.
 - k) Intentionally filing a false allegation: An allegation is false if the events or conduct reported did not occur and the Individual making the report knows that the events or conduct did not occur. An Individual shall not be considered to have filed a false allegation in cases where the allegation cannot be substantiated by supporting evidence but was nevertheless filed in good faith.
21. "*Minor*" – Any Individual who is under the age of majority at the time and in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of majority. For the purpose of protection in each Canadian province and territory, the age of majority is defined as follows:
- a) 18 years old: Alberta, Manitoba, Ontario, Prince Edward Island, Quebec, Saskatchewan
 - b) 19 years old: British Columbia, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Nunavut, Yukon
22. "*Organization*" - Orienteering New Brunswick
23. "*Parties*" – the groups involved with the particular dispute. In the *Discipline and Complaints Policy*, the Parties are the Complainant and Respondent. In the *Appeal Policy*, the Parties are the Appellant, Respondent, and any Affected Party
24. "*Person in Authority*" – Any Individual who holds a position of authority within the Organization or its Clubs including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers
25. "*Respondent*" – The party responding to a complaint or, in the case of an appeal, the body whose decision is being appealed
26. "*Sexual Harassment*" – A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:
- a) Sexist jokes;
 - b) Threats, punishment, or denial of a benefit for refusing a sexual advance;
 - c) Offering a benefit in exchange for a sexual favour;
 - d) Demanding hugs;
 - e) Bragging about sexual ability;
 - f) Leering (persistent sexual staring);
 - g) Sexual assault;
 - h) Display of sexually offensive material;
 - i) Distributing sexually explicit messages or attachments such as pictures or video files;
 - j) Sexually degrading words used to describe an Individual;
 - k) Unwelcome inquiries into or comments about an Individual's gender identity or physical

- appearance;
 - l) Inquiries or comments about an Individual's sex life;
 - m) Persistent, unwanted attention after a consensual relationship ends;
 - n) Persistent unwelcome sexual flirtations, advances, comments, or propositions; and
 - o) Persistent unwanted contact.
27. *"Social media"* – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, and Twitter.
 28. *"Vulnerable Individuals"* – Includes Minors and adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority);
 29. *"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
 30. *"Worker"* – Any person who performs work for the Organization or its Clubs including employees, managers, supervisors, temporary workers, volunteers, student volunteers, part-time workers, the Board of Directors, and independent contractors.
 31. *"Workplace"* – Any place where business or work-related activities are conducted. Workplaces include, but are not limited to, the office of the Organization or its Clubs, work-related social functions, work assignments outside offices, work-related travel, the training and competition environment, and work-related conferences or training sessions
 32. *"Workplace Harassment"* – Vexatious comment or conduct against a Worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
 - a) Bullying;
 - b) Workplace pranks, vandalism, bullying or hazing;
 - c) Repeated offensive or intimidating phone calls or emails;
 - d) Inappropriate sexual touching, advances, suggestions or requests;
 - e) Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - f) Psychological abuse;
 - g) Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
 - h) Deliberately withholding information that would enable a person to do his or her job, perform or train;
 - i) Sabotaging someone else's work or performance;
 - j) Gossiping or spreading malicious rumours;
 - k) Intimidating words or conduct (offensive jokes or innuendos); and
 - l) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
 33. *"Workplace Violence"* – The use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:
 - a) Verbal or written threats to attack;
 - b) Sending to or leaving threatening notes or emails;

- c) Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
- d) Wielding a weapon in a Workplace;
- e) Hitting, pinching or unwanted touching which is not accidental;
- f) Dangerous or threatening horseplay;
- g) Physical restraint or confinement;
- h) Blatant or intentional disregard for the safety or wellbeing of others;
- i) Blocking normal movement or physical interference, with or without the use of equipment;
- j) Sexual violence; and
- k) Any attempt to engage in the type of conduct outlined above.

SAFE SPORT POLICY

Purpose

1. This Policy describes how the Organization and its Clubs aim to provide a safe sport environment.

Commitment to True Sport Principles

2. The Organization and its Clubs commits to the True Sport Principles which are:
 - a) **Go for It** – Rise to the challenge – always strive for excellence. Discover how good you can be.
 - b) **Play Fair** – Play honestly – obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.
 - c) **Respect Others** – Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.
 - d) **Keep it Fun** – Find the joy of sport. Keep a positive attitude both on and off the field.
 - e) **Stay Healthy** – Place physical and mental health above all other considerations – avoid unsafe activities. Respect your body and keep in shape.
 - f) **Include Everyone** – Share sport with others. Ensure everyone has a place to play.
 - g) **Give Back** – Find ways to show your appreciation for the community that supports your sport and helps make it possible.

Pledge

3. The stakeholders, members, and leaders of the Organization and its Clubs are expected to live the True Sport Principles and the Organization and its Clubs pledges to embed the True Sport Principles in its governance and operations in the following ways:
 - a) **Conduct Standards** – the Organization and its Clubs will adopt comprehensive conduct standards that are expected to be followed by Individuals
 - b) **Athlete Protection** – the Organization and its Clubs will provide coaches and other stakeholders with general and sport-specific athlete protection guidelines
 - c) **Dispute Resolution and Investigations** – the Organization and its Clubs will have dispute resolution processes that are confidential and procedurally fair and that require independent investigation for certain alleged violators of the conduct standards
 - d) **Strategy** – the Organization and its Clubs will have strategic plans that reflects the organization's mission, vision, and values
 - e) **Governance** – the Organization and its Clubs will have a diverse blend of sport leaders and will adhere to principles of good governance
 - f) **Risk Management** – the Organization and its Clubs will intentionally manage risks to its operations and events through the use of risk management plans and/or risk registries

Conduct Standards

4. The Organization and its Clubs will adopt a *Code of Conduct and Ethics* that describes standards of conduct and behaviour for all Individuals. General standards of conduct will apply to all Individuals and specific standards will be described for positions within the organization. The *Code of Conduct and Ethics* will have specific sections, including but not limited, to:
 - a) Athletes
 - b) Coaches
 - c) Officials
 - d) Volunteers
 - e) Directors and Committee Clubs

- f) Parents and Spectators
5. The *Code of Conduct and Ethics* will contain detailed definitions of key terms, including:
- a) Harassment
 - b) Sexual Harassment
 - c) Workplace Harassment
 - d) Workplace Violence
 - e) Discrimination
 - f) Hazing
6. The Organization and its Clubs will adopt an *Abuse Policy* that will define “vulnerable individuals” and describe the types of abuse (e.g., Physical Abuse, Sexual Abuse, Emotional Abuse, and Neglect) that vulnerable individuals may be subjected to.

Anti-Doping

7. The *Code of Conduct and Ethics* will indicate that the Organization and its Clubs adopt and adhere to the Canadian Anti-Doping Program.

Social Media

8. The Organization and its Clubs will adopt a *Social Media Policy* that describes standards of conduct that are expected on social media by Individuals. The *Social Media Policy* will indicate specific conduct standards and risks that are common and/or exclusive to social media.
9. The *Social Media Policy* will highlight the importance of responsible coach-athlete interaction on social media and will provide examples of violations of conduct standards.

Athlete Protection

Screening

10. The Organization and its Clubs will adopt a comprehensive *Screening Policy* that requires some Individuals to pass a screening process before being permitted to interact with athletes. The *Screening Policy* will:
- a) Categorize positions in the organization as ‘Low Risk’, ‘Medium Risk’, and ‘High Risk’ and require progressive screening measures for individuals serving in each category of risk
 - b) Describe how frequently some Individuals must obtain a police records check and which type of check(s) they must obtain
 - c) Describe how frequently some Individuals must submit Screening Disclosure Forms and Screening Renewal Forms
 - d) Empower a Screening Committee to prohibit Individuals who do not pass screening from participating in certain positions
 - e) Empower a Screening Committee to attach conditions to an Individual’s participation in certain positions
11. The Organization and its Clubs will develop general and sport-specific *Athlete Protection Guidelines* that can be used by coaches, managers, medical personnel, and other persons in authority. The Organization and its Clubs may provide training on the guidelines and take steps to ensure the guidelines are being implemented. The Organization and its Clubs will conduct a regular review of the guidelines to add and/or modify new guidelines as appropriate.

Resources

12. The Organization and its Clubs will regularly provide information to Individuals about resources and training related to athlete protection. Resources and training opportunities can include:

- a) NCCP modules
- b) Respect in Sport
- c) Commit to Kids
- d) Red Cross – Respect Education Courses

Athlete Engagement

13. The Organization and its Clubs will engage with athletes to determine the level of success of their athlete protection measures as well as to identify any gaps or athlete concerns. This engagement may take the form of:
- a) Anonymous athlete surveys
 - b) Athlete involvement in organizational decision-making
 - c) Independently-led athlete outreach consultations

Dispute Resolution

14. The Organization and its Clubs will have a comprehensive suite of dispute resolution policies that will include:
- a) *Discipline and Complaints Policy*
 - b) *Appeal Policy*
 - c) *Dispute Resolution Policy*
 - d) *Investigations Policy*
 - e) *Event Discipline Procedure*
 - f) *Whistleblower Policy*
15. Taken together, the suite of dispute resolution policies will include the following features:
- a) An independent individual to whom complaints can be submitted
 - b) Sanctions for violations of conduct standards
 - c) Mechanism for suspension of individuals pending the conclusion of the process
 - d) Non-biased and experienced case managers, decision-makers and/or investigators
 - e) Protection from reprisal for submitting complaints
 - f) Anonymity for the complainant in cases of whistleblowers
 - g) Independency of appeal procedures (when appeals are permitted)
 - h) Opportunity for alternate dispute resolution
 - i) Investigations of certain complaints (e.g., when required by law and/or when the complaint involves harassment, abuse, or discrimination)
 - j) In-event discipline procedures (when an event does not have its own disciplinary procedures)

Alignment

16. The Organization and its Clubs recognizes the importance of safe sport for athletes and participants across the country. The Organization and its Clubs will adopt a *Reciprocation Policy* that will require:
- a) Clubs to report discipline decisions to the Organization
 - b) The distribution of discipline decisions to all applicable Clubs
 - c) The Organization and its Clubs to recognize and enforce sanctions imposed by the Organization or a Club

Obligations – Reporting and Third-Party Case Management

17. The policies of the Organization and its Clubs will include requirements that certain complaints must be reported to government entities, local police forces, and/or child protection agencies.
18. The policies of the Organization and its Clubs will include requirements that certain complaints (e.g., those related to harassment, discrimination, and abuse) must be handled by third party that has no conflict of

interest or bias.

Records

19. The Organization and its Clubs will retain records of decisions that have been made pursuant to the organization’s policies. These records may be shared with other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, multi-sport organizations, and government entities.

Governance and Operations

20. The Organization and its Clubs will have a comprehensive plan in which athlete protection and safe sport are top priorities for the organization.

21. The Organization and its Clubs will adopt a *Risk Management Policy* that will describe how the organization will address risks ranging from ‘Unlikely’ to ‘Almost Certain’ and from ‘Minor’ to ‘Catastrophic’. The Organization and its Clubs will contemplate risk management strategies that retain, reduce, transfer, and/or avoid the risk. Risks can occur in the following areas:

- a) Operational/Program
- b) Compliance
- c) Communication
- d) External
- e) Governance
- f) Financial
- g) Health and Safety

22. The Organization and its Clubs will pursue a governance structure and organizational culture that reflects the diversity of the athletes and stakeholders within the sport, that adheres to all applicable federal and/or provincial/territorial legislation, and that moves toward a national alignment strategy for the sport in Canada.

23. The Organization and its Clubs will continually monitor and evaluate its policies, practices, and procedures.

24. Although the Organization in its current form does not include Coaches, Trainers and other like individuals, the policies are written to reflect a future where these positions may exist.

Policy History	
Approved	AGM, Nov 2022
Next Review Date	
Revision Approval Dates	

ATHLETE PROTECTION POLICY

Purpose

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

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

2. The Organization and its Clubs strongly recommend the ‘Rule of Two’ for all Persons in Authority who interact with Athletes. The Coaching Association of Canada describes the intention of the ‘Rule of Two’ as follows:

A coach must never be alone or out of sight with a minor athlete. Two NCCP trained or certified coaches should always be present with an athlete, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. All one-on-one interactions between a coach and an athlete must take place within earshot and in view of a second coach except for medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

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

Practices and Competitions

4. As it relates to practices and/or competitions, the following shall be respected:
 - a) A Person in Authority should never be alone with a Vulnerable Individual prior to or following a competition or practice unless the Person in Authority is the Athlete’s parent or guardian
 - b) If the Vulnerable Individual is the first Athlete to arrive, the Athlete’s parent should remain until another Athlete or Person in Authority arrives
 - c) If a Vulnerable Individual would potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all of the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Individual, should be present in order to avoid the Person in Authority being alone with a Vulnerable Individual
 - d) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority

- e) When observing the Rule of Two is not possible due to training or competition circumstances, Persons in Authority and Athletes should take additional steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Individuals for a lengthy period must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message

Communications

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

Travel

- 6. All participants, officials, volunteers and athletes are responsible for their own travel to events, including those outside the province.

Photography/Video

- 7. Any photograph or video involving an Athlete shall respect the following:
 - a) Photographs and video may only be taken in public view, must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Athlete
 - b) The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited
 - c) Examples of photos that shall be edited or deleted include:
 - i. Images with nudity or where undergarments are showing
 - ii. Suggestive or provocative poses
 - iii. Embarrassing images
 - d) If any photographs or videos will be used on any form of public media, an Orienteering Canada Waiver (or, for a minor, an Assumption of Risk form) must be on file for the individual giving permission for non-commercial use.

Physical Contact

- 8. It is recognized that some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill or tending to an injury. Any physical contact shall respect the following:

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

Enforcement

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

Policy History	
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Revision Approval Dates	

CODE OF CONDUCT AND ETHICS

1. The Organization subscribes to the *Code of Conduct and Ethics* policy of the National Sport Organization (amended as appropriate to reflect the Organization).

Definitions

2. The *National Sport Organization* (NSO) for Orienteering is Orienteering Canada whose policies are listed at:
 - [Orienteering.ca/learn/about-us/policies](https://www.orienteering.ca/learn/about-us/policies)

Specific Amendments

3. References to the NSO should be replaced with this Organization as appropriate.

Policy History	
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ABUSE POLICY

Purpose

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

Zero Tolerance Statement

2. The Organization and its Clubs has zero tolerance for any type of abuse. Individuals are required to report instances of abuse or suspected abuse to the Organization or its Clubs to be immediately addressed under the terms of the applicable policy.

Education – What is Abuse

3. Individuals can be abused in different forms.
4. An abuser may use several different tactics to gain access to children, exert power and control over them, and prevent them from telling anyone about the abuse or seeking support. The abuse may happen once, or it may occur in a repeated and escalating pattern over a period of months or years. The abuse may change form over time.
5. Abuse of children or youth in sport can include emotional maltreatment, neglect, and physical maltreatment.
6. Importantly, emotional and physical maltreatment does not include professionally-accepted coaching methods (per the NCCP) of skill enhancement, physical conditioning, team building, discipline, or improving athletic performance.
7. Potential warning signs of abuse of children or youth can include:
 - a) Recurrent unexplained injuries
 - b) Alert behaviour; child seems to always be expecting something bad to happen
 - c) Often wears clothing that covers up their skin, even in warm weather
 - d) Child startles easily, shies away from touch or shows other skittish behaviour
 - e) Constantly seems fearful or anxious about doing something wrong
 - f) Withdrawn from peers and adults
 - g) Behavior fluctuates between extremes (e.g., extremely cooperative or extremely demanding)
 - h) Acting either inappropriately beyond their age (like an adult; taking care of other children) or inappropriately younger than their age (like an infant; throwing tantrums)
 - i) Acting out in an inappropriate sexual way with toys or objects
 - j) New adult words for body parts and no obvious source
 - k) Self-harm (e.g., cutting, burning or other harmful activities)
 - l) Not wanting to be alone with a particular child or young person

Vulnerable Adult Abuse

8. Although individuals may be abused at virtually any life stage – childhood, adolescence, young adulthood, middle age, or old age – the nature and consequences of abuse may differ depending on an individual’s situation, disability, or circumstance.
9. Abuse of vulnerable adults is often described as a misuse of power and a violation of trust. Abusers may use a number of different tactics to exert power and control over their victims. Abuse may happen once, or it may occur in a repeated and escalating pattern over months or years. The abuse may take many different forms, which may change over time.
10. Potential warning signs of abuse of vulnerable adults can include:
 - a) Depression, fear, anxiety, passivity
 - b) Unexplained physical injuries
 - c) Dehydration, malnutrition, or lack of food
 - d) Poor hygiene, rashes, pressure sores
 - e) Over-sedation

Preventing Abuse

11. The Organization and its Clubs will enact measures aimed at preventing all types of abuse. These measures include screening, orientation, training, practice, and monitoring.

Screening

12. Individuals who coach, volunteer, officiate, deliver developmental programs, or otherwise engage with Vulnerable Individuals involved with the Organization and its Clubs will be screened according to the organization’s *Screening Policy*.
13. The Organization and its Clubs will use the *Screening Policy* to determine the level of trust, authority, and access that each Individual has with Vulnerable Individuals. Each level of risk will be accompanied by increased screening procedures which may include the following, singularly or in combination:
 - a) Completing an Application Form for the position sought (which includes alerting Individuals that they must agree to adhere with the organization’s policies and procedures (including this *Abuse Policy*))
 - b) Completing a Screening Declaration Form
 - c) Providing letters of reference
 - d) Providing a Criminal Record Check (“CRC”) and/or Vulnerable Sector Check (“VSC”)
 - e) Other screening procedures, as required
14. An Individual’s failure to participate in the screening process or pass the screening requirements as determined by a Screening Committee, will result in the Individual’s ineligibility for the position sought.

Orientation and Training

15. The Organization and its Clubs may deliver orientation and training to those Individuals who have access to, or interact with, Vulnerable Individuals. The orientation and training, and their frequency, will be based on the level of risk, as described in the *Screening Policy*.
16. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or period of engagement.

17. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
18. At the conclusion of the orientation and training, Individuals may be required to acknowledge, in written form, that they have received and completed the training.

Practice

19. When Individuals interact with Vulnerable Individuals, they may be required to enact certain practical approaches to these interactions. These include, but are not limited to:
 - a) Limiting physical interactions to non-threatening or non-sexual touching (e.g., high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc.)
 - b) Ensuring that Vulnerable Individuals are always supervised by more than one adult
 - c) Ensuring that more than one person is involved with team selection (thereby limiting the consolidation of power onto one Individual)
 - d) Including parents/guardians in all communication (e.g., electronic, telephonic) with Vulnerable Individuals
 - e) Ensuring that parents/guardians are aware that some non-personal communication between Individuals and Vulnerable Individuals (e.g., coaches and athletes) may take place electronically (e.g., by texting) and that this type of communication is now considered to be commonplace, especially with older Vulnerable Individuals (e.g., teenagers). Individuals are aware that such communication is subject to The Organization and its Club's *Code of Conduct and Ethics* and *Social Media Policy*.

Monitoring

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

Reporting Abuse

22. Reports of abuse that are shared confidentially with an Individual by a Vulnerable Individual may require the Individual to report the incident to parents/guardians, the Organization and its Clubs or police. Individuals must respond to such reports in a non-judgemental, supportive and comforting manner but must also explain that the report may need to be escalated to the proper authority or to the Vulnerable Individual's parent/guardian.
23. Complaints or reports that describe an element of **abuse** will be addressed by the process(es) described in the Organization and its Club's *Discipline and Complaints Policy* and the *Investigations Policy - Discrimination, Harassment and Abuse*.

Policy History	
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DISCIPLINE AND COMPLAINTS POLICY

1. The Organization subscribes to the *Discipline and Complaints* policy of the National Sport Organization (amended as appropriate to reflect the Organization).

Definitions

2. The *National Sport Organization* (NSO) for Orienteering is Orienteering Canada whose policies are listed at:
 - [Orienteering.ca/learn/about-us/policies](https://www.orienteering.ca/learn/about-us/policies)

Specific Amendments

3. References to the NSO should be replaced with this Organization as appropriate.

Policy History	
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RECIPROCATION POLICY

Purpose

1. The purpose of this Policy is to ensure enforcement and recognition of all disciplinary sanctions applied by the Organization and its Clubs.
2. The Organization and its Clubs recognize the importance of safe sport for all participants.

Application

3. This Policy applies to the Organization and its Clubs.

Responsibilities

4. The Organization and its Clubs will:
 - a) Provide copies of discipline and appeal decisions involving Individuals to the Organization and its Clubs with which the Individual was affiliated, unless determined otherwise by the decision-making panel.
 - b) For discipline decisions provided to the Organization and its Clubs, determine per the *Discipline and Complaints Policy* whether to initiate further action against the Individual(s) named in the decision
 - c) Recognize and enforce the disciplinary sanctions imposed by the Organization and its Clubs

Policy History	
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Revision Approval Dates	

INVESTIGATIONS POLICY

Purpose

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

Determination and Disclosure

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

Investigation

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

Investigator's Report

8. Upon completion of their investigation, the Investigator shall prepare a report that should include a summary of evidence from the parties (including both statements of facts, if applicable) and recommendations from the Investigator of whether, on a balance of probabilities, an incident occurred that could be considered Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual

Harassment, or Maltreatment, or breach of a governing document, including, but not limited to the *Code of Conduct and Ethics*.

9. The Investigator’s report will be provided to the Organization who will disclose it, at their discretion, to others as applicable.
10. Should the Investigator find that there are possible instances of offence under the *Criminal Code*, particularly related to Criminal Harassment (or Stalking), Uttering Threats, Assault, Sexual Interference, or Sexual Exploitation, the Investigator shall advise the Complainant and the Organization or its Club to refer the matter to police.
11. The Investigator must also inform the Organization or its Club (as applicable) of any findings of criminal activity. The Organization or its Club (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 sexual crime involving Minors, fraud against the Organization or any Club(s) (as applicable), or other offences where the lack of reporting would bring the Organization or its Club (as applicable) into disrepute.

Reprisal and Retaliation

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

False Allegations

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

Confidentiality

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

Policy History	
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DISPUTE RESOLUTION POLICY

Purpose

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

Application of this Policy

3. This Policy applies to all Individuals.
4. 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

5. If all parties to a dispute agree to ADR, a mediator or facilitator, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.
6. 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.
7. Should a negotiated settlement be reached, the settlement shall be reported to the Organization or its Club (as applicable). Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending approval of the Organization or its Club (as applicable).
8. 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

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

Policy History	
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APPEAL POLICY

1. The Organization subscribes to the *Appeal* policy of the National Sport Organization (amended as appropriate to reflect the Organization).

Definitions

2. The *National Sport Organization* (NSO) for Orienteering is Orienteering Canada whose policies are listed at:
 - [Orienteeing.ca/learn/about-us/policies](https://www.orienteering.ca/learn/about-us/policies)

Specific Amendments

3. References to the NSO should be replaced with this Organization as appropriate.
4. The administrative fee shall be submitted by *Interac e-Transfer*[®] to treasurer@orienteeringnb.ca to be refunded if the appeal is upheld.

Policy History	
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EVENT DISCIPLINE POLICY

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

Purpose

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

Scope and Application of this Policy

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

Misconduct During Events

5. Incidents that violate or potentially violate the *Code of Conduct and Ethics*, which can occur during a competition, away from the area of competition, or between parties connected to the Event, shall be reported to a designated person (usually the chief official) responsible at the Event.
6. The designated person at the Event shall use the following procedure to address the incident that violated or potentially violated the *Code of Conduct and Ethics*:
 - a) Notify the involved parties that there has been an incident that violated or potentially violated the *Code of Conduct and Ethics*
 - b) Convene a jury of either one person or three people (one of whom shall be designated the Chairperson), who shall not be in a conflict of interest or involved in the original incident, to determine whether the *Code of Conduct and Ethics* has been violated. The designated person at the Event may serve on the jury
 - c) The jury will interview and secure statements from any witnesses to the alleged violation
 - d) If the violation occurred during a competition, interviews will be held with the officials who officiated or observed the competition and with the coaches and captains of each team when necessary and appropriate
 - e) The jury will secure a statement from the person(s) accused of the violation
 - f) The jury will render a decision and determine a penalty
 - g) The Chairperson of the jury will inform all parties of the jury's decision
7. The penalty determined by the jury may include any of the following, singularly or in combination:
 - a) Oral or written warning
 - b) Oral or written reprimand

- c) Suspension from future competitions at the Event
 - d) Ejection from the Event
 - e) Other appropriate penalty as determined by the jury
8. The jury does not have the authority to determine a penalty that exceeds the duration of the Event. A full written report of the incident and the jury’s decision shall be submitted to the Organization or its Club (as applicable) following the conclusion of the Event. Further discipline may then be applied in accordance with the *Discipline and Complaints Policy*, if necessary.
 9. Decisions made pursuant to this Policy may not be appealed.
 10. This Policy does not prohibit other Individuals from reporting the same incident to the Organization or its Clubs to be addressed as a formal complaint under the *Discipline and Complaints Policy*.
 11. The Organization and its Clubs shall record and maintain records of all reported incidents.

Timeliness

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

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SOCIAL MEDIA POLICY

1. The Organization subscribes to the *Social Media* policy of the National Sport Organization (amended as appropriate to reflect the Organization).

Definitions

2. The *National Sport Organization* (NSO) for Orienteering is Orienteering Canada whose policies are listed at:
 - [Orienteering.ca/learn/about-us/policies](https://www.orienteering.ca/learn/about-us/policies)

Specific Amendments

3. References to the NSO should be replaced with this Organization as appropriate.
4. References to specific media entities (e.g. Facebook, Twitter, etc.) are taken to include all social media venues.

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RISK MANAGEMENT POLICY

Preamble

1. The Organization and its Clubs is committed to managing risks by ensuring its decisions and actions reflect established standards and organizational values.

Purpose

2. The purpose of this Policy is to provide a guiding statement on how risks will be managed within the Organization and its Clubs. In general, the Organization and its Clubs views risk management as a comprehensive approach to improving organizational performance.
3. This policy has other purposes, namely:
 - a) Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses
 - b) Performing an educational function for staff and the Board
 - c) Over the longer term, contributing to enhancing a 'risk management culture' within the Organization and its Clubs
4. Ultimately, successful risk management has the following benefits:
 - a) Prevents or limits injury or losses to participants, volunteers and staff
 - b) Helps to protect the Organization and its Clubs and its members against unnecessary litigation
 - c) Ensures that the Organization and its Clubs are compliant with all applicable laws, regulations and standards
 - d) Improves the quality and relevance of the programs and services that the Organization and its Clubs provide to its members, partners and sponsors
 - e) Promotes improved business management and human resource management practices
 - f) Enhances the Organization and its Clubs' brand, reputation and image in the community
 - g) Overall, enhances the Organization and its Clubs' ability to achieve its strategic objectives

Principles

5. The International Standard Organization (ISO 31000:2009E) risk management principles are:
 - a) Risk management creates and protects value
 - b) Risk management is an integral part of all organizational processes
 - c) Risk management is part of decision making
 - d) Risk management explicitly addresses uncertainty
 - e) Risk management is systematic, structured, and timely
 - f) Risk management is based on the best available information
 - g) Risk management is tailored
 - h) Risk management considers human and cultural factors
 - i) Risk management is transparent and inclusive
 - j) Risk management is dynamic, iterative, and responsive to change
 - k) Risk management facilitates continual improvement of the organization

Policy

6. The Organization and its Clubs makes the following commitments:
 - a) Activities and events undertaken by the Organization and its Clubs will incorporate the principles of risk management

- b) Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing the Organization and its Clubs in a timely fashion
 - c) Risk mitigation strategies will be reasonable and will reflect the reasonable standard of care in any circumstance (where standard of care is determined by written/published standards, industry practices, established case law precedent, and common sense)
7. The Organization and its Clubs acknowledge that risk management is a broad activity and a shared responsibility. All Directors, Officers, staff, and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage, and communicate risks to those that they report to.

Risk Tolerance

8. The 'significance of a risk' refers to the combined ranking of the possibility/likelihood of a risk occurring and the consequence should it occur.
9. Possibility (P)
- a) Unlikely – less likely to happen than not; occurs every 5 years
 - b) Possible – just as likely to happen as not; occurs once every year
 - c) Probably – more likely to happen than not; occurs once a month
 - d) Almost certain – sure to happen; occurs once a week
10. Consequence (C)
- a) Minor – will have an impact on the achievement of the objective that can be dealt with through small internal adjustments
 - b) Moderate – will have an impact on some aspect of the achievement of the objective that will require changes to strategy or program delivery that may require a delay or increase in cost
 - c) Serious – will significantly impact the achievement of the objective and require additional time, resources, costs, and thought
 - d) Catastrophic – will have a debilitating impact on the achievement of the objective; staff and board need to devote full time resources to managing the situation

Commitment

11. Risks are identified by both Directors and staff on an ongoing basis. All minor - moderate risks are managed by the Board and captured within program documents.
12. Risks that arise and considered to be Serious - Catastrophic are treated as follows:
- a) If a **Serious** risk is identified, it must be communicated to the President within 48 hours of the risk being identified. The individual will take all reasonable measures to manage the risk including, but not limited to, seeking the advice from other Board members, consulting external experts, etc. Once the individual feels that the risk has been managed or is in the process of being resolved, the Board will be advised using the most appropriate communications, which depending on the nature of the risk, may include an issue document, sharing at the next meeting, or calling a separate Board meeting to keep the Board informed.
 - b) If a **Catastrophic** risk has been identified, the President must be contacted immediately. The President will determine the most appropriate action and if appropriate, may organize a Board meeting within 48 hours of the risk arising. It is understood that factors may arise that prevent this from happening including time zone, availability, nature of the risk, etc. All reasonable efforts will be made to manage the risk as it occurs, taking the necessary measures including, but not to limited to, seeking the advice from internal partners, other Board members and external experts.

Procedures

13. Managing risks involves three steps:

- a) Identifying potential risks using an informed, environmental scan approach
- b) Assessing the significance of a risk by considering its likelihood and consequences
- c) Developing and implementing measures to address those risks deemed significant by reducing likelihood, consequences, or both

14. Risks arise from a number of categories of the operations of The Organization and its Clubs. The following categories will be used when identifying risks:

a) **Operational / Program Risks**

Risks related to the development, sanctioning, and implementation of programs; management of human resources, including staff and volunteers; organizational capacity to meet member and stakeholder expectations.

Technology and intellectual property risks related to the purchase, leasing, use, and storage of all hardware and software, programs, data, records, information including the protection of all intellectual property assets.

b) **Compliance Risks**

Risks related to failure to comply with existing laws and regulations governing employment, privacy, and workplace safety. Also includes complying with anti-doping policies, Sport Canada, other agency standards for funding and accountability, and the fulfillment of contractual obligations.

c) **Communication Risks**

Risks related to internal and external communications, information management systems, crisis and issues management, media relations, image, and reputation management, missed opportunities to promote and exploit successful outcomes, management of intellectual property, social media opportunities and pitfalls, confidentiality.

d) **External Risks**

Risks that are not in direct control of the organization such as funding frameworks from government and other agencies; relations with governments, games organizations and international federations; security threats/risks, involvement in other sport partnerships; hosting decisions and requirements; changing political priorities.

e) **Governance Risks**

Risks related to clarity of roles and responsibilities, decision-making and oversight, organizational structure, and performance; management of disputes and conflict of interest, planning for diversity and succession of the Board and committees, retention of corporate knowledge, staying current with trends affecting The Organization and its Clubs.

f) **Financial Risks**

Risks related to financial monitoring and reporting, flexibility to control and direct funds, sponsorship attraction and retention, currency exchange rates, investment and management of reserve funds, protection of revenue streams, long-term financial sustainability.

g) **Health and Safety of Athletes**

Risks related to the safety of athletes, abuse and/or harassment of athletes, practice or competition environment, equipment, and progressive training of athletes.

15. All risks faced by The Organization and its Clubs can be addressed by one or more of the following four general strategies:

- a) **Retain** the risk – no action is taken because the possibility and consequence of the risk is low. It may also be that the risk is inherent in the activity itself and thus can be accepted in its present form.
- b) **Reduce** the risk – steps are taken to reduce the possibility of the risk, and/or its potential consequences, through efforts such as improved planning, policies, delivery, supervision, monitoring, or education.
- c) **Transfer** the risk – accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements or other business contracts.
- d) **Avoid** the risk – eliminate the risk by avoiding the activity giving rise to the risk – in other words, simply decide NOT to do something, or to eliminate some activity or initiative.

16. The above general strategies translate into a variety of risk control measures, which for The Organization and its Clubs may include, but are not limited to:

- a) Development of policies, procedures, standards and rules
- b) Effective communication
- c) Education, instruction, professional development and specialized training
- d) Ensuring a core set of organizational values have been identified, defined and communicated throughout the organization
- e) Adherence to minimum, mandatory qualifications and/or certifications for key staff and leaders
- f) Use of robust and legally sound contracts (i.e., employment agreements, contractor agreements, partnership agreements)
- g) Improving role clarity through use of written position descriptions and committee terms of reference
- h) Supervision and monitoring of staff, volunteers, participants and activities
- i) Establishing and communicating procedures to handle concerns, complaints and disputes
- j) Implementing schedules for regular review, maintenance, repair and replacement of equipment
- k) Preparing procedures and protocols for emergency response and crisis management
- l) Use of warnings, signage, participation agreements and waiver of liability agreements where warranted
- m) Purchasing appropriate insurance coverage for all activities and reviewing regularly

Reporting and Communication

17. To ensure that risk management remains a high priority within The Organization and its Clubs and to promote an organizational culture that embraces a risk management perspective, risk management will be a standing item on the agenda of every regular Board meeting, so that staff (if applicable) and Directors can provide updates as required.

18. The Organization and its Clubs recognize that communication is an essential part of risk management. This policy will be communicated to staff, the Board of Directors, Committees and volunteers and The

Organization and its Clubs will encourage all members to communicate their risk management issues and concerns.

Insurance

19. The Organization and its Clubs maintain a comprehensive insurance program that provides General Liability, Accident and Directors and Officers Errors and Omissions coverage to the directors, officers, staff, members, volunteers and sponsors of the Organization and its Clubs. On every review of this policy, the Organization and its Clubs will consult with the insurance provider to determine if there are any emerging gaps, issues, or deficiencies to be addressed through insurance renewal. Not all risks are insurable. However, as part of its commitment to risk management, the Organization and its Clubs will take all reasonable steps to ensure that insurance coverage is available for essential activities.

Policy History	
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Revision Approval Dates	

SCREENING POLICY

Preamble

1. The Organization and its Clubs understand 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 Organization or its Clubs is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
3. Not all individuals associated with the Organization or its Clubs will be required to obtain a Criminal Record Check or submit screening documents because not all positions pose a risk of harm to the Organization, Clubs, or participants. The Organization or its Club will determine which individuals will be subject to screening using the following guidelines (the Organization or its Club may vary the guidelines at their discretion):

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

- a) Volunteers at refreshment table or event registration desk
- b) Post-event cleanup crew

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

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

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

- a) Full-time coaches
- b) Coaches who travel with Athletes
- c) Coaches who could be alone with Athletes

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) members. The Organization and its Clubs will ensure that the members appointed to their respective Screening Committees possess the requisite skills, knowledge, and abilities to accurately review screening 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 Organization or its

Club, as applicable. 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 make a decision on the basis of 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 members of the Organization or its Clubs.
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 on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the Organization, 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 Organization's Board of Directors, which may disseminate the decision as they see fit in order to best fulfil the mandate of the Organization.
14. An Individual whose screening application has been denied or revoked may not re-apply to participate in the Organization's programs or activities for two (2) years from the date the rejected application was made.

Screening Requirements

15. A Screening Requirements Matrix is provided as **Appendix A**.
16. It is the policy of the Organization and its Clubs that when an individual is first engaged by the organization:
 - a) Level 1 individuals will:
 - i. Be a member of the organization
 - ii. Not require further screening
 - b) Level 2 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an Enhanced Police Information Check (E-PIC)
 - iv. Participate in training, orientation, and monitoring as determined by the organization

- c) Level 3 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC and a Vulnerable Sector Check (VSC)
 - iv. Participate in training, orientation, and monitoring as determined by the organization
- d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization or its Club, as applicable. Additionally, the individual will inform the organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
- e) If the Organization or its Club learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy*.

Renewal

- 17. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:
 - a) An E-PIC every three years
 - b) A Screening Disclosure Form every three years
 - c) A Screening Renewal Form (**Appendix D**) every year
 - d) A Vulnerable Sector Check once
- 18. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the Organization or its Clubs, could affect the assessment of the individual's suitability for participation in the Organization or its Club's programs, activities, or with any of its members.

Orientation, Training, and Monitoring

- 19. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of the Organization or its Club, as applicable.
- 20. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
- 21. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
- 22. At the conclusion of orientation and training, the individual will be required to acknowledge, in written form, that they have received and completed the orientation and training.
- 23. 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

- 24. An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm>

25. Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
26. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
27. The Organization and its Clubs understand that they may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix E**) may need to be submitted or other documentation may need to be completed that describes the nature of the organization and the individual's role with Vulnerable Individuals.

Procedure

28. Screening documents must be submitted to the Screening Committee.
29. 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.
30. The Organization and its Clubs understand that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the organization may permit the individual to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
31. The Organization and its Clubs recognize 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.
32. 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.
33. 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. The following examples are considered to be offenses that may cause the individual to not pass the screening requirements or to have conditions imposed on the individual by the Screening Committee:
 - a) If imposed in the last ten years:
 - i. Any offense involving the use of a motor vehicle, including, but not limited to, impaired driving
 - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offense involving conduct against public morals
 - iv. Any offense involving theft or fraud
 - b) If imposed at any time:
 - a. Any offense involving a Minor or Minors
 - b. Any offense of physical or psychological violence
 - c. Any crime of violence including, but not limited to, all forms of assault
 - d. Any offense involving trafficking of illegal drugs
 - e. Any offense involving the possession, distribution, or sale of any child-related pornography

- f. Any sexual offense

Conditions and Monitoring

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

Records

- 35. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.
- 36. 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
 - f) Records of any discipline applied to any individual by the Organization, its Clubs, or by another sport organization

Criminal Convictions

- 37. An individual’s conviction for any of the following *Criminal Code* offenses may result in expulsion from the Organization and the Club and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization or its Club:
 - a) Any offense of physical or psychological violence
 - b) Any crime of violence including, but not limited to, all forms of assault
 - c) Any offense involving trafficking of illegal drugs
 - d) Any offense involving the possession, distribution, or sale of any child-related pornography
 - e) Any sexual offense
 - f) Any offense involving theft or fraud

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Appendix A – Screening Requirements Matrix

Risk Level	Roles (Note Young People Exception Below)	Training Recommended/Required	Screening
Level 1 Low Risk	<ul style="list-style-type: none"> a) Volunteers at refreshment table or event registration desk b) Post-event cleanup crew 		<ul style="list-style-type: none"> • Membership in the organization
Level 2 Medium Risk	<ul style="list-style-type: none"> 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>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) • National Coaching Certification Program (NCCP) Making Ethical Decisions (MED) Certified (Coaches) 	<ul style="list-style-type: none"> • Level 1 Requirements • Provide an E-PIC
Level 3 High Risk	<ul style="list-style-type: none"> a) Full-time coaches b) Coaches who travel with Athletes c) Coaches who could be alone with Athletes 	<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"> • NCCP MED Certified (Coaches) 	<ul style="list-style-type: none"> • Level 2 Requirements • Provide a VSC

Young People

The Organization and its Clubs define a young person as someone who is younger than 19 years old. When screening young people, the Organization and its Clubs will:

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

Appendix B – Application Form

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

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the policies and procedures of the Organization and/or the Club (as applicable), 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: <http://orienteeringnb.ca/resources/documents>

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 may result in the loss of volunteer responsibilities or other privileges and/or disciplinary action.

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 Organization and/or the Club to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Clubs, and other organizations involved in the governance of sport. The Organization and its Clubs do not distribute personal information for commercial purposes.

CERTIFICATION

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

I further certify that I will immediately inform the Organization or its Club (as applicable) 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 to the Organization or to the Club. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

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

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

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

SIGNATURE: _____

Appendix E – Request For Vulnerable Sector Check

Note: The Organization and its Clubs will be required to modify this letter to adhere to any requirements from the VSC provider.

INTRODUCTION

Orienteering New Brunswick 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

Orienteering New Brunswick is a not-for-profit provincial/territorial organization for the sport of Orienteering located in New Brunswick.

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. Their conduct may include: coaching, chaperoning, driving and/or direct personal support.

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

CONTACT INFORMATION

If more information is required from Orienteering New Brunswick, please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Name: _____ Position: _____

Signature: _____ Date: _____

GENDER EQUITY POLICY

Requirements for Gender Equity

1. Gender Equity requires:
 - a) Ensuring that everyone has access to a full range of opportunities to achieve the social, psychological and physical benefits that come from participating and leading in sport and physical activity;
 - b) Providing everyone with a full range of activity, program and leadership choices that meet their needs, interests, and experiences; and
 - c) Examining organizational practices and policies to ensure they do not hinder participation or leadership based on gender identity.

2. Gender Equity does not require:
 - a) Making the same programs, education, training, resources and facilities available to all individuals. Some may be the same as those offered to one gender, some may be altered, and some may be altogether different to satisfy the requirements for equity.

Benefits of Gender Equity¹

3. The Organization and its Clubs recognize the following benefits of gender equity:
 - a) Attracting underrepresented genders to sport and physical activity enhances the revenue base and increases the market segment to which the sport appeals;
 - b) Fully representing the population base and tapping the resources of every member results in a larger, stronger and more effective organization;
 - c) Being inclusive of all individuals in sport attracts public interest and private investment which in turn attracts more members to the organization;
 - d) Taking the lead in promoting gender equity brings prestige, a stronger reputation and support to the organization;
 - e) Working together, all genders can learn to build equal partnerships, increase knowledge sharing and improve the safety of sport for all;
 - f) Providing opportunities for underrepresented genders to get involved can enhance both family relationships and the sport or activity;
 - g) Sport and physical activity can provide opportunities for people to understand and respect their bodies which fosters a healthy lifestyle and mitigates health issues; and
 - h) By fulfilling its legal responsibility to treat everyone involved in the organization fairly and making a commitment to gender equity, the organization will be better able to mitigate risk.

Purpose

4. The purpose of this Policy is to ensure the Organization and its Clubs are committed to Gender Equity in its operations, programming, and governance.

Operations

5. As part of its commitment to having gender equitable operations, the Organization and its Clubs will:
 - a) Ensure that underrepresented genders are portrayed equitably in promotional materials and official publications, and that gender-inclusive language is used in all communications;

¹ See: <https://www.caaws.ca/gender-equity-101/what-is-gender-equity/>

- b) Ensure that Individuals have no barriers to participation on the basis of gender in the Organization’s programs, training, and other opportunities; and
- c) Handle any instance of discriminatory behaviour on the basis of gender according to the Organization and its Clubs’ policies for complaints and dispute resolution.

Programming

- 6. As part of its commitment to equitable programming for Individuals, the Organization and its members will:
 - a) Commit to the equitable allocation of resources, financial and otherwise;
 - b) Ensure that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering programs and policies;
 - c) Provide opportunities for leadership development for underrepresented genders;
 - d) Collect gender-based data to monitor and evaluate the participation of underrepresented genders; and
 - e) Ensure Individuals are neither disadvantaged nor denied access to programming on the basis of gender.

Governance

- 7. The Organization will encourage gender-balanced representation on the Board of Directors and on all committees by working to ensure that no more than 60% of the elected positions on the Board of Directors and two-thirds of elected/appointed positions on Committees are from one gender.

Ongoing Commitment to Gender Equity

- 8. The Organization and its Clubs resolve to incorporate gender equity matters in its strategies, plans, actions, and operations and will regularly evaluate its progress.
- 9. If an Individual does not believe the Organization or its Clubs are demonstrating its commitment to Gender Equity as described in this Policy, the Individual may submit a complaint under the terms of the Organization or its Clubs’ policies for complaints and dispute resolution.

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