

BIATHLON CANADA (“Biathlon Canada”)

**SAFE SPORT
POLICY MANUAL**

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Policy Title	Date of Last Review
Safe Sport	October 2019
Code of Conduct and Ethics	October 2019
Abuse	October 2019
Investigations - Discrimination, Harassment and Abuse	October 2019
Discipline and Complaints	October 2019
Dispute Resolution	October 2019
Appeal	October 2019
Whistleblower	October 2019
Social Media	October 2019
Screening	October 2019
Risk Management	October 2019
Athlete Protection Guidelines	October 2019
Reciprocation	October 2019
Policy Review	October 2019
Records Retention	October 2019

SAFE SPORT POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Club”* – A Club that is a member of a Division and registered with Biathlon Canada
 - b) *“Division”* – A Provincial/Territorial Association that is a member of Biathlon Canada
 - c) *“Individuals”* – Divisions, Clubs and individuals employed by, or engaged in activities with, Biathlon Canada, its Divisions or Club including, but not limited to, participants, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and directors and officers Biathlon Canada
 - d) *“Person in Authority”* – An Individual who holds a position of authority within Biathlon Canada or its Divisions and Clubs including, but not limited to, coaches, managers, support personnel, chaperones, and Directors

Purpose

2. This Policy describes how Biathlon Canada aims to provide a safe sport environment.

Commitment to True Sport Principles

3. Biathlon Canada 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

4. The stakeholders, members, and leaders of Biathlon Canada are expected to live the True Sport Principles and Biathlon Canada pledges to embed the True Sport Principles in its governance and operations in the following ways:
 - a) **Conduct Standards** – Biathlon Canada will adopt comprehensive conduct standards that are expected to be followed by Individuals
 - b) **Athlete Protection** – Biathlon Canada will provide coaches and other stakeholders with general and sport-specific athlete protection guidelines
 - c) **Dispute Resolution and Investigations** – Biathlon Canada 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** – Biathlon Canada will have strategic plans that reflect the organization’s mission, vision, and values
 - e) **Governance** – Biathlon Canada will have a diverse blend of sport leaders and will adhere to principles of good governance
 - f) **Risk Management** – Biathlon Canada will intentionally manage risks to its operations and events through the use of risk management plans and/or risk registries

Conduct Standards

5. Biathlon Canada 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, to:
 - a) Athletes
 - b) Coaches
 - c) Officials
 - d) Volunteers
 - e) Directors and Committee Members
 - f) Parents and Spectators
 - g) Divisions and Clubs

6. 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

7. Biathlon Canada 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

8. The *Code of Conduct and Ethics* will indicate that Biathlon Canada adopts and adheres to the Canadian Anti-Doping Program.

Social Media

9. Biathlon Canada 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.

10. 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

11. Biathlon Canada 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

12. Biathlon Canada will develop general and sport-specific *Athlete Protection Guidelines* that can be used by coaches, managers, medical personnel, and other persons in authority. Biathlon Canada may provide training on the guidelines and take steps to ensure the guidelines are being implemented. Biathlon Canada will conduct a regular review of the guidelines to add and/or modify new guidelines as appropriate.

Resources

13. Biathlon Canada 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

14. Biathlon Canada will, through an annual work plan, 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

15. Biathlon Canada 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*
16. 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

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

Canada, a Division, or a Club

Obligations – Reporting and Third-Party Case Management

18. The policies of Biathlon Canada will include requirements that certain complaints must be reported to government entities, local police forces, and/or child protection agencies.
19. The policies of Biathlon Canada will include requirements that certain complaints (e.g., those related to harassment, discrimination, and abuse) must be handled by an independent third party that has no affiliation with Biathlon Canada.

Records

20. Biathlon Canada 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

21. Biathlon Canada will have a comprehensive Strategic Plan in which athlete protection and safe sport are top priorities for the organization.
22. Biathlon Canada 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'. Biathlon Canada 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
23. Biathlon Canada 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.
24. Biathlon Canada will continually monitor and evaluate its policies, practices, and procedures.

CODE OF CONDUCT AND ETHICS

Definitions

1. The following terms have these meanings in this Code:

- a) *“Abuse”* – As defined in Biathlon Canada’s *Abuse Policy*
- b) *“Club”* – A Club that is a member of a Division, registered with Biathlon Canada.
- e) *“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.
- f) *“Division”* – A Provincial/Territorial Association that is a member of Biathlon Canada
- g) *“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:
 - i. Written or verbal abuse, threats, or outbursts;
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iii. 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;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes which endanger a person’s safety, or may negatively affect performance;
 - vii. 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;
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. Deliberately excluding or socially isolating a person from a group or team;
 - x. Persistent sexual flirtations, advances, requests, or invitations;
 - xi. Physical or sexual assault;
 - xii. 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
 - xiii. Retaliation or threats of retaliation against a person who reports harassment to Biathlon Canada.
- h) *“Individuals”* – Divisions, Clubs and individuals employed by, or engaged in activities with, Biathlon Canada, its Divisions or Club including, but not limited to, participants, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and directors and officers
- i) *“Sexual Harassment”* – A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:
 - i. Sexist jokes;

- ii. Threats, punishment, or denial of a benefit for refusing a sexual advance;
 - iii. Offering a benefit in exchange for a sexual favour;
 - iv. Demanding hugs;
 - v. Bragging about sexual ability;
 - vi. Leering (persistent sexual staring);
 - vii. Sexual assault;
 - viii. Display of sexually offensive material;
 - ix. Distributing sexually explicit messages or attachments such as pictures or video files;
 - x. Sexually degrading words used to describe an Individual;
 - xi. Unwelcome inquiries into or comments about an Individual's gender identity or physical appearance;
 - xii. Inquiries or comments about an Individual's sex life;
 - xiii. Persistent, unwanted attention after a consensual relationship ends;
 - xiv. Persistent unwelcome sexual flirtations, advances, or propositions; and
 - xv. Persistent unwanted contact.
- j) *"Workplace"* - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, Biathlon Canada's office, work-related social functions, work assignments outside Biathlon Canada's offices, work-related travel, the training and competition environment, and work-related conferences or training sessions
- k) *"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:
- i. Bullying;
 - ii. Workplace pranks, vandalism, bullying or hazing;
 - iii. Repeated offensive or intimidating phone calls or emails;
 - iv. Inappropriate sexual touching, advances, suggestions or requests;
 - v. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - vi. Psychological abuse;
 - vii. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
 - viii. Deliberately withholding information that would enable a person to do his or her job, perform or train;
 - ix. Sabotaging someone else's work or performance;
 - x. Gossiping or spreading malicious rumours;
 - xi. Intimidating words or conduct (offensive jokes or innuendos); and
 - xii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
- l) *"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:
- i. Verbal or written threats to attack;
 - ii. Sending to or leaving threatening notes or emails;

- iii. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
- iv. Wielding a weapon in a Workplace;
- v. Hitting, pinching or unwanted touching which is not accidental;
- vi. Dangerous or threatening horseplay;
- vii. Physical restraint or confinement;
- viii. Blatant or intentional disregard for the safety or wellbeing of others;
- ix. Blocking normal movement or physical interference, with or without the use of equipment;
- x. Sexual violence; and
- xi. Any attempt to engage in the type of conduct outlined above.

Purpose

- 2. The purpose of this Code is to ensure a safe and positive environment (within Biathlon Canada's programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with Biathlon Canada's core values. Biathlon Canada supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

Application of this Code

- 3. This Code applies to conduct during Biathlon Canada's business, activities, and events including, but not limited to, competitions, practices, trials, training camps, travel associated with Biathlon Canada's activities, Biathlon Canada's office environment, and any meetings.
- 4. An Individual, Division, or Club that violates this Code may be subject to sanctions pursuant to Biathlon Canada's *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to Biathlon Canada's *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the field of play, the official may delay the start of competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the competition.
- 5. An employee of Biathlon Canada found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any event of Biathlon Canada, will be subject to appropriate disciplinary action subject to the terms of Biathlon Canada's Employment Policy Manual as well as the employee's Employment Agreement (if applicable).
- 6. This Code also applies to conduct outside of Biathlon Canada's business, activities, and events when such conduct adversely affects relationships within Biathlon Canada (and its work and sport environment) and is detrimental to the image and reputation of Biathlon Canada. Such applicability will be determined by Biathlon Canada at its sole discretion.

Responsibilities

- 7. Individuals have a responsibility to:
 - a) Conduct themselves in a manner consistent with the True Sport principles;
 - b) Maintain and enhance the dignity and self-esteem of Biathlon Canada's members and other individuals by:
 - i. Treating each other with the highest standards of respect and integrity;
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members;

- iii. Consistently demonstrating the spirit of sportpersonship or “good sport conduct”, sport leadership, and ethical conduct;
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
 - v. Consistently treating individuals fairly and reasonably; and
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
- c) Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Abuse, or Discrimination
 - d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Biathlon Canada adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to Biathlon Canada’s *Discipline and Complaints Policy*. Biathlon Canada will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Biathlon Canada or any other sport organization
 - e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
 - f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
 - g) In the case of minors, not consume alcohol, tobacco, or cannabis at any competition or event;
 - h) In the case of adults, not consume cannabis/alcohol in the Workplace or in any situation associated with Biathlon Canada’s events (subject to any requirements for accommodation), not consume alcohol/cannabis during competitions and in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Biathlon Canada’s events. Furthermore, in such situations, a designated driver will be appointed who will not consume any alcohol, drugs or cannabis and will remain sober.
 - i) Respect the property of others and not wilfully cause damage
 - j) Promote the sport in the most constructive and positive manner possible
 - k) When driving a vehicle an Individual must:
 - i. Not have his or her license suspended;
 - ii. Not be under the influence of alcohol or cannabis or illegal drugs or substances; and
 - iii. Have valid vehicle insurance
 - l) Adhere to all federal, provincial, municipal and host country laws
 - m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
 - n) Comply, at all times, with Biathlon Canada’s bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
 - o) Report any ongoing criminal investigation, conviction, or existing bail conditions involving yourself and/or an Individual to Biathlon Canada, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance

Directors, Committee Members, and Staff

- 8. In addition to section 7 (above), Biathlon Canada’s Directors, Committee Members, and Staff will have additional responsibilities to:
 - a) Function primarily as a Director or Committee Member or Staff Member of Biathlon Canada; not as a member of any other group or constituency
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Biathlon Canada’s business and the maintenance of Individuals’ confidence

- c) Ensure that Biathlon Canada's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Conduct themselves transparently, professionally, lawfully and in good faith in the best interests of Biathlon Canada
- e) Be independent, impartial, and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f) Behave with decorum appropriate to both circumstance and position
- g) Keep informed about Biathlon Canada's activities, the sport community, and general trends in the sectors in which it operates
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Biathlon Canada is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Respect the decisions of the majority and resign if unable to do so
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all Biathlon Canada's governing documents
- m) Conform to the bylaws and policies approved by Biathlon Canada

Coaches and Wax Technicians

9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
 - b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
 - c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
 - d) Support the coaching staff of a training camp, Division team, or national team; should an athlete qualify for participation with one of these programs
 - e) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
 - f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
 - g) Act in the best interest of the athlete's development as a whole person
 - h) Comply with Biathlon Canada's *Screening Policy*, if applicable
 - i) Report to Biathlon Canada any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
 - j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, cannabis, and/or tobacco
 - k) Respect athletes of other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
 - l) Not engage in a sexual relationship with an athlete under the age of majority and/or with which you are in a position of power, trust or authority;

- m) Disclose any sexual or intimate relationship with an athlete over the age of majority to Biathlon Canada and immediately discontinue any coaching involvement with that athlete;
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o) Dress professionally,
- p) Use language that is inclusive, appropriate, and takes into account the audience being addressed

Athletes

10. In addition to section 7 (above), athletes will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete;
 - b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, trials and events;
 - c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason;
 - d) Adhere to Biathlon Canada's rules and requirements regarding clothing and equipment;
 - e) Act in a sportspersonlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators;
 - f) Dress to represent the sport and themselves well and with professionalism;
 - g) Act in accordance with Biathlon Canada's policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

Officials

11. In addition to section 7 (above), officials will have additional responsibilities to:
- a) Maintain and update their knowledge of the rules and rules changes
 - b) Work within the boundaries of their position's description while supporting the work of other officials
 - c) Act as an ambassador of Biathlon Canada by agreeing to enforce and abide by national and Divisional rules and regulations
 - d) Take ownership of actions and decisions made while officiating
 - e) Respect the rights, dignity, and worth of all Individuals
 - f) Not publicly criticize other officials or any club or Division
 - g) Act openly, impartially, professionally, lawfully, and in good faith
 - h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
 - i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, discipline processes, appeals, and specific information or data about Individuals
 - j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or Division at the earliest possible time
 - k) When writing reports, set out the actual facts
 - l) Dress in proper attire for officiating

Parents/Guardians and Spectators

12. In addition to section 7 (above), parents/guardians and spectators at events will:
- a) Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
 - b) Condemn the use of violence in any form
 - c) Never ridicule a participant for making a mistake during a competition or practice

- d) Provide positive comments that motivate and encourage participants' continued effort
- e) Respect the decisions and judgments of officials, and encourage athletes to do the same
- f) Never question an official's or staff member's judgment or honesty
- g) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- h) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- i) Not harass competitors, coaches, officials, parents/guardians, or other spectators

Divisions and Clubs

13. Divisions and Clubs will:

- a) Adhere to the applicable sections of Biathlon Canada's Bylaws
- b) Pay all required dues and fees by the prescribed deadlines
- c) Adhere to Biathlon Canada's policies that are applicable to the Division or Club
- d) Report any safe sport related issues immediately to Biathlon Canada.

ABUSE POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) “Abuse” – Child/Youth Abuse or Adult Abuse as described in this Policy;
 - b) “Individuals” – Divisions, Clubs and individuals employed by, or engaged in activities with, Biathlon Canada, its Divisions or Club including, but not limited to, participants, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and directors and officers
 - c) “Division” – A Provincial/Territorial Association that is a member of Biathlon Canada; and
 - d) “Vulnerable Individuals” – Includes Children / Youth (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).

Purpose

2. Biathlon Canada is 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 Biathlon Canada will work to prevent abuse, and how abuse or suspected abuse can be reported to and addressed by Biathlon Canada.

Zero Tolerance Statement

3. Biathlon Canada has zero tolerance for any type of abuse. Individuals are required to report instances of abuse or suspected abuse to Biathlon Canada to be immediately addressed under the terms of the applicable policy.

Education – What is Abuse

4. Vulnerable Individuals can be abused in different forms.
5. The following description of Child / Youth Abuse has been modified and adapted from Ecclesiastical’s *Guidelines for Developing a Safety & Protection Policy for Children / Youth / Vulnerable Adults* [1]:

Child / Youth Abuse

6. “Child abuse” refers to the violence, mistreatment or neglect that a child or adolescent may experience while in the care of someone they depend on or trust. There are many different forms of abuse and a child may be subjected to more than one form:
 - a) **Physical abuse** involves single or repeated instances of deliberately using force against a child in such a way that the child is either injured or is at risk of being injured. Physical abuse includes beating, hitting, shaking, pushing, choking, biting, burning, kicking or assaulting a child with a weapon. It also includes holding a child under water, or any other dangerous or harmful use of force or restraint.
 - b) **Sexual abuse** and exploitation involve using a child for sexual purposes. Examples of child sexual abuse include fondling, inviting a child to touch or be touched sexually, intercourse, rape, incest, sodomy, exhibitionism, or involving a child in prostitution or pornography.
 - c) **Neglect** is often chronic, and it usually involves repeated incidents. It involves failing to provide what a child needs for his or her physical, psychological or emotional development and well being. For example, neglect includes failing to provide a dependent child with food, clothing, shelter, cleanliness, medical care, or protection from harm.
 - d) **Emotional abuse** involves harming a child’s sense of self-worth. It includes acts (or omissions) that result in, or place a child at risk of, serious behavioural, cognitive, emotional, or mental health

problems. For example, emotional abuse may include aggressive verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes exposing the child to violence.

7. An abuser may use a number of 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.
8. Abuse of children or youth in sport can include emotional maltreatment, neglect, and physical maltreatment.
 - a) **Emotional Maltreatment** – A coach’s failure to provide a developmentally-appropriate and supportive environment. Emotional abuse is at the foundation of all other forms of maltreatment (sexual, physical and neglect). In sports, this conduct has the potential to cause emotional or psychological harm to an athlete when it is persistent, pervasive or patterned acts (i.e., yelling at an athlete once does not constitute maltreatment). Examples of emotional maltreatment include:
 - i. Refusal to recognize an athlete’s worth or the legitimacy of an athlete’s needs (including complaints of injury/pain, thirst or feeling unwell)
 - ii. Creating a culture of fear, or threatening, bullying or frightening an athlete
 - iii. Frequent name-calling or sarcasm that continually “beats down” an athlete’s self-esteem
 - iv. Embarrassing or humiliating an athlete in front of peers
 - v. Excluding or isolating an athlete from the group
 - vi. Intentionally withholding attention
 - vii. Encouraging an athlete to engage in destructive and antisocial behaviour, reinforcing deviance, or impairing an athlete’s ability to behave in socially appropriate ways
 - viii. Over-pressuring; whereby the coach imposes extreme pressure upon the athlete to behave and achieve in ways that are far beyond the athlete’s capabilities
 - ix. Verbally attacking an athlete personally (e.g., belittling them or calling them worthless, lazy, useless, fat or disgusting).
 - x. Routinely or arbitrarily excluding athletes from practice
 - xi. Using conditioning as punishment
 - xii. Throwing sports equipment, water bottles or chairs at, or in the presence of, athletes
 - xiii. Body shaming – making disrespectful, hurtful or embarrassing comments about an athlete’s physique
 - b) **Neglect** - acts of omission (i.e., the coach should act to protect the health/well-being of an athlete but does not). Examples of neglect include:
 - i. Isolating an athlete in a confined space or stranded on equipment, with no supervision, for an extended period
 - ii. Withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep
 - iii. Ignoring an injury
 - iv. Knowing about abuse of an athlete but failing to report it
 - c) **Physical Maltreatment** - involves contact or non-contact behaviour that can cause physical harm to an athlete. It also includes any act or conduct described as physical abuse or misconduct (e.g., child abuse, child neglect and assault). Almost all sport involves strenuous physical activity. Athletes regularly push themselves to the point of exhaustion. However, any activity that physically harms an athlete—such as extreme disciplinary actions or punishment—is unacceptable. Physical maltreatment can extend to seemingly unrelated areas including inadequate recovery times for injuries and restricted diet. Examples of physical maltreatment include:

- i. Punching, beating, biting, striking, choking or slapping an athlete
 - ii. Intentionally hitting an athlete with objects or sporting equipment
 - iii. Providing alcohol to an athlete under the legal drinking age
 - iv. Providing illegal drugs or non-prescribed medications to any athlete
 - v. Encouraging or permitting an athlete to return to play prematurely or without the clearance of a medical professional, following a serious injury (e.g., a concussion)
 - vi. Prescribed dieting or other weight-control methods without regard for the nutritional well-being and health of an athlete
 - vii. Forcing an athlete to assume a painful stance or position for no athletic purpose, or excessive repetition of a skill to the point of injury
 - viii. Using excessive exercise as punishment (e.g., stretching to the point of causing the athlete to cry, endurance conditioning until the athlete vomits)
- d) **Grooming** - a slow gradual and escalating process of building comfort and trust with an athlete and/or their parents/guardian that is often very difficult to recognize. The process allows for inappropriate conduct to become normalized. It is often preceded by building confidence and comfort that an individual can be trusted with the care of the athlete. Examples of grooming include:
- i. Nudity or exposure of genitals in the presence of an athlete;
 - ii. Sexually oriented conversation or discussions about personal sexual activities;
 - iii. Excessive discussions about a coach's personal life outside of coaching (i.e., family, work, medical challenges)
 - iv. Spending time with an individual athlete and/or their family outside of team activities;
 - v. Excessive gift-giving to an individual athlete;
 - vi. Socially isolating an athlete;
 - vii. Restricting an athlete's privacy;
 - viii. Providing drugs, alcohol or tobacco to an athlete;
 - ix. Becoming overly-involved in an athlete's personal life;
 - x. Making sexual or discriminatory jokes or comments to an athlete;
 - xi. Displaying material of a sexual nature in the presence of an athlete;
 - xii. Mocking or threatening an athlete
 - xiii. Putting coach's needs above needs of athlete and/or going to athlete to have coach's needs met

9. 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.

10. Potential warning signs of abuse of children or youth can include[2][3]:

- 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

11. 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.
12. The following description of Vulnerable Adult Abuse has been modified and adapted from Ecclesiastical’s *Guidelines for Developing a Safety & Protection Policy for Children / Youth / Vulnerable Adults* [1].
13. 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:
 - a) **Psychological abuse** includes attempts to dehumanize or intimidate vulnerable adults. Any verbal or non-verbal act that reduces their sense of self-worth or dignity and threatens their psychological and emotional integrity is abuse. This type of abuse may include, for example
 - i. Threatening to use violence
 - ii. Threatening to abandon them
 - iii. Intentionally frightening them
 - iv. Making them fear that they will not receive the food or care they need
 - v. Lying to them
 - vi. Failing to check allegations of abuse against them
 - b) **Financial abuse** encompasses financial manipulation or exploitation, including theft, fraud, forgery, or extortion. It includes using a vulnerable adult’s money or property in a dishonest manner or failing to use a vulnerable adult’s assets for their welfare. Abuse occurs any time someone acts without consent in a way that financially or personally benefits one person at the expense of another. This type of abuse against a vulnerable adult may include, for example:
 - i. Stealing their money, disability cheques, or other possessions
 - ii. Wrongfully using a Power of Attorney
 - iii. Failing to pay back borrowed money when asked
 - c) **Physical abuse** includes any act of violence – whether or not it results in physical injury. Intentionally inflicting pain or injury that results in either bodily harm or mental distress is abuse. Physical abuse may include, for example:
 - i. Beating
 - ii. Burning or scalding
 - iii. Pushing or shoving
 - iv. Hitting or slapping
 - v. Rough handling
 - vi. Tripping
 - vii. Spitting
 - d) All forms of sexual abuse are also applicable to vulnerable adults
14. 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

- 15. Biathlon Canada will enact measures aimed at preventing all types of abuse. These measures include screening, orientation, training, practice, and monitoring.

Screening

- 16. Individuals who coach, volunteer, officiate, deliver developmental programs, accompany a team to an event or competition, are paid staff, or otherwise engage with Vulnerable Individuals involved with Biathlon Canada will be screened according to the organization's *Screening Policy*.
- 17. Biathlon Canada 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) Providing a driver's abstract
 - f) Other screening procedures, as required
- 18. 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

- 19. Biathlon Canada 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*.
- 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 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 the orientation and training, Individuals may be required to acknowledge, in written form, that they have received and completed the training.

Practice

- 23. 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 Biathlon Canada's *Code of Conduct and Ethics* and *Social Media Policy*.
- f) When traveling with Vulnerable Individuals, the Individual will not transport Vulnerable Individuals without another adult present and will not stay in the same overnight accommodation location without another adult present.

Monitoring

24. Biathlon Canada 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*.

25. 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

26. 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, Biathlon Canada 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.

27. Complaints or reports that describe an element of **abuse** will be addressed by the process(es) described in Biathlon Canada's *Discipline and Complaints Policy* and the *Investigations Policy - Discrimination, Harassment and Abuse*.

 [1] Retrieved from: https://www.ecclesiastical.ca/guidelines_developsafetyprotectionpolicy_children-youths-vulnerableadults_faith/

[2] Adapted from: <https://www.all4kids.org/2014/03/04/warning-signs-child-abuse-neglect/>

[3] Adapted from: https://www.parentsprotect.co.uk/warning_signs.htm

INVESTIGATIONS POLICY – DISCRIMINATION, HARASSMENT, AND ABUSE

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Case Manager*” – An individual appointed to administer complaints under the *Discipline and Complaints Policy*.
 - b) “*Club*” – A Club that is a member of a Division and registered with Biathlon Canada
 - c) “*Division*” – A Provincial/Territorial Association that is a member of Biathlon Canada
 - d) “*Individuals*” – Divisions, Clubs and individuals employed by, or engaged in activities with, Biathlon Canada, its Divisions or Club including, but not limited to, participants, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and directors and officers “*Division*” – A Provincial/Territorial Association that is a member of Biathlon Canada
 - e) “*Vulnerable Individuals*” – Includes Children / Youth (minors) and Vulnerable Adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority)
2. The following terms have the meanings as defined in Biathlon Canada’s *Code of Conduct and Ethics*:
 - a) Harassment
 - b) Discrimination
 - c) Workplace Harassment
 - d) Sexual Harassment
 - e) Workplace Violence
3. The following terms have the meanings as defined in Biathlon Canada’s *Abuse Policy*:
 - a) Abuse

Purpose

4. Biathlon Canada is committed to eliminating all instances of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Abuse within its operations and activities. This Policy describes how Individuals can report instances of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, and Abuse and how Biathlon Canada will investigate those reports.

Determination and Disclosure

5. When a complaint is submitted per the *Discipline and Complaints Policy*, the Case Manager will determine if such complaint is related to an instance of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, Abuse, or any other matter requiring investigation.
6. Biathlon Canada will adhere to all disclosure and reporting responsibilities required by any government entity, local police service, or child protection agency.

Investigation

7. Complaints that are determined to contain an element of Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, Abuse, or any other matter deemed relevant by the Case Manager will continue to be addressed by the process(es) described in the *Discipline and Complaints Policy*. However, the Case Manager may also appoint an Investigator to investigate the allegations.

8. 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.
9. Federal and/or Provincial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward a worker in a Workplace. The Investigator should review workplace safety legislation, review the organization's policies for human resources, and/or consult independent experts to determine whether legislation applies to the complaint.
10. The investigation may take any form as decided by the Investigator, guided by any applicable Federal and/or Provincial legislation. The investigation may include:
 - a) Complainant interviewed;
 - b) Witnesses interviewed;
 - c) Statement of facts (complainant's perspective) prepared by Investigator and acknowledged by Complainant;
 - d) Statement delivered to Respondent;
 - e) Respondent interviewed;
 - f) Witnesses interviewed; and
 - g) Statement of facts (respondent's perspective) prepared by Investigator and acknowledged by Respondent.

Investigator's Report

11. The Investigator's Report should include a summary of evidence from the parties (including both statements of facts, if applicable) and recommendations from the Investigator of whether or not, on a balance of probabilities, an incident occurred that could be considered Discrimination, Harassment, Workplace Harassment, Workplace Violence, Sexual Harassment, or Abuse, or a breach of a governing document including, but not limited to, the *Code of Conduct and Ethics*.
12. 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 to refer the matter to police. The Investigator will further inform Biathlon Canada that the matter should be directed to the police.
13. The Investigator must also inform Biathlon Canada of any findings of potential criminal activity. Biathlon Canada may decide whether to report such findings to police but is *required* to inform police if there are findings related to the trafficking of doping drugs or materials, any sexual crime involving minors, fraud against Biathlon Canada, or other offences where the lack of reporting would bring Biathlon Canada into disrepute.

Reprisal and Retaliation

14. An individual who submits a complaint to Biathlon Canada, or who gives evidence in an investigation, may not be subject to reprisal or retaliation from any individual or group. Should anyone who participates in the process face reprisal or retaliation, that individual will have cause to submit a complaint.

False Allegations

15. An individual who submits allegations that the Investigator determines to be maliciously false may be subject to a complaint under the terms of the *Discipline and Complaints Policy* with Biathlon Canada, or the individual against whom the false allegations were submitted, acting as the Complainant.

Confidentiality

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

DISCIPLINE AND COMPLAINTS POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) “Club” – A Club that is a member of a Division and registered with Biathlon Canada.
 - b) “Complainant” – The Party making a complaint
 - c) “Days” – Days including weekends and holidays
 - d) “Discipline Chair” – An individual or individuals appointed by the Independent Case Manager to assume the responsibilities defined herein.
 - e) “Division” – A Provincial/Territorial Association that is a member of Biathlon Canada
 - f) “Independent Case Manager” – An individual appointed by Biathlon Canada to administer certain complaints under this Policy. The Case Manager should not be a member of, or affiliated with, Biathlon Canada
 - g) “Individuals” – Divisions, Clubs and individuals employed by, or engaged in activities with, Biathlon Canada, its Divisions or Club including, but not limited to, participants, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and directors and officers “Division” – A Provincial/Territorial Association that is a member of Biathlon Canada
 - h) “Respondent” – The Party responding to the complaint

Purpose

2. Individuals, Divisions and Clubs are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Biathlon Canada’s policies, Bylaws, rules and regulations, and the *Code of Conduct and Ethics*. Non-compliance may result in sanctions pursuant to this Policy.

Application of this Policy

3. This Policy applies to all Individuals, Divisions, and Clubs.
4. This Policy applies to matters that may arise during Biathlon Canada’s business, activities, and events including, but not limited to, competitions, practices, trials, training camps, travel associated with Biathlon Canada’s activities, and any meetings.
5. This Policy also applies to conduct outside of Biathlon Canada’s business, activities, and events when such conduct adversely affects relationships within Biathlon Canada (and its work and sport environment), is detrimental to the image and reputation of Biathlon Canada, or upon the acceptance of Biathlon Canada. Applicability will be determined by Biathlon Canada at its sole discretion.
6. This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only.
7. An employee of Biathlon Canada who is a Respondent will be subject to appropriate disciplinary action per the *Employment Policy Manual*, as well as the employee’s Employment Agreement, if applicable. Violations may result in a warning, reprimand, restrictions, suspension, or other disciplinary actions up to and including termination of employment.

Alignment

8. Biathlon Canada recognizes that Individuals may also be registered with Divisions and/or Clubs. Biathlon Canada **requires**, pursuant to Biathlon Canada’s *Reciprocation Policy*, that Divisions and/or Clubs submit

discipline decisions involving Individuals to Biathlon Canada and Biathlon Canada may take further action at its discretion. Further action may include the appointment of an independent third party when the decision involved an element of discrimination, harassment, workplace harassment, workplace violence, sexual harassment, or abuse.

9. If Biathlon Canada decides to take further action upon becoming aware of an Individual who has been disciplined by Division and/or Club, the Individual will be the Respondent to a complaint initiated under the terms of this Policy. Biathlon Canada may act as the Complainant if the original Complainant is unwilling or unavailable to participate in this process.
10. The Discipline Chair or Discipline Panel, as applicable, will review and consider the decision by the Division and/or Club when deciding on the complaint per the terms of this Policy.

Adult Representative

11. Complaints may be brought for or against an Individual who is a minor. Minors must have a parent/guardian or other adult serve as their representative during this process.
12. Communication from the Discipline Chair or Case Manager, as applicable, must be directed to the minor's representative.
13. A minor is not required to attend an oral hearing, if held, unless determined otherwise by the Independent Case Manager, Discipline Chair or Discipline Panel.

Reporting a Complaint

14. Any Individual may report an incident or complaint to Biathlon Canada or Biathlon Canada's Independent Case Manager:

Brian Ward

613.834.3632 (o)

613.761.8469 (m)

Brian Ward safesport_wwdrs@primus.ca

15. At the discretion of Biathlon Canada, Biathlon Canada may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, Biathlon Canada will identify an individual to represent Biathlon Canada.
16. A complaint or incident report should include the following:
 - a) Contact information and status of the complainant and respondent
 - b) Detailed reasons for the complaint
 - c) Relevant policies relating to the complaint
 - d) All evidence that supports the complaint
 - e) Requested remedy or remedies
17. A person making a complaint may contact Biathlon Canada's Independent Case Manager for direction. Biathlon Canada or the Independent Case Manager may accept any report, in writing or not, at their sole discretion.
18. The Independent Case Manager will determine the jurisdiction under which the report will be addressed and notify the Complainant. If the report should be handled by another organization (e.g., a Division or Club), the

applicable organization will appoint its own Independent Case Manager to assume the responsibilities listed herein.

Receiving a Complaint

19. The Independent Case Manager may determine that the alleged incident requires investigation. In this case, the Independent Case Manager may appoint an Investigator in accordance with the *Investigations Policy* and Biathlon Canada, and the Investigator, will have additional responsibilities as described in that Policy.

20. Upon receipt of a complaint, the Independent Case Manager has a responsibility to:

- a) Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy;
- b) Propose the use of the *Dispute Resolution Policy*;
- c) Determine if an investigation is required; and/or
- d) Choose which process should be followed, and may use the following examples as a general guideline:

Process #1 - the Complaint alleges the following incidents:

- i. Disrespectful, abusive, racist, or sexist comments or behaviour
- ii. Disrespectful conduct
- iii. Minor incidents of violence (e.g., tripping, pushing, elbowing)
- iv. Conduct contrary to the values of Biathlon Canada, a Division, or Club
- v. Non-compliance with the organization's policies, procedures, rules, or regulations
- vi. Minor violations of the *Code of Conduct and Ethics*

Process #2 - the Complaint alleges the following incidents:

- i. Repeated minor incidents
- ii. Any incident of hazing
- iii. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- iv. Major incidents of violence (e.g., fighting, attacking, sucker punching)
- v. Pranks, jokes, or other activities that endanger the safety of others
- vi. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- vii. Conduct that intentionally damages the organization's image, credibility, or reputation
- viii. Consistent disregard for the organization's bylaws, policies, rules, and regulations
- ix. Major or repeated violations of the *Code of Conduct and Ethics*
- x. Intentionally damaging the organization's property or improperly handling Biathlon Canada's monies
- xi. Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
- xii. A conviction for any *Criminal Code* offense
- xiii. Any possession or use of banned performance enhancing drugs or methods

21. If the Independent Case Manager determines the complaint is frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.

22. The Independent Case Manager's decision to accept or dismiss the complaint may not be appealed.

Process #1: Handled by Discipline Chair

Sanctions

23. Following the determination that the complaint or incident should be handled under Process #1, the Independent Case Manager will appoint a Discipline Chair who will review the submissions related to the complaint or incident and determine one or more of the following sanctions:

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Service or other contribution to Biathlon Canada, a Division, and/or a Club
- d) Removal of certain privileges
- e) Suspension from certain teams, events, and/or activities
- f) Suspension from all the activities of Biathlon Canada, a Division, or a Club for a designated period
- g) Any other sanction considered appropriate for the offense

24. The Discipline Chair will inform the Parties of the sanction, which will take effect immediately.

25. Records of all sanctions will be maintained by Biathlon Canada and Divisions. Divisions will disclose all decisions to Biathlon Canada, which may disclose such records at its discretion.

Request for Reconsideration

26. If there is no sanction, the Complainant may contest the non-sanction by informing the Discipline Chair, within (4) days of receiving the decision, that the Complainant is not satisfied with the decision. The initial complaint or incident will then be handled under Process #2 of this Policy.

27. If there is a sanction, the sanction may not be appealed until the completion of a request for reconsideration. However, the Respondent may contest the sanction by submitting a Request for Reconsideration within five (5) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:

- a) Why the sanction is inappropriate;
- b) Summary of evidence to support the Respondent's position; and
- c) What penalty or sanction (if any) would be appropriate

28. Upon receiving a Request for Reconsideration, the Discipline Chair may decide to accept or reject the Respondent's suggestion for an appropriate sanction.

29. Should the Discipline Chair accept the Respondent's suggestion for an appropriate sanction, that sanction will take effect immediately.

30. Should the Discipline Chair not accept the Respondent's suggestion for an appropriate sanction, the initial complaint or incident will be handled under Process #2 of this Policy.

Process #2: Handled by Independent Case Manager

Independent Case Manager

31. Following the determination that the complaint or incident should be handled under Process #2, the Independent Case Manager has a responsibility to:

- a) Propose the use of the *Dispute Resolution Policy*
- b) Appoint the Discipline Panel, if necessary
- c) Coordinate all administrative aspects and set timelines
- d) Provide administrative assistance and logistical support to the Discipline Panel as required
- e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

32. The Independent Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.

33. The Independent Case Manager may propose using the *Dispute Resolution Policy* with the objective of resolving the dispute. If applicable, and if the dispute is not resolved, or if the parties refuse to use the *Dispute Resolution Policy*, the Independent Case Manager will appoint a Discipline Panel, which shall consist of a single

Arbitrator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Independent Case Manager, a Discipline Panel of three persons may be appointed to hear the complaint. In this event, the Independent Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.

34. The Independent Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Independent Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
- a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
 - b) Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Independent Case Manager, in advance of the hearing
 - c) The Parties may engage a representative, advisor, or legal counsel at their own expense
 - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
 - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
 - f) The decision will be by a majority vote of the Discipline Panel
35. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
36. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
37. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the current complaint and will be bound by the decision.
38. In fulfilling its duties, the Discipline Panel may obtain independent advice.

Decision

39. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Independent Case Manager, and Biathlon Canada. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

40. The Discipline Panel may apply the following disciplinary sanctions, singularly or in combination:
- a) Verbal or written reprimand
 - b) Verbal or written apology
 - c) Service or other contribution to Biathlon Canada, a Division, or a Club
 - d) Removal of certain privileges
 - e) Suspension from certain teams, events, and/or activities

- f) Suspension from certain activities for a designated period
- g) Payment of the cost of repairs for property damage
- h) Suspension of funding from the organization or from other sources
- i) Expulsion from the organization
- j) Any other sanction considered appropriate for the offense

41. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.

42. Records of all decisions will be maintained by Biathlon Canada. Divisions will submit all records to Biathlon Canada.

Appeals

43. The decision of the Discipline Panel may be appealed in accordance with the *Appeal Policy*.

Suspension Pending a Hearing

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

Criminal Convictions

45. An Individual's conviction for a *Criminal Code* offense, as determined by Biathlon Canada, will be deemed an infraction under this Policy and will result in expulsion from Biathlon Canada, its Divisions, and Clubs (as applicable). *Criminal Code* offences may include, but are not limited to:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

Confidentiality

46. The discipline and complaints process is confidential and involves only Biathlon Canada, the applicable Divisions and/or Clubs, the Parties, the Independent Case Manager, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

47. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

Records and Distribution of Decisions

48. Other individuals or organizations, including but not limited to, national sport organizations, provincial/territorial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.

DISPUTE RESOLUTION POLICY

Definitions

1. The following term has this meaning in this Policy:
 - a) “*Club*” – A Club that is a member of a Division and registered with Biathlon Canada.
 - b) “*Division*” – A Provincial/Territorial Association that is a member of Biathlon Canada
 - c) “*Individuals*” – Divisions, Clubs and individuals employed by, or engaged in activities with, Biathlon Canada, its Divisions or Club including, but not limited to, participants, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and directors and officers Biathlon Canada

Purpose

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

Application of this Policy

4. This Policy applies to all Individuals, Divisions, and Clubs.
5. Opportunities for Alternate Dispute Resolution 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

6. If all parties to a dispute agree to Alternate Dispute Resolution or mediation, the General Manager may refer the alternate dispute resolution process to a resolution facilitator of the Sport Dispute Resolution Centre of Canada (SDRCC).
7. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.
8. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated and shall specify a deadline before which the parties must reach a negotiated decision.
9. Should a negotiated decision be reached, the decision shall be reported to, and approved by, Biathlon Canada. 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 Biathlon Canada’s approval.
10. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of Biathlon Canada’s *Discipline and Complaints Policy* or *Appeal Policy*, as applicable.

Final and Binding

11. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.

APPEAL POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *"Affected Party"* - Any individual or entity, as determined by the Case Manager, who may be affected by a decision rendered under this Policy and who may have recourse to an appeal in their own right under this Policy.
 - b) *"Appellant"* – The Party appealing a decision
 - c) *"Appeal Case Manager"* – An individual appointed by Biathlon Canada who may be any staff member, committee member, volunteer, Director, or an independent third party, to oversee this Appeal Policy. The Case Manager will have responsibilities that include, but are not limited to:
 - i. Ensuring procedural fairness;
 - ii. Respecting the applicable timelines; and
 - iii. Using decision making authority empowered by this Policy.
 - d) *"Club"* – A Club that is a member of a Division and registered with Biathlon Canada
 - e) *"Days"* – Days including weekends and holidays
 - f) *"Division"* – A Provincial/Territorial Association that is a member of Biathlon Canada
 - g) *"Parties"* – The Appellant, Respondent, Affected Party, and any other Individuals affected by the appeal
 - h) *"Individuals"* – Divisions, Clubs and individuals employed by, or engaged in activities with, Biathlon Canada, its Divisions or Club including, but not limited to, participants, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and directors and officers Biathlon Canada
 - i) *"Respondent"* – The body whose decision is being appealed

Purpose

2. Biathlon Canada is committed to providing an environment in which all Individuals, Divisions, and Clubs are treated with respect and fairness. Biathlon Canada provides this *Appeal Policy* to enable fair, affordable, and expedient appeals of certain decisions made by Biathlon Canada. Further, some decisions made by the process outlined in Biathlon Canada's *Discipline and Complaints Policy* may be appealed under this Policy.

Scope and Application of this Policy

3. This Policy applies to all Individuals, Divisions, and Clubs. Any Individual, Division, or Club that is directly affected by a decision by Biathlon Canada shall have the right to appeal that decision provided there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.
4. This Policy **will apply** to Biathlon Canada decisions relating to:
 - a) Eligibility
 - b) Selection
 - c) Conflict of Interest
 - d) Discipline
 - e) Membership
5. This Policy **will not apply** to decisions relating to:
 - a) Employment
 - b) Infractions for doping offenses
 - c) The rules of the sport
 - d) Selection criteria, quotas, policies, and procedures established by entities other than Biathlon Canada
 - e) Substance, content and establishment of team selection criteria
 - f) Volunteer/coach appointments and the withdrawal or termination of those appointments

- g) Budgeting and budget implementation
- h) Biathlon Canada's operational structure and committee appointments
- i) Decisions or discipline arising within the business, activities, or events organized by entities other than Biathlon Canada (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Biathlon Canada at its sole discretion)
- j) Commercial matters for which another appeals process exists under a contract or applicable law
- k) Decisions made under this Policy

Timing of Appeal

6. An Individual, Division, or Club that wishes to appeal a decision has seven (7) days from the date on which they received notice of the decision to submit, in writing to Biathlon Canada, the following:
 - a) Notice of the intention to appeal
 - b) Contact information and status of the appellant
 - c) Name of the respondent and any affected parties, when known to the Appellant
 - d) Date the appellant was advised of the decision being appealed
 - e) A copy of the decision being appealed, or description of decision if written document is not available
 - f) Grounds for the appeal
 - g) Detailed reasons for the appeal
 - h) All evidence that supports these grounds
 - i) Requested remedy or remedies
 - j) An administration fee of five hundred dollars (\$500), which will be refunded if the appeal is upheld

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

Grounds for Appeal

8. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:
 - a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
 - b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
 - c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)

9. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

Screening of Appeal

10. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), Biathlon Canada and the Appellant may first determine the appeal to be considered under Biathlon Canada's *Dispute Resolution Policy*.

11. Appeals resolved by mediation under Biathlon Canada's *Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

12. Should the appeal not be resolved by using the *Dispute Resolution Policy*, Biathlon Canada will appoint an independent Appeal Case Manager (who must not be in a conflict of interest) who has the following responsibilities:

- a) Determine if the appeal falls under the scope of this Policy
- b) Determine if the appeal was submitted in a timely manner
- c) Decide whether there are sufficient grounds for the appeal

13. If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.

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

Determination of Affected Parties

15. In order to ensure the identification of any Affected Parties, the Case Manager will engage with Biathlon Canada. The Case Manager will determine whether a party is an Affected Party at his or her sole discretion.

Procedure for Appeal Hearing

16. The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.

17. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

18. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The hearing will be held within a timeline determined by the Case Manager
- b) The Parties will be given reasonable notice of the day, time and place of the hearing
- c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Panel may request that any other individual participate and give evidence at the hearing
- f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
- h) The decision to uphold or reject the appeal will be by a majority vote of Panel members

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

Appeal Decision

20. The Panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision

c) Uphold the appeal and vary the decision

21. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and Biathlon Canada. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

Timelines

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

Confidentiality

23. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

Final and Binding

24. The decision of the Panel will be binding on the Parties and on all Biathlon Canada Individuals; subject to the right of any Party to seek a review of the Panel's decision pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC).

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

WHISTLEBLOWER POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Director*” – An individual appointed or elected to Biathlon Canada’s Board of Directors

Purpose

2. The purpose of this Policy is to allow people to have a discrete and safe procedure by which they can disclose incidents of wrongdoing in the workplace without fear of unfair treatment or reprisal.

Application

3. This Policy only applies to people who observe or experience incidents of wrongdoing committed by other individuals associated with Biathlon Canada.
4. Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals can also be reported under the terms of Biathlon Canada’s *Discipline and Complaints Policy* and/or reported to Biathlon Canada’s President or General Manager to be handled under the terms of the individual person’s Employment Agreement or Contractor Agreement, as applicable, and/or Biathlon Canada’s *Employment Policy Manual*.

Wrongdoing

5. Wrongdoing can be defined as:
 - a) Violating the law;
 - b) Intentionally or seriously breaching of Biathlon Canada’s *Code of Conduct and Ethics*;
 - c) Intentionally or seriously breaching Biathlon Canada’s policies for workplace violence and harassment;
 - d) Committing or ignoring risks to the life, health, or safety of a participant, volunteer, or other individual;
 - e) Directing an individual to commit a crime, serious breach of a policy of Biathlon Canada, or other wrongful act; or
 - f) Fraud.

Pledge

6. Biathlon Canada pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any person who discloses information or submits, in good faith, a report against a person under the terms of this Policy.
7. Any individual affiliated with Biathlon Canada who breaks this Pledge will be subject to disciplinary action.

Reporting Wrongdoing

8. A person who believes that a person has committed an incident of wrongdoing should prepare a report that includes the following:
 - a) Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s);
 - b) Identities and roles of other individuals who may be aware of, affected by, or complicit in, the wrongdoing;
 - c) Why the act or action should be considered to be wrongdoing; and
 - d) How the wrongdoing affects the individual submitting the report (if applicable).

Authority

9. Biathlon Canada has appointed the following Chair of the Human Resource and Compensation Committee Compliance Officer to receive reports made under this Policy:

Bruce Jarvis; brucejarvis@hotmail.com

10. After receiving the report, the Compliance Officer has the responsibility to:
- a) Assure the individual of Biathlon Canada's **Pledge**
 - b) Connect the Whistleblower to the Alternate Liaison if the Compliance Officer feels that he/she cannot act in an unbiased or discrete manner due to the Compliance Officer's role with Biathlon Canada and/or the content of the report
 - c) Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious)
 - d) Determine if Biathlon Canada's *Whistleblower Policy* applies or if the matter should be handled under Biathlon Canada's *Discipline and Complaints Policy*
 - e) Determine if the local police service be contacted
 - f) Determine if mediation or alternate dispute resolution can be used to resolve the issue
 - g) Determine if Biathlon Canada's President and/or General Manager should or can be notified of the report
 - h) Begin an investigation

Alternate Liaison

11. If the person reporting feels that the Compliance Officer is unable to act in an unbiased or discrete manner due to the Compliance Officer's role with Biathlon Canada and/or the content of the report, this person should contact the Independent Case Manager who will be an Alternate Liaison between the person reporting and the Compliance Officer:

Brian Ward

613.834.3632 (o)

613.761.8469 (m)

Brian Ward [safesport wwdrs@primus.ca](mailto:wwdrs@primus.ca)

12. The Alternate Liaison will not disclose the person reporting's identity to the Compliance Officer or to anyone affiliated with Biathlon Canada without the person reporting's consent.
13. A person who is unsure if he or she should submit a report, or who does not want to have his or her identity known, may contact the Alternate Liaison for informal advice about the process.

Investigation

14. If the Compliance Officer determines that an investigation should be launched, the Compliance Officer may decide to contract an external investigator. In such cases, Biathlon Canada's General Manager and/or President may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the report, or identity of the person who submitted the report being disclosed. Biathlon Canada's General Manager and/or President may not unreasonably refuse the decision to contract an external investigator
15. An investigation launched by the Compliance Officer or by an external investigator should generally take the following form:
- a) Follow-up interview with the person reporting who submitted the report

- b) Identification of participants, volunteers or other individuals that may have been affected by the wrongdoing
- c) Interviews with such-affected individuals
- d) Interview with the Director(s) or person(s) against whom the report was submitted
- e) Interview with the supervisor(s) of the person(s) against whom the report was submitted, if applicable

16. In all stages of the investigation, the investigator will take every precaution to protect the identity of the person who submitted the report and/or the specific nature of the report itself. However, Biathlon Canada recognizes that there are some instances where the nature of the report and/or the identity of the person who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.

17. The investigator will prepare an Investigator's Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to Biathlon Canada's President and/or General Manager for review and action.

Decision

18. Within fourteen (14) days after receiving the Investigator's Report, Biathlon Canada's President and/or General Manager will take corrective action, as required. Corrective action may include, but is not limited to including:

- a) Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;
- b) Revision of job descriptions; or
- c) Discipline, suspension, termination, or other action as permitted by Biathlon Canada's Bylaws, provincial employment legislation, Biathlon Canada's *Human Resources Policy*, and/or the person's Employment Agreement or Contractor Agreement.

19. The corrective action, if any, will be communicated to the investigator who will then inform the person who submitted the report.

20. Decisions made under the terms of this Policy may be appealed under the terms of Biathlon Canada's *Appeal Policy* provided that:

- a) If the person who submitted the initial report is appealing the decision, the person who submitted understands that his or her identity must be revealed if he or she submits an appeal, and
- b) If the person against whom the initial report was submitted is appealing the decision, the person appealing understands that the identity of the person who submitted the report will not be revealed and that Biathlon Canada will act as the Respondent

Confidentiality

21. Confidentiality at all stages of the procedures outlined in this Policy – from the initial report to the final decision – is assured for all individuals. An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.

SOCIAL MEDIA POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Club”* – A Club that is a member of a Division and registered with Biathlon Canada.
 - b) *“Independent Case Manager”* – The person or organization appointed by Biathlon Canada to oversee management and administration of complaints, as applicable.
 - c) *“Division”* – A Provincial/Territorial Association that is a member of Biathlon Canada
 - d) *“Individuals”* – Divisions, Clubs and individuals employed by, or engaged in activities with, Biathlon Canada, its Divisions or Club including, but not limited to, participants, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and directors and officers “Division” – A Provincial/Territorial Association that is a member of Biathlon Canada
 - e) *“Social media”* – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, Twitter, and personal websites.

Preamble

2. Biathlon Canada is aware that Individual interaction and communication occurs frequently on social media. Biathlon Canada cautions Individuals that any conduct falling short of the standard of behaviour required by Biathlon Canada’s *Code of Conduct and Ethics* will be subject to the disciplinary sanctions identified within Biathlon Canada’s *Discipline and Complaints Policy*.

Application of this Policy

3. This Policy applies to all Individuals, Divisions, and Clubs.

Conduct and Behaviour

4. Per Biathlon Canada’s *Discipline and Complaints Policy* and *Code of Conduct and Ethics*, the following social media conduct may be considered minor or major infractions at the discretion of Independent Case Manager:
 - a) Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a social medium that is directed at an Individual, at Biathlon Canada, or at other individuals connected with Biathlon Canada
 - b) Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at an Individual, at Biathlon Canada, or at other individuals connected with Biathlon Canada
 - c) Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about Biathlon Canada, its stakeholders, or its reputation
 - d) Inappropriate personal or sexual relationships between Individuals who have a power imbalance in their interactions, such as between athletes and coaches, Directors and staff, officials and athletes, etc.
 - e) Any instance of cyber-bullying or cyber-harassment between one Individual and another Individual (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.
5. All conduct and behaviour occurring on social media may be subject to Biathlon Canada’s *Discipline and Complaints Policy* at the discretion of the Independent Case Manager.

Individuals Responsibilities

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

SCREENING POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Criminal Record Check (CRC)”* – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
 - b) *“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
 - c) *“Enhanced Police Information Check (E-PIC)”* – a Criminal Record Check plus a search of local police information, available from SterlingBackcheck
 - d) *“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
 - e) *“Vulnerable Individuals”* – A person under the age of 18 years old and/or a person who, because of age, disability or other circumstance, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority

Preamble

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

Application of this Policy

3. This Policy applies to all individuals whose position with Biathlon Canada is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
4. Not all individuals associated with Biathlon Canada will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to Biathlon Canada or to its participants. Biathlon Canada will determine which individuals will be subject to screening using the following guidelines (Biathlon Canada may vary the guidelines at its 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) Parents, youth, or volunteers who are helping out on a non-regular or informal basis

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) Wax technicians
- e) Coaches who are typically under the supervision of another coach

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 who have frequent or unsupervised access to Vulnerable Individuals. Examples:

- a) Full time coaches

- b) Coaches who travel with athletes
- c) Head wax technician
- d) Coaches who could be alone with athletes

Screening Committee

- 5. The implementation of this policy is the responsibility of Biathlon Canada's Screening Committee which is a committee of either one (1) or three (3) members appointed by Biathlon Canada. Biathlon Canada will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screening documents and render decisions under this Policy.
- 6. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board.
- 7. 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 Biathlon Canada. 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.

Screening Requirements

- 8. It is Biathlon Canada's policy that when an individual is first engaged by Biathlon Canada:
 - a) Level 1 individuals will:
 - i. Complete an Application Form (**Appendix A**)
 - ii. Complete a Screening Disclosure Form (**Appendix B**)
 - iii. Participate in training, orientation, and monitoring as determined by Biathlon Canada
 - b) Level 2 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by Biathlon Canada
 - vi. Provide a driver's abstract, if requested
 - 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 VSC
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by Biathlon Canada
 - vi. Provide a driver's abstract, if requested
 - d) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Biathlon Canada. Additionally, the individual will inform Biathlon Canada of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
 - e) If Biathlon Canada 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 Biathlon Canada's *Discipline and Complaints Policy*.

Young People

9. Biathlon Canada defines a young person as someone who is younger than 18 years old. When screening young people, Biathlon Canada 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) additional letters of reference.
10. Notwithstanding the above, Biathlon Canada may ask a young person to obtain a VSC or E-PIC if Biathlon Canada suspects the young person has an adult conviction and therefore has a *criminal record*. In these circumstances, Biathlon Canada will be clear in its request that it is not asking for the young person's *youth record*. Biathlon Canada understands that it may not request to see a young person's youth record.

Renewal

11. 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 C**) every year
 - d) A Vulnerable Sector Check once
12. The Screening Committee may request that an individual provide any of the above documents at any time. Such request will be in writing and reasons will be provided for the request.

Orientation, Training, and Monitoring

13. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at Biathlon Canada's discretion.
14. 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.
15. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
16. 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.
17. 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

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

OR

19. Biathlon Canada has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Individuals can obtain an E-PIC via https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/

20. In Ontario, Biathlon Canada understands that the *Police Record Checks Reform Act, 2015* requires the individual to consent in writing before requesting a criminal record check (such as an E-PIC). The Act also requires the individual to consent in writing for any disclosure of the results to the requesting organization.
21. In BC, the process for obtaining a Criminal Record Check is different than in other provinces and territories and sections of this policy relating to obtaining a Criminal Record Check may not apply. In such cases, the Screening Committee will provide individuals with directions pursuant to the following website:
<https://www.viasport.ca/free-criminal-records-checks>
22. 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.
23. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
24. Biathlon Canada understands that it may be required to assist an individual with obtaining a VSC. Biathlon Canada may need to submit a Request for VSC (**Appendix D**) or complete other documentation describing the nature of the organization and the individual's role with vulnerable individuals.

Procedure

25. Screening documents must be submitted to the following individual:

Bruce Jarvis; brucejarvis@hotmail.com

26. 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.
27. Biathlon Canada understands that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, Biathlon Canada may permit the individual to participate in the role during the delay. Biathlon Canada may withdraw this permission at any time and for any reason.
28. Biathlon Canada recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
29. 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.
30. 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.
31. The Screening Committee must decide that an individual has not passed screening if the screening documentation reveals any of the following:
 - a) If imposed in the last three years:

- i. Any offense involving the use of a motor vehicle, including but not limited to impaired driving
 - ii. Any offense 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 in the last ten years:
- i. Any crime of violence including but not limited to, all forms of assault
 - ii. Any offense involving a minor or minors
- c) If imposed at any time:
- i. An individual's conviction for any of the following *Criminal Code* offenses:
 - 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

Conditions and Monitoring

32. 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 may apply and remove conditions at its discretion and will determine the means by which adherence to conditions may be monitored.

Records

33. 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.

34. The records kept by Biathlon Canada 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 Biathlon Canada or by another sport organization

Appendix A – Application Form

Note: Individuals who are applying to volunteer or work within certain positions with Biathlon Canada 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 Biathlon Canada, 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 Biathlon Canada’s policies and procedures, including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Biathlon Canada’s policies are located at the following link: [<http://biathloncanada.ca/policies-procedures-and-guidelines/>]

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 B – Screening Disclosure Form

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

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

CLUB (if applicable): _____ EMAIL: _____

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

1. Do you have a criminal record? 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 Biathlon Canada 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 Biathlon Canada’s *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. Biathlon Canada does not distribute personal information for commercial purposes.

CERTIFICATION

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

I further certify that I will immediately inform Biathlon Canada 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 C – 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 Biathlon Canada. 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 Biathlon Canada. 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 Biathlon Canada's 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 D – Request for Vulnerable Sector Check

Note: Biathlon Canada will be required to modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

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

DESCRIPTION OF ORGANIZATION

Biathlon Canada is the not-for-profit national governing organization for the sport of biathlon in Canada.

[Insert additional description]

DESCRIPTION OF ROLE

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

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

CONTACT INFORMATION

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

[Insert information for Screening Committee Chair]

Signed: _____ Date: _____

RISK MANAGEMENT POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Club”* – A Club that is a member of a Division and registered with Biathlon Canada
 - b) *“Division”* – A Provincial/Territorial Association that is a member of Biathlon Canada
 - c) *“Individuals”* – Divisions, Clubs and individuals employed by, or engaged in activities with, Biathlon Canada, its Divisions or Club including, but not limited to, participants, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and directors and officers Biathlon Canada
 - d) *“Risk”* – The effect of uncertainty on achieving desired outcomes.
 - e) *“Risk Management”* – An integrated, documented and system-wide process used to identify, assess and treat risks so as to better achieve desired outcomes and reflect the organization’s values

Preamble

2. Biathlon Canada is committed to managing risks by ensuring its decisions and actions reflect established standards and organizational values.

Purpose

3. The purpose of this Policy is to provide a guiding statement on how risks will be managed within Biathlon Canada. In general, Biathlon Canada views risk management as a comprehensive approach to improving organizational performance.
4. 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 Biathlon Canada
5. Ultimately, successful risk management has the following benefits:
 - a) Prevents or limits injury or losses to participants, volunteers and staff
 - b) Helps to protect Biathlon Canada and its members against unnecessary litigation
 - c) Ensures that Biathlon Canada is compliant with all applicable laws, regulations and standards
 - d) Improves the quality and relevance of the programs and services that Biathlon Canada provides to its members, partners and sponsors
 - e) Promotes improved business management and human resource management practices
 - f) Enhances Biathlon Canada’s brand, reputation and image in the community
 - g) Overall, enhances Biathlon Canada’s ability to achieve its strategic objectives

Principles

6. 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

Scope and Authority – Risk Manager

7. The Chair of the Finance and Audit Committee is the designated Risk Manager for Biathlon Canada and is responsible for the implementation, maintenance, and communication of this policy. This policy applies to all decision and activities undertaken on behalf of Biathlon Canada.

Policy

8. Biathlon Canada makes the following commitments:

- a) Activities and events undertaken by Biathlon Canada will incorporate the principles of risk management
- b) Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing Biathlon Canada 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)

9. Biathlon Canada acknowledges 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 including but not limited to, the Risk Manager.

Risk Tolerance

10. The ‘significance of a risk’ refers to the combined ranking of the possibility/likelihood of a risk occurring and the consequence should it occur.

11. 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

12. 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

13. Risks are identified by both Directors and staff on an ongoing basis. All Minor - Moderate risks are evaluated and managed as required by the Risk Manager and captured within program documents.

14. 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 or General Manager 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 and General Manager 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, not to limited to, seeking the advice from internal partners, other Board members and external experts.

Procedures

15. 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

16. Risks arise from a number of categories of the operations of Biathlon Canada. 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 Biathlon Canada.

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.

17. All risks faced by Biathlon Canada 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.

18. The above general strategies translate into a variety of risk control measures, which for Biathlon Canada 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

- 19. To ensure that risk management remains a high priority within Biathlon Canada 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.
- 20. Biathlon Canada recognizes that communication is an essential part of risk management. This policy will be communicated to staff, the Board of Directors, Committees and volunteers and Biathlon Canada will encourage all members to communicate their risk management issues and concerns.

Insurance

- 21. Biathlon Canada maintains 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 Biathlon Canada. On every review of this policy, Biathlon Canada 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, Biathlon Canada will take all reasonable steps to ensure that insurance coverage is available for essential activities.

ATHLETE PROTECTION GUIDELINES

Definitions

1. The following terms have these meanings in these Guidelines:
 - a) *“Person in Authority”* – An Individual who holds a position of authority within Biathlon Canada including, but not limited to, coaches, managers, support personnel, chaperones, and Directors

Purpose

2. These athlete protection guidelines describe how Persons in Authority can maintain a safe sport environment for athletes.

Rule of Two

3. Biathlon Canada will strongly recommend the ‘Rule of Two’ for all Persons in Authority who interact with athletes. The Coaching Association of Canada defines the ‘Rule of Two’ as:
 - a) The ‘Rule of Two’ means that the coach is never 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 the second coach except for medical emergencies. One of the coaches must also be of the same gender identity 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 to act as a substitute.
4. To ensure adherence to the ‘Rule of Two’, Biathlon Canada will ensure:
 - a) Teams or groups of athletes will always have at least two Persons in Authority with them
 - b) Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present
 - c) For teams consisting of athletes of just one gender identity, a Person in Authority of the same gender identity should be available to participate or attend every interaction and for teams consisting of athletes of more than one gender identity (e.g., co-ed teams), a Person in Authority of each gender identify should be available to participate or attend every interaction
 - d) These guidelines are reviewed with parents and guardians and them to help identify situations, and acknowledge instances, when the club or team was not following the Rule of Two

Communications

5. Biathlon Canada will strongly recommend the following communication guidelines for all Persons in Authority who interact with athletes:
 - 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 personal texts, direct messages on social media or emails to individual athletes when necessary and only for the purpose of communicating information related to team issues and activities (e.g., non-personal information)
 - c) Parents and guardians have the right to request that their child not be contacted by Persons 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
 - d) The content of all electronic communication between Persons in Authority and athletes must be professional in tone and for the purpose of communicating information related to team issues or activities
 - e) All communication between Persons in Authority and athletes must be between the hours of 6:00am and midnight unless extenuating circumstances exist

- f) No communication concerning drugs or alcohol use (unless regarding its prohibition) is permitted
- g) No sexually explicit language or imagery or sexually oriented conversation is permitted
- h) Persons in Authority are not permitted to ask athletes to keep a secret for them
- i) A Person in Authority should not become overly-involved in an athlete's personal life

Travel

6. Biathlon Canada will strongly recommend the following travel guidelines for all Persons in Authority who travel with athletes:
- a) A Person in Authority may not be alone in a car with an athlete unless the Person in Authority is the athlete's parent or guardian
 - b) A Person in Authority may not share a room or be alone in a hotel room with an athlete unless the Person in Authority is the athlete's parent or guardian
 - c) Room or bed checks during overnight stays must be done by two Persons in Authority
 - d) For overnight travel when athletes share a hotel room, roommates will be age-appropriate (e.g., within 2 years of age if possible) and of the same gender identity

Locker Room / Changing Area / Meeting Room

7. Biathlon Canada will strongly recommend the following guidelines for the locker room, changing area, and meeting rooms:
- a) Interactions between a Person in Authority and an individual athlete should not occur in any room where there is a reasonable expectation of privacy such as the locker room, meeting room, restroom, or changing area. A second Person in Authority should be present for any necessary interaction in any such room
 - b) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required

Photography / Video

8. Biathlon Canada will strongly recommend the following photography / video guidelines:
- a) Parents/guardians should sign a photo release form (i.e., as part of the registration process) that describes how an athlete's image may be used by Biathlon Canada
 - b) 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.
 - c) The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited.
 - d) Examples of photos that should be edited or deleted include:
 - i. Images with misplaced apparel or where undergarments are showing
 - ii. Suggestive or provocative poses
 - iii. Embarrassing images

Physical Contact

9. Biathlon Canada understands 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. Biathlon Canada will strongly recommend the following touch guidelines:
- a) Unless it is not possible because of serious injury or other circumstance, a Person in Authority should always clarify with an athlete where and why any touch will occur. The Person in Authority must make clear that he or she is *requesting* to touch the athlete and not *requiring* the physical contact
 - b) Infrequent, non-intentional physical contact, particularly contact that arises out of an error or a misjudgment on the part of the athlete during a training session, is permitted

- c) Making amends, such as an apology or explanation, is encouraged to further help educate athletes on the difference between appropriate and inappropriate contact
- d) Hugging, cuddling, physical horseplay, and physical contact initiated by the Person in Authority is not permitted. Biathlon Canada is aware that some younger athletes may initiate hugging or other physical contact with a Person in Authority for various reasons (e.g., such as crying after a poor performance) but this physical contact should always be limited.

Sport-Specific Guidelines

10. Biathlon Canada strongly recommend the following sport-specific guidelines:

- a) A Person in Authority should never be alone with an athlete prior to or following a competition or practice, unless the Person in Authority is the athlete's parent or guardian. If the athlete is the first athlete to arrive, the athlete's parent should remain until another athlete or Person in Authority arrives. Similarly, if an athlete 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 the athletes have been picked up. If an adult is not available then another athlete should be present in order to avoid the Person in Authority being alone with a single athlete
- b) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual athlete should always be doing so within earshot and eyesight of another Person in Authority

RECIPROCATION POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Club*” – A Club that is a member of a Division and registered with Biathlon Canada
 - b) “*Division*” – A Provincial/Territorial Association that is a member of Biathlon Canada
 - c) “*Individuals*” – Divisions, Clubs and individuals employed by, or engaged in activities with, Biathlon Canada, its Divisions or Club including, but not limited to, participants, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and directors and officers Biathlon Canada
 - d) “*Days*” – Days including weekends and holidays

Purpose

2. The purpose of this Policy is to ensure national enforcement and recognition of all disciplinary sanctions applied by Biathlon Canada, Divisions, and Clubs.
3. Biathlon Canada recognizes the importance of safe sport for all participants in biathlon throughout the country. Biathlon Canada also recognizes its obligation to engage an independent third party to handle and/or investigate all matters involving harassment, discrimination, abuse, workplace harassment, workplace violence, and sexual harassment.

Application

4. This Policy applies to all Individuals, Divisions, and Clubs.

Responsibilities

5. Biathlon Canada will:
 - a) Provide copies of discipline and appeal decisions involving Individuals to all Divisions and to the Club(s) with which the Individual was affiliated; unless determined otherwise by the decision-making panel.
 - b) For discipline decisions provided to Biathlon Canada by a Division or by a Club, 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 a Division and/or a Club
6. Divisions will:
 - a) Provide copies of discipline and appeal decisions involving Individuals to Biathlon Canada and to the Club(s) with which the Individual was affiliated
 - b) For discipline decisions provided to a Division by Biathlon Canada or by a Club, determine per its own policies whether to initiate further action against the Individual(s) named in the decision
 - c) Recognize and enforce the disciplinary sanctions imposed by Biathlon Canada and/or a Club
 - d) Update their governing documents to reference the reciprocation procedures described herein
7. Clubs will:
 - a) Provide copies of discipline and appeal decisions involving Individuals to Biathlon Canada and to the Division with which the Club is affiliated
 - b) For discipline decisions provided to a Club by Biathlon Canada or by a Division, determine per its own policies whether to initiate further action against the Individual(s) named in the decision
 - c) Recognize and enforce the disciplinary sanctions imposed by Biathlon Canada and/or a Division
 - d) Update their governing documents to reference the reciprocation procedures described herein

POLICY REVIEW POLICY

Purpose

1. The purpose of this Policy is to formalize Biathlon Canada's review of its policies.

Schedule

2. Biathlon Canada will review its policies every two years or at the discretion of the General Manager or the Board of Directors.
3. Biathlon Canada's *Employment Policy Manual* will be reviewed annually.

Review

4. Biathlon Canada's General Manager will lead the review of Biathlon Canada's policies and will form committees or consult outside experts as necessary.
5. Additions, deletions, or modifications to any policy will be submitted to the Board of Directors for review and approval.

Division Proposals

6. The Board of Directors will accept recommendations for policy updates or additions from Divisions, Clubs, and Individuals. These suggestions will be considered by the General Manager immediately or during the next review of the policies, at the Board's discretion.

RECORDS RETENTION POLICY

Purpose

1. The purpose of this Policy is to describe which records and documents must be maintained by Biathlon Canada and for what length of time.

Scope and Application

2. Organizations are required, by law, to keep certain documents and records. Other records should be kept by a prudent organization even if there is no legal requirement. Records must be kept for a different length of time depending on the legislation.

Storage

3. Records should be stored at Biathlon Canada’s registered office.

Documents and Records (Incorporation)

4. The following documents and records must be kept as a requirement of the Canada Not-for-profit Corporations Act (the incorporation legislation with which Biathlon Canada must comply):

RECORD	REQUIRED BY
Articles, Bylaws, and any amendments	Canada Not-for-profit Corporations Act
Minutes from any meeting of Members or any committee of Members	Canada Not-for-profit Corporations Act
Resolutions from the Members and any committee of Members	Canada Not-for-profit Corporations Act
Debt obligations issued by the Corporation	Canada Not-for-profit Corporations Act
Minutes from any meeting of Directors or any committee of Directors	Canada Not-for-profit Corporations Act
Resolutions from the Directors and any committee of Directors	Canada Not-for-profit Corporations Act
Register of Directors	Canada Not-for-profit Corporations Act
Register of Officers	Canada Not-for-profit Corporations Act
Register of Members	Canada Not-for-profit Corporations Act
Accounting records adequate to enable the Directors to ascertain the financial position of the organization with reasonable accuracy on a quarterly basis	Canada Not-for-profit Corporations Act

5. The Canada Not-for-profit Corporations Act is not specific about the length of time records must be kept for anything except for accounting records (which must be retained for six years). However, Biathlon Canada should retain all important records indefinitely.
6. Records kept under the Canada Not-for-profit Corporations Act can be accessed at all times by Directors during the regular operating hours of the organization. Biathlon Canada must also provide records to Directors free of charge. Members are entitled to free copies of the bylaws and may request access to the register of Members – but only the Members’ names, addresses, and membership class (if applicable).
7. Records that include personal information of Members (such as the details kept in the register of Members)

are subject to the Personal Information and Protection and Electronic Documents Act (PIPEDA). Per Biathlon Canada's *Privacy Policy*, a Member may request that Biathlon Canada disclose to the Member any personal information that has been retained about that Member.

Registers

8. The register of Directors and the register of Officers must contain the following information:
 - a) Name
 - b) Residential Address
 - c) Email address (if the Director or Officer has consented to receiving information or documents electronically)
 - d) The date the individual became a Director or Officer and, if applicable, the date the individual ceased being a Director or Officer

9. The register of Members must contain the following information:
 - a) Name
 - b) Residential Address
 - c) Email address (if the Member has consented to receiving information or documents electronically)
 - d) The date the individual or organization became a Member and, if applicable, the date the individual or organization ceased being a Member
 - e) The class or group of membership, if applicable

Documents and Records (Canada Revenue Agency)

10. The following documents and records must be kept as a requirement of the Canada Revenue Agency:

RECORD	REQUIRED BY
Cheques – cancelled	Canada Revenue Agency
Cheque stubs	Canada Revenue Agency
Bank statements	Canada Revenue Agency
Invoices (internal)	Canada Revenue Agency
Bills (accounts payable)	Canada Revenue Agency
Bank reconciliations	Canada Revenue Agency
Deposits	Canada Revenue Agency
Deposit books	Canada Revenue Agency
Annual financial statements	Canada Revenue Agency
Monthly financial statements	Canada Revenue Agency
Local financial statements	Canada Revenue Agency
RRSP information	Canada Revenue Agency
Payroll records and invoices	Canada Revenue Agency
Investment statements	Canada Revenue Agency
Tax receipt copies	Canada Revenue Agency
General ledger	Canada Revenue Agency (indefinite)

RECORD	REQUIRED BY
Records of endowment donations	Canada Revenue Agency (indefinite)
Documents around long-term acquisitions	Canada Revenue Agency (indefinite)
Liability insurance policies	Canada Revenue Agency (indefinite)

11. Unless noted, the records described above must be kept for a minimum of six full years from the end of the fiscal year for which they relate.

Employment Records

12. Biathlon Canada has its registered office in the Province of Alberta. Individuals employed in Alberta are subject to the *Alberta Employment Standards Code*. Employers in Alberta are required to keep the following records about employees for at least three years:

- a) Name
- b) Address
- c) Date of Birth
- d) Date that the present period of employment started
- e) Regular and overtime hours of work
- f) Wage rate and overtime rate
- g) Earnings paid showing separately each component of the earnings for each pay period
- h) Deductions from earnings and the reason for each deduction
- i) Time off instead of overtime pay provided and taken
- j) Date on which a general holiday is taken
- k) Each annual vacation, showing the date it started and finished and the period of employment in which the annual vacation was earned
- l) The wage rate and overtime rate when employment starts, the date of any change to wage rates or overtime rates, and particulars of every change to them
- m) Copies of documentation relating to a leave (if applicable)
- n) Copies of overtime agreements
- o) Copies of hours of work averaging agreements
- p) Copies of parental consents (if applicable)
- q) Copies of agreements related to termination pay
- r) Copies of permits issued under the Code and the regulations
- s) Copies of exemptions or variances issued by the Minister
- t) Any other information required by the Code's regulations
- u) Copies of any layoff notices or recall notice after a temporary layoff
- v) Copies of any termination notice

13. For employees who are employed by Biathlon Canada in a province/territory other than Alberta, different employment records may need to be kept pursuant to the employment legislation in that province/territory.

Documents and Records (Other)

14. Per Biathlon Canada's policies, the following documents and records should also be kept:

RECORD	REQUIRED BY	LENGTH
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Conflict of Interest Declaration Forms	Conflict of Interest Policy	Duration of employment/service
Complaint and appeal decisions	Discipline and Complaints Policy, Appeal Policy	Indefinitely
Screening Disclosure Forms	Screening Policy	Three years
Screening Renewal Forms	Screening Policy	One year
Police Records Checks	Screening Policy	Three years
Vulnerable Sector Checks	Screening Policy	Indefinitely
Volunteer Agreements		Duration of service
Registration forms		One year
Waivers		One year
Assumption of Risk forms		One year
Travel Consent forms		One year