



**VOLLEYBALL YUKON
POLICY MANUAL**

**with
VOLLEYBALL CANADA
PAN-CANADIAN VOLLEYBALL POLICIES**

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CONFIDENTIALITY POLICY

VOLLEYBALL YUKON January 2021

“Organization” refers to: Volleyball Yukon

Purpose

1. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the Organization.

Application of this Policy

2. This Policy applies to all categories of membership defined in the Organization’s Bylaws as well as all individuals employed by, or engaged in activities with, the Organization. Persons affected by this Policy include, but are not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization (hereinafter “Representatives”).

Confidential Information

3. The term “Confidential Information” includes, but is not limited to, the following:
 - a) Personal information of Organization Representatives including:
 - i. Home address
 - ii. Email address
 - iii. Personal phone numbers
 - iv. Date of birth
 - v. Financial information
 - vi. Medical history
 - vii. Criminal Record Checks
 - b) Organization intellectual property, proprietary information, and business related to the Organization’s programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.
5. Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

Responsibilities

6. Representatives will not, either during the period of their involvement/employment with the Organization or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.

7. Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of the Organization.
8. Representatives will not use, reproduce, or distribute Confidential Information without the express written consent of the Organization.
9. All files and written materials relating to Confidential Information will remain the property of the Organization and, upon termination of involvement/employment with the Organization or upon request of the Organization, Representatives will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Intellectual Property

10. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the Organization will be owned solely by the Organization, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The Organization may grant permission for others to use its intellectual property.

Enforcement

11. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to the Organization's *Discipline and Complaints Policy*.

PRIVACY POLICY

VOLLEYBALL YUKON January 2021

“Organization” refers to: Volleyball Yukon

For not-for-profit organizations in the Yukon Territory, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the Organization

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Commercial Activity”* – any particular transaction, act or conduct that is of a commercial character.
 - b) *“Personal Information”* – any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions
 - c) *“Stakeholder”* – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of the Organization
 - d) *“Individual”* - All categories of membership defined in the Organization’s Bylaws as well as all individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of the Organization

Purpose

2. The Organization recognizes Individuals’ right to privacy with respect to their Personal Information. This Policy describes the way that the Organization collects, uses, safeguards, discloses, and disposes of Personal Information.

Application of this Policy

3. This Policy applies to all Stakeholders and Individuals in connection with personal information that is collected, used or disclosed during Organization activity.
4. Except as provided in PIPEDA, the Organization’s Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Obligations

5. The Organization is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.
6. In addition to fulfilling the legal obligations required by PIPEDA, the Organization’s Stakeholders will not:
 - a) Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Individual
 - b) Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information

- c) In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest
- d) Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the Organization
- e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information

Accountability

- 7. The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receive appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Name: TBD
email: volleyballyukon@gmail.com

- 8. Duties - The Privacy Officer will:
 - a) Implement procedures to protect personal information
 - b) Establish procedures to receive and respond to complaints and inquiries
 - c) Record all persons having access to personal information
 - d) Ensure any third party providers abide by this Policy
 - e) Train and communicate to staff information about the Organization's privacy policies and practices.

Identifying Purposes

- 9. The Organization may collect Personal Information from Individuals and prospective Individuals for purposes that include, but are not limited to:

Communications

- a) Sending communications in the form of e-news or a newsletter with content related to the Organization's programs, events, fundraising, activities, discipline, appeals, and other pertinent information
- b) Publishing articles, media relations and postings on the Organization's website, displays or posters
- c) Award nominations, biographies, and media relations
- d) Communication within and between Stakeholders and Individuals
- e) Discipline results and long term suspension list
- f) Checking residency status

Registration, Database Entry and Monitoring

- a) Registration of programs, events and activities
- b) Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selection.
- c) Database entry to determine level of officiating certification and qualifications
- d) Determination of eligibility, age group and appropriate level of play/competition
- e) Athlete Registration, outfitting uniforms, and various components of athlete and team selection
- f) Technical monitoring, officials training, educational purposes, sport promotion, and media publications

Sales, Promotions and Merchandising

- a) Purchasing equipment, coaching manuals, resources and other products
- b) Promotion and sale of merchandise

General

- a) Travel arrangement and administration
 - b) Implementation of the Organization's screening program
 - c) Medical emergency, emergency contacts or reports relating to medical or emergency issues
 - d) Determination of membership demographics and program wants and needs
 - e) Managing insurance claims and insurance investigations
 - f) Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends
 - g) Video recording and photography for promotional use, marketing and advertising by the Organization
 - h) Payroll, honorariums, company insurance and health plans
10. The Organization's Stakeholders may collect Personal Information from Individuals and prospective Individuals for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Individuals or prospective Individuals.

Consent

11. By providing Personal Information to the Organization, Individuals are implying their consent to the use of that Personal Information for the purposes identified in the **Identifying Purposes** section of this Policy.
12. At the time of the collection of Personal Information and prior to the use or disclose of the Personal Information, the Organization will obtain consent from Individuals by lawful means. The Organization may collect Personal Information without consent when it is reasonable to do so and permitted by law.
13. In determining whether to obtain written or implied consent, the Organization will take into account the sensitivity of the Personal Information, as well the Individuals' reasonable expectations. Individuals may consent to the collection and specified use of Personal Information in the following ways:
- a) Completing and/or signing an application or registration form (see Appendix A)
 - b) Checking a check box, or selecting an option (such as 'Yes' or 'I agree')
 - c) Providing written consent either physically or electronically
 - d) Consenting orally in person
 - e) Consenting orally over the phone
14. The Organization will not, as a condition of providing a product or service, require Individuals to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.
15. An Individual may withdraw consent in writing, at any time, subject to legal or contractual restrictions. the Organization will inform the Individual of the implications of withdrawing consent.
16. The Organization will not obtain consent from Individuals who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.

17. The Organization is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Individual's knowledge or consent, only if:
 - a) It is clearly in the Individual's interests and the opportunity for obtaining consent is not available in a timely way
 - b) Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or territorial law
 - c) An emergency threatens a Individual's life, health, or security
 - d) The information is publicly available as specified in PIPEDA
18. The Organization is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.
19. The Organization may disclose Personal Information without the Individual's knowledge or consent only:
 - a) To a lawyer representing the Organization
 - b) To collect a debt that the Individual owes to the Organization
 - c) To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction
 - d) To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, territorial, or foreign law, national security or the conduct of international affairs, or administering any federal or territorial law
 - e) To an investigative body named in PIPEDA or a government institution, if the Organization believes the Personal Information concerns a breach of an agreement, contravenes a federal, territorial, or foreign law, or if the Organization suspects the Personal Information relates to national security or the conduct of international affairs
 - f) To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or territorial law
 - g) In an emergency threatening an Individual's life, health, or security (the Organization will inform the Individual of the disclosure)
 - h) To an archival institution
 - i) 20 years after the individual's death or 100 years after the record was created
 - j) If it is publicly available as specified in PIPEDA
 - k) If otherwise required by law

Accuracy, Retention, and Openness

20. In order to minimize the possibility that inappropriate Personal Information may be used to make a decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.
21. Personal Information will be retained as long as reasonably necessary to enable participation in the Organization programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
22. The Organization's Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with the Organization's *Confidentiality Policy*.

23. Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.
24. Personal Information that has been used to make a decision about an Individual will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.
25. The Organization will make the following information available to Individuals:
 - a) This *Privacy Policy*
 - b) Any additional documentation that further explains the Organization's *Privacy Policy*
 - c) The name or title, and the address, of the person who is accountable for the Organization's *Privacy Policy*
 - d) The means of gaining access to Personal Information held by the Organization
 - e) A description of the type of Personal Information held by the Organization, including a general account of its use
 - f) Identification of any third parties to which Personal Information is made available

Access

26. Upon written request, and with assistance from the Organization after confirming the Individual's identity, Individuals may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Individuals are also entitled to be informed of the source of the Personal Information and provided with an account of third parties to which the Personal Information has been disclosed.
27. Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Individual, at no cost to the Individual, within thirty (30) days of receipt of the written request.
28. Individuals may be denied access to their Personal Information if the information:
 - a) Is prohibitively costly to provide
 - b) Contains references to other individuals
 - c) Cannot be disclosed for legal, security, or commercial proprietary purposes
 - d) Is subject to solicitor-client privilege or litigation privilege
29. If the Organization refuses a request for Personal Information, it shall inform the Individual the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

Compliance Challenges

30. Individuals are able to challenge the Organization for its compliance with this Policy.
31. Upon receipt of a complaint, the Organization will:
 - a) Record the date the complaint is received
 - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
 - c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint
 - a) Appoint an investigator using the Organization's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel

- d) Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Organization
 - e) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures
32. the Organization will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any the Organization Individual or Stakeholder who:
- a) Challenges the Organization for its compliance with this Policy
 - b) Refuses to contravene this Policy or PIPEDA
 - c) Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Individual

Appendix A – Consent

The Organization will include the following paragraph (or a variation) whenever Personal Information is being collected from Individuals:

1. I authorize the Organization to collect and use personal information about me for the purposes described in the Organization's *Privacy Policy*.
2. In addition to the purposes described in the Organization's *Privacy Policy*, I authorize the Organization to:
 - a) Distribute my information to Sport Yukon
 - b) Photograph and/or record my image and/or voice on still or motion picture film and/or audio tape, and to use this material to promote the sport through the media of newsletters, websites, television, film, radio, print and/or display form. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes
3. I understand that I may withdraw such consent at any time by contacting the Organization's Privacy Officer. The Privacy Officer will advise the implications of such withdrawal.

RISK MANAGEMENT POLICY

VOLLEYBALL YUKON January 2021

“Organization” refers to: Volleyball Yukon

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Individuals”* – refers to all categories of members and/or registrants defined in the Bylaws of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, athletes, coaches, mission staff, chefs de mission, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
 - b) *“Risk”* – The effect of uncertainty on achieving desired outcomes.
 - c) *“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. The Organization 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 the Organization. In general, the Organization 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 the Organization
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 the Organization and its members against unnecessary litigation
 - c) Ensures that the Organization is compliant with all applicable laws, regulations and standards
 - d) Improves the quality and relevance of the programs and services that the Organization provides to its members, partners and sponsors
 - e) Promotes improved business management and human resource management practices
 - f) Enhances the Organization’s brand, reputation and image in the community
 - g) Overall, enhances the Organization’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, structures 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 into account
 - 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 [insert individual] is the designated Risk Manager for the Organization and is responsible for the implementation, maintenance, and communication of this policy. This policy applies to all decision and activities undertaken on behalf of the Organization.

Policy

8. The Organization makes the following commitments:
 - a) Activities and events undertaken by the Organization will incorporate the principles of risk management
 - b) Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing the Organization 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. The Organization 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 Low-to-Medium risks are managed by the Risk Manager and captured within program documents.
14. Risks that arise and considered to be High to Very High are treated as follows:
- a) If a **High** is identified, it must be communicated to the President within 48 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 **Very High** risk has been identified, the President must be contacted immediately. The President will determine the most appropriate action and if appropriate, may organize a Board meeting within 48 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 the Organization. The following categories will be used when identifying risks:

a) **Operational / Program Risks**

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

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

b) **Compliance Risks**

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

c) **Communication Risks**

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

d) **External Risks**

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

e) **Governance Risks**

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

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 the Organization 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 the Organization 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 the Organization 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. The Organization 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 the Organization will encourage all members to communicate their risk management issues and concerns.

SAFE SPORT POLICY

VOLLEYBALL YUKON January 2021

“Organization” refers to: VOLLEYBALL YUKON

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Individuals”* – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and Directors and Officers of the Organization
 - b) *“Person in Authority”* – An Individual who holds a position of authority within the Organization including, but not limited to, coaches, managers, support personnel, chaperones, and Directors

Purpose

2. This Policy describes how the Organization aims to provide a safe sport environment.

Commitment to True Sport Principles

3. The Organizations commit 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 the Organization are expected to live the True Sport Principles and the Organization pledges to embed the True Sport Principles in its governance and operations in the following ways:
 - a) **Conduct Standards** – the Organization will adopt comprehensive conduct standards that are expected to be followed by Individuals
 - b) **Athlete Protection** – the Organization will provide coaches and other stakeholders with general and sport-specific athlete protection guidelines
 - c) **Dispute Resolution and Investigations** – the Organization will have dispute resolution processes that are confidential and procedurally fair and that require independent investigation for certain alleged violators of the conduct standards

- d) Strategy – the Organization will have strategic plans that reflects the organization’s mission, vision, and values
- e) Governance – the Organization will have a diverse blend of sport leaders and will adhere to principles of good governance
- f) Risk Management – the Organization will intentionally manage risks to its operations and events through the use of risk management plans and/or risk registries

Conduct Standards

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

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. The *Code of Conduct and Ethics* will include the following definition of Hazing:
 - a) Hazing is a form of conduct that exhibits a 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

8. The Organization 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

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

Social Media

10. The Organization 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.

11. 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

12. The Organization 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

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

Resources

14. The Organization 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

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

Dispute Resolution

16. The Organization 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) *Whistleblower Policy*

17. 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)

Reporting Obligations

18. The policies of the Organization will include requirements that certain complaints must be reported to government entities, local police forces, and/or child protection agencies.

Records

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

Governance and Operations

20. The Organization will have a comprehensive Strategic Plan in which athlete protection and safe sport are top priorities for the organization.
21. The Organization will adopt a *Risk Management Policy* that will describe how the organization will address risks ranging from 'Unlikely' to 'Almost Certain' and from 'Minor' to 'Catastrophic'. The Organization will contemplate risk management strategies that retain, reduce, transfer, and/or avoid the risk. Risks can occur in the following areas:
- a) Operational/Program
 - b) Compliance
 - c) Communication
 - d) External
 - e) Governance
 - f) Financial
 - g) Health and Safety
22. The Organization will pursue a governance structure that reflects the diversity of the athletes and stakeholders within the sport, that adheres to all applicable federal and/or provincial/territorial legislation, and that moves toward a national alignment strategy for the sport in Canada.
23. The Organization will continually monitor and evaluate its policies, practices, and procedures.

SOCIAL MEDIA USE POLICY

VOLLEYBALL YUKON January 2021

“Organization” refers to: Volleyball Yukon

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Social media”* – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, and Twitter
 - b) *“Organization-branded social media”* – Official social media engagement by the Organization including the Organization’s Facebook page(s), Twitter feed, photo sharing accounts, YouTube channels, blogs, or other social media engagement; both those that exist currently and those that will be created by the Organization in the future
 - c) *“Representative”* – All individuals employed by, or engaged in activities on behalf of, the Organization. Representatives include, but are not limited to, staff, administrators, directors and officers of the Organization, committee members, and volunteers.

Purpose

2. The Organization encourages the use of social media by its Representatives to enhance effective internal communication, build the Organization brand, and interact with members. Since there is so much ambiguity in the use of social media, the Organization has created this policy to set boundaries and standards for Representatives’ social media use.

Application of this Policy

3. This Policy applies to all Representatives.

Representatives’ Responsibilities

4. Organization Representatives will not:
 - a) Use social media for the purpose of fraud or any other activity that contravenes the laws of Canada, the Organization’s *Code of Conduct and Ethics*, or any other applicable jurisdiction
 - b) Impersonate any other person or misrepresent their identity, role or position with the Organization
 - c) Display preference or favouritism with regard to clubs, athletes, or other members
 - d) Upload, post, email, or otherwise transmit:
 - i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another person’s privacy, or otherwise objectionable
 - ii. Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others

- iii. Any material that infringes on the patent, trademark, trade secrets, copyright, or other proprietary right of any other party
- iv. Any material that is considered the Organization's confidential information or intellectual property, as per the Organization's *Confidentiality Policy*

- 5. Representatives shall refrain from discussing matters related to the Organization or its operations on Representatives' personal social media. Instead, matters related to the Organization or its operations should be handled through more official communication channels (like email) or through the Organization-branded social media.
- 6. Representatives must engage with social media only in the context(s) described in their contract of employment, volunteer position, or position with the Organization. For example, an Organization Head Coach shall not represent the Organization in answering a question on the Organization-branded social media that is directed at, and better addressed in more official communication channels by, the Organization's Treasurer.
- 7. Representatives shall use their best judgment to respond to controversial or negative content posted by other people on the Organization-branded social media. In some cases, deletion of the material may be the most prudent action. In other cases, responding publicly may be preferred. If a Representative questions the correct action to take, the Representative shall consult with another Representative who has more decision-making authority at the Organization.
- 8. Representatives shall use a clear and appropriate writing style.

Organization Responsibilities

- 9. The Organization will:
 - a) Ensure that Representatives only use social media in a positive manner when connecting with others
 - b) Properly vet and understand each social medium before directing Representatives to engage with, or create, the Organization-branded social media
 - c) Host expert training sessions on the topic of social media; in the event that the social media engagement directed by the Organization is unclear or not fully understood
 - d) Ensure that Representatives balance personal and professional information posted via social media and inform Representatives that a balance is necessary and positive
 - e) Monitor Representatives' use of social media

Enforcement

- 10. Failure to adhere to this Policy may permit discipline in accordance with the Organization's *Discipline and Complaints Policy*, legal recourse, or termination of employment/volunteer position.

SOCIAL MEDIA GUIDELINES

VOLLEYBALL YUKON January 2021

“Organization” refers to: Volleyball Yukon

The Social Media Guidelines for Coaches and Athletes is a separate document from the Social Media Use Policy

Definitions

1. The following term has this meaning in these Guidelines:
 - a) *“Social media”* – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, and Twitter

Purpose

2. These Guidelines provide coaches and athletes with tips and suggestions for social media use. Coaches and athletes are strongly encouraged to develop their own strategy for social media use (either written down or not) and ensure that their strategy for social media use is acceptable pursuant to the Organization’s *Code of Conduct and Ethics*.
3. Given the nature of social media as a continually developing communication sphere, the Organization trusts its coaches and athletes to use their best judgment when interacting with social media. These Guidelines are not hard and fast rules or behavioural laws; but rather recommendations that will inform coaches’ and athletes’ best judgment.

Social Media Guidelines for Coaches

4. The following tips should be used by coaches to inform their own strategy for social media use:
 - a) Choosing not to engage with social media is an acceptable social media strategy. But you must have good reasons for your choice and be active in other communication media
 - b) Despite what Facebook says, you are not actually “friends” with athletes. Resist commenting on athletes’ personal activities, status updates, or tweets on Twitter
 - c) Consider monitoring or being generally aware of athletes’ public social media behaviour to ensure compliance with the Organization’s *Code of Conduct and Ethics* and *Social Media Policy*
 - d) Coaches may not demand access to an athlete’s private posts on Twitter, Instagram, or Facebook
 - e) Do not “friend” athletes on Facebook unless they request the connection. Never pressure athletes to “friend” you
 - f) If you accept some “friend” requests, or follow one athlete on Twitter or Instagram, you should accept all friend requests and follow all the athletes. Be careful not to show favouritism on social media

- g) Consider managing your social media so that athletes do not have the option to follow you on Twitter or “friend” you on Facebook
- h) Seek permission from athletes before posting pictures or videos of the athletes on publicly available social media like a blog, Instagram, or YouTube
- i) Do not use social media to ‘trap’ athletes if they say one thing to you in person but their social media activity reveals they were doing something different
- j) Keep selection decisions and other official team business off social media
- k) Never require athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, or join a Facebook page about your team or organization
- l) If you create a page on Facebook or Instagram for your team or athlete, do not make this social media site the exclusive location for important information. Duplicate important information in more official channels (like on a website or via email)
- m) Ensure that parents are aware that some coach-athlete interactions may take place on social media
- n) Exercise appropriate discretion when using social media for your own personal communications (with friends, colleagues, and other athletes) with the knowledge that your behaviour may be used as a model by your athletes
- o) Avoid association with Facebook groups, Instagram accounts, or Twitter feeds with explicit sexual contact or viewpoints that might offend or compromise the coach-athlete relationship
- p) Never misrepresent yourself by using a fake name or fake profile
- q) Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip)
- r) Attempt to make communication with athletes in social media as one-sided as possible. Be available for athletes if they initiate contact via social media – athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an athlete’s personal social media space unless explicitly requested to do so
- s) Avoid adding athletes to Snapchat and do not send snapchats to athletes

Social Media Guidelines for Athletes

5. The following tips should be used by athletes to inform their own strategy for social media use:
 - a) Set your privacy settings to restrict who can search for you and what private information other people can see
 - b) Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Instagram or Twitter. You are not required to follow anyone or be Facebook friends with anyone
 - c) Avoid adding coaches to Snapchat and do not send snapchats to coaches
 - d) If you feel harassed by someone in a social medium, report it to your coach, club official, or to the Organization
 - e) Do not feel pressure to join a fan page on Facebook or follow a Twitter feed or Instagram account
 - f) Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post
 - g) Content posted to a social medium is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them
 - h) Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and smoking marijuana
 - i) Model appropriate behaviour in social media befitting your status as a) an elite athlete, and b) a member of your club and of the Organization. As a representative of the Organization, you have

agreed to the Organization's *Code of Conduct and Ethics* and must follow that Code when you post material and interact with other people through social media

- j) Be aware that your public Facebook page, Instagram account, or Twitter feed may be monitored by your club, coach, or by the Organization and content or behaviour demonstrated in social media may be subject to sanction under the Organization's *Discipline and Complaints Policy*

Club Responsibilities

6. Clubs should not attempt to impose social media restrictions onto coaches or athletes. There are many situations where social media contact is desirable and necessary; yet many situations where social media contact is unwanted and risky. Coaches and athletes should be trusted, pursuant to the Organization's *Code of Conduct and Ethics*, to navigate social media using their best judgment.
7. Clubs should monitor social media use by its athletes and coaches and should consider regular surveys and reviews to understand how coaches and athletes are using social media. Coaches and athletes may need to be reminded that behaviour in social media is still subject to the Organization's *Code of Conduct and Ethics*.
8. Complaints and concerns about an athlete's or a coach's conduct or behaviour in social media can be addressed under the Organization's *Discipline and Complaints Policy*.

TEAM MANAGER AND CHAPERONE POLICY

VOLLEYBALL YUKON January 2021

“Organization” refers to: Volleyball Yukon

Purpose

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

Compliance with Policies

2. Team managers and chaperones are bound by the Organization’s policies and must agree to the content, requirements, and clauses therein. Team managers and chaperones should familiarize themselves with the following policies, which have the most direct impact on their role:
 - a) Code of Conduct and Ethics
 - b) Discipline and Complaints Policy
 - c) Confidentiality Policy
 - d) Screening Policy

Submissions

3. In addition to complying with the Organization’s policies, team managers and chaperones must submit the following documentation to the Organization before they will be allowed to volunteer in their role as team manager or chaperone:
 - a) Driving abstract (if the team manager or chaperone will be driving athletes)
 - b) Criminal Record Check (described in detail in the Organization’s *Screening Policy*)
4. The team manager or chaperone must also be recommended by a member club or a coach from an affiliated organization or be generally known to the organization.

Discipline and Complaints

5. Any problems or concerns with team managers and chaperones shall be addressed under the Organization’s *Discipline and Complaints Policy*.
6. The Organization reserves the right to remove a team manager or chaperone should the team manager or chaperone not submit the required documentation (in the Submissions section of this Policy), refuse to comply with the Organization’s policies, or for any other reason as determined by the Organization’s Board of Directors.

TRAVEL POLICY

VOLLEYBALL YUKON January 2021

“Organization” refers to: Volleyball Yukon

Purpose

1. The purpose of this Policy is to inform athletes, parents, and coaches travelling to events outside of the Yukon of their responsibilities and the expectations of the Organization.

Application of this Policy

2. Specific individuals have responsibilities when teams travel outside of the territory. These individuals include:
 - a) Parents traveling with the athlete
 - b) Parents not traveling with the athlete
 - c) Chaperones
 - d) Coaches
 - e) Team Managers
 - f) Athletes

Travel Consent Form

3. Minor athletes traveling with individuals other than their parent/guardian must keep with them a Travel Consent Form (signed by their parent/guardian). A Travel Consent Form is provided at the end of this Policy.

Responsibilities

4. Parents traveling with a minor athlete are responsible for their child during the entirety of the event and have the following additional responsibilities:
 - a) Pay all event fees prior to the start of travel
 - b) Register for event accommodations in a timely manner. Accommodations outside of those arranged by the manager (such as staying with family, or at a different hotel) must be approved by the coach in advance of arrangements being made
 - c) Punctual drop off and pick up of their children at times and places indicated by coaches
 - d) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
 - e) Adhere to coach requests for athlete curfew times
 - f) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
 - g) Report any athlete illness or injury
 - h) Report any incident likely to bring discredit to the Organization
 - i) Adhere to the Organization’s policies and procedures, particularly the *Code of Conduct and Ethics*
 - j) If travelling outside of Canada, ensure that all passports are valid and not expired

5. Parents not traveling with the athlete have the following responsibilities:
 - a) Assign to their child a chaperone from among the other parents in attendance. The chaperone may not be a team coach, assistant coach, or manager
 - b) Provide the chaperone with a Travel Consent Form
 - c) Provide the chaperone with emergency contact information
 - d) Provide the chaperone with any necessary medical information
 - e) Pay all event fees prior to the start of travel
 - f) Provide the child with enough funds to pay for food and incidentals
 - g) If travelling outside of Canada, ensure that all passports are valid and not expired

6. Chaperones have the following responsibilities:
 - a) Obtain and carry any Travel Consent Forms, emergency contact information, and medical information
 - b) Punctual drop off and pick up of their children at times and places indicated by coaches
 - c) Adhere to coach or manager requests for parent meetings, team meetings, or team functions and be punctual to such events
 - d) Adhere to coach requests for athlete curfew times
 - e) Adhere to coach requests for limiting outside activities (swimming, shopping, etc.)
 - f) Report any athlete illness or injury
 - g) Report any incident likely to bring discredit to the Organization
 - h) Inspect hotel rooms rented for damage before check in and after check out. Report any damage to the coach
 - i) Approve visitors to the athlete accommodations, at their discretion
 - j) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*

7. Coaches have the following responsibilities:
 - a) Arrange all team meetings and training sessions
 - b) Determine curfew times
 - c) Work in close co-operation with the chaperones on all non-sport matters
 - d) Report to the Organization incident likely to bring discredit to the Organization
 - e) Together with the chaperones, decide temporary disciplinary action to be taken at the scene of an incident, and report such incident and action to the parents of the athletes involved as well as to the Organization for further disciplinary action, if applicable, under the Organization's *Discipline and Complaints Policy*
 - f) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*

8. Team/Event Managers have the following responsibilities:
 - a) Ensure an appropriate chaperone-to-athlete ratio that does not exceed five athletes per chaperone
 - b) Organize accommodations and inform parents and chaperones how to register and pay for accommodations
 - c) Room female and male athletes separately. Coaches and chaperones must be roomed separately from athletes, unless the athlete is the child of the coach or chaperone
 - d) Coordinate and collect all travel expenses from parents

9. Athletes have the following responsibilities:
 - a) Arrive at each event ready to participate
 - b) Make any visitor requests to chaperones before the visit is expected
 - c) Represent the Organization to the best of their abilities at all times

- d) Communicate any problems or concerns to the coaches and chaperone just as they would their own parents
- e) Check in with the chaperone when leaving their rooms
- f) Not leave the hotel alone or without permission of the coach/chaperone and check-in when returning
- g) Adhere to the Organization's policies and procedures, particularly the *Code of Conduct and Ethics*

Travel Consent Form

To whom it may concern,

I / we, the parent(s)/guardian(s) of _____ officially give my / our consent for my / our minor child to travel with the following individuals who are also associated with the Organization:

My / our child was born on _____ at the location of _____. If required, my / our child's passport number is _____. Attached to this form is a list of any additional medical needs my / our child requires.

I / we understand that the event is a _____ which is located in _____. Barring extenuating circumstances the event should last for a duration of _____ days between the dates of _____ and _____.

If there are any questions about the consent provided, I / we can be reached at the following telephone number(s) _____ and the following email addresses _____.

Sincerely,

Signed, _____

Dated, _____

SELECTION POLICY - ATHLETE AND COACH

VOLLEYBALL YUKON July 2021

“Organization” refers to: Volleyball Yukon

EVENT: Canada Summer Games 2022

POLICY: Athlete and Coach Selection Policy

PURPOSE

1. The purpose of this policy is to set out the process that will be used by the Organization to select athletes and coaches to represent the Organization at the Canada Summer Games 2022.

OBJECTIVE

2. The objective of this selection policy is to select **athletes** and **coaches** who will participate in the Canada Summer Games 2022. Athletes and coaches are selected in the following categories:
 - Men’s Indoor Volleyball (12 athletes, two (2) coaches with at least one (1) being male)
 - Women’s Indoor Volleyball (12 athletes, two (2) coaches with at least one (1) being female)
 - Men’s Beach Volleyball (2 athletes, one (1) coach, preference may be given to a male coach)
 - Women’s Beach Volleyball (2 athletes, one (1) coach, preference may be given to a female coach)

ELIGIBILITY

3. To be eligible for selection, the athletes must be:
 - Born in 2003 or later for indoor; 2001 or 2002 as an overage player for indoor
 - Born in 2001 or later for beach; 1999 or 2000 as an overage player for beach
 - Canadian Citizens, or eligible for Canadian Citizenship and actively pursuing either Citizenship Certificates or Canadian Passports
 - Members in good standing with the Organization
 - Agree to adhere to the Organization’s policies

Once selected, the athletes will be expected to be training towards, and meet the physical standards expected by, the Canada Summer Games 2022.

ATHLETE SELECTION PROCESS

4. Athletes participate in tryouts. Athletes may be exempted from participation in the tryouts due to sickness, injury, or other circumstances. These athletes shall still be eligible for selection provided they have a signed letter from a medical professional and approval from the Organization.

Tryouts - In order for an athlete to be eligible for either category they must attend the complete tryouts as indicated in the Selections Guide and Handbook.

Athletes will be assessed using the Organization's High Performance Athlete Identification Matrix (appendix A) as the Player Evaluation Form. The organization will rank athletes based on their scores resulting from the assessment. The ranking system will be for internal use only and be used to aid the Selection Committee with team selection.

A Selection Committee appointed by Volleyball Yukon Board of Directors will review the CSG Player Evaluation Forms and Coach recommendations to select the final team roster. The Selection Committee is composed of three (3) members who include the Head Coach of the team that is being determined and 2 non coaching members designated by the Organization's Board of Directors. The CSG Coaches will be non-voting members of the Selection Committee.

The decision to have alternates and the quantity and selection of, will be at the sole discretion of the Selection Committee.

Tie-Breaking - In the event two or more athletes have tied for the 12th spot on the roster based on the assessment using the CSG Player Evaluation Form, before confirming the final roster, the 12th spot can remain open. These athletes would be identified, by the selection Committee, as alternates for the remaining spot and would vie for the position during team training/practice. It will be at the sole discretion of the head coach to determine the 12th player for the final roster.

Timelines - The tryouts shall be held within a time period, determined by the Organization before the Canada Summer Games 2022.

Unforeseen Circumstances - If unforeseen circumstances arise which do not allow for this selection process to be implemented as outlined in this document, the Organization reserves the right to identify an alternate process or alternate timelines. Should this occur, all candidates for selection will be notified of these changes in a timely manner.

AUTHORITY FOR SELECTION

5. The Organization shall appoint member(s) to be responsible for managing the selection of athletes to the Canada Summer Games 2022. The member(s) shall be known as a Selection Committee and are responsible for monitoring the tryouts and liaising with the selected athletes and coaches.

The Selection Committee must be free from actual and perceived conflict of interest and, where conflict of interest may exist, Committee members must identify the conflict and excuse themselves from selection decisions where there is a conflict. Parents of athletes, or other individuals deemed by the Organization to have special interest in the selection process, are not permitted to be members of the Selection Committee.

Using the criteria outlined in Section 4, the Selection Committee will select athletes who will attend Canada Summer Games 2022.

DISMISSAL

6. An athlete may be dismissed if the athlete:
 - Fails to remain a member in good standing with the Organization

- Fails to meet performance expectations
- Fails to train towards (or fails to attend all scheduled practices), or to meet the physical standards expected by, the Canada Summer Games 2022
- Exhibits conduct that is detrimental to the image of the Organization
- Is unable to perform due to injury, illness or other medical reasons as determined by the Organization's medical staff

When necessary and appropriate, an athlete may be replaced by an alternate athlete (provided the alternate athlete is still eligible).

APPEALS

7. Any athlete will be able to file an appeal with Volleyball Yukon within two (2) days of the announcement of the CSG team(s). This can be done in writing to the President of Volleyball Yukon, Tarra Mikeli at volleyballukon@gmail.com. A separate committee will be formed to review the appeal and make a decision if needed. Sport Yukon will be fully advised of any appeal.

INJURED and REPLACEMENT ATHLETES

8. The coaches and/or the Selection Committee may apply to the Organization's Board to remove any athlete from any stage of the athlete selection process. Reasons for removal can include: becoming no longer eligible for participation (under Section 3), injury, illness, or misconduct. Reasons for removal will be communicated by written letter to the athlete from the Organization.

The Selection Committee shall designate alternate athletes in each category. Alternate athletes may be selected if one or more of the originally selected athletes are dismissed prior to the Canada Summer Games 2022.

If the alternates have not kept up their physical fitness or are unavailable or uninterested, the Selection Committee may approach other athletes who attended the tryouts to be named as alternates. Alternate athletes may be included in any training or competitions taking place prior to the Canada Summer Games 2022 so that they are prepared if called upon.

COACH SELECTION PROCESS

9. The Organization has the authority to select the coaches who will attend the Canada Summer Games 2022.

The Organization will put out a Call of Interest where any coach can submit their interest as well as their related qualification in writing via email to the Organization by July 15, 2021.

The Organization shall appoint member(s) to be responsible for selecting coaches for Canada Summer Games 2022. The member(s) shall be known as a Coach Selection Committee. The Coach Selection Committee must be free from actual and perceived conflict of interest and, where conflict of interest may exist, Committee members must identify the conflict and excuse themselves from selection decisions where there is a conflict. Parents of athletes, or other individuals deemed by the Organization to have special interest in the selection process, are not permitted to be members of the Coach Selection Committee.

All coaches applying for indoor or beach volleyball teams must meet the minimum coach requirements as listed in the CSG Coach Certification Policy.

The Coach Selection Committee has the sole discretion when deciding team coaches. The coach selection committee will consider, but is not limited to, coach character, coach certification and past volleyball coaching experience.

The Coach Selection Committee shall select six (6) coaches to attend the Canada Summer Games 2022. The Coach Selection Committee reserves the right to select coaches from outside the pool of applicants. The Coach Selection Committee reserves the right to dismiss a coach if, in its estimation, the coach is not sufficiently preparing the athletes for the Canada Summer Games 2022 or if there are other legitimate reasons, as determined by the Coach Selection Committee or the Organization, for dismissal.

APPENDIX – EVALUATION FORMS

High Performance Athlete Identification Matrix (Athlete Evaluation Form) - INDOOR

High Performance Athlete Identification Matrix (Athlete Evaluation Form) - BEACH

This is a Pan-Canadian Policy applicable to Volleyball Canada and the Provincial/Territorial Associations.

Definitions

1. The following terms have these meanings in this policy:
 - a) *“Abuse”* – Grooming, Child Abuse or Vulnerable Adult Abuse as described in this policy.
 - b) *“Child/Children”* – A person(s) under the age of majority in the applicable jurisdiction.
 - c) *“Independent Third Party”* – an independent person or organization that has no professional or personal ties to Volleyball Canada or an affiliated Provincial/Territorial Association
 - d) *“Individuals”* – refers to all categories of members and/or registrants defined in the Bylaws of Volleyball Canada and in the Bylaws of a Provincial/Territorial Association, as applicable, as well as all persons employed by, contracted by, or engaged in activities with or on behalf of, Volleyball Canada or a Provincial/Territorial Association including, but not limited to, employees, contractors, athletes, volleyball clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
 - e) *“Provincial/Territorial Associations”* – the provincial/territorial member governing bodies for volleyball in each province/territory
 - f) *“Vulnerable Adults”* – Any person over the age of majority in the applicable jurisdiction who by nature of a physical, emotional, or psychological condition is dependent on other persons for care and assistance in day-to-day living.
 - g) *“Vulnerable Individuals”* – Includes Children 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).
 - h) *“Persons in Authority”* – any person who holds a position of trust or authority over a Vulnerable Individual pursuant to the role assigned to them. Persons in Authority (PIA) include, but are not limited to coaches, managers, trainers, referees, staff, and administrators.

Purpose

2. Volleyball Canada and the Provincial/Territorial Associations are committed to a sport environment free from Abuse. The purpose of this policy is to stress the importance of that commitment by defining Abuse and educating Individuals about Abuse, outlining how Volleyball Canada and Provincial/Territorial Associations will work to prevent Abuse, and how Abuse or suspected Abuse can be reported to and addressed by Volleyball Canada and Provincial/Territorial Associations.

Zero Tolerance Statement

3. Volleyball Canada and Provincial/Territorial Associations have zero tolerance for any type of Abuse. Individuals are required to report instances of Abuse or suspected Abuse to Volleyball Canada or to a Provincial/Territorial Association so that those matters can be addressed in an expeditious manner.

Education – What is Abuse

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

5. “Child Abuse” refers to the violence, mistreatment or neglect that a Child may experience while in the care of someone they depend on or trust, and includes the following:
 - 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 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.

6. An abuser may use several different tactics to gain access to Children, exert power and control over them, and prevent them from telling anyone about the Abuse or seeking support. The Abuse may happen once, or it may occur in a repeated and escalating pattern over a period of months or years. The Abuse may change form over time.

7. Abuse of a Child in sport can include emotional maltreatment, neglect, physical maltreatment and grooming.
 - a) **Emotional Maltreatment** – A Person in Authority’s failure to provide a developmentally appropriate and supportive environment. In sports, this conduct has the potential to cause emotional or psychological harm to an athlete when it is persistent, pervasive or patterned (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. 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. Pressuring; whereby the Person in Authority 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 (e.g., belittling them or calling them worthless, lazy, useless, fat or disgusting).
 - x. Routinely or arbitrarily excluding athletes from practice

- xi. Throwing objects such as sports equipment, water bottles or chairs at, or in the presence of, athletes
 - xii. Body shaming – making disrespectful, hurtful or embarrassing comments about an athlete’s physique
- b) **Neglect** – Often chronic, and it usually involves repeated incidents. It involves failing to provide what an athlete needs for his or her physical, psychological or emotional development and well-being. 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 or cannabis to an athlete under the legal 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
 - viii. Using excessive exercise as punishment (i.e. to the point of extreme distress or vomiting)
- d) **Grooming** – a slow gradual and escalating process of building comfort and trust with an athlete and/or their parents/guardians 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 Person in Authority’s personal life (i.e., family, work, medical challenges)
 - iv. Spending time with an athlete and/or their family outside of team activities
 - v. Excessive or inappropriate gift-giving to an 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 the Person in Authority's needs above needs of an athlete
8. For clarity, emotional and physical maltreatment do not include professionally -accepted coaching methods (per the NCCP) of skill enhancement, human development, physical conditioning, team building, discipline, or improving athletic performance.
9. Potential warning signs of Child Abuse 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 (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 adult

Vulnerable Adult Abuse

10. Although persons may be abused at any life stage – childhood, adolescence, young adulthood, middle age, or old age – the nature and consequences of Abuse may differ depending on a person's situation, disability, or circumstance.
11. 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].
12. Vulnerable Adult Abuse 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, and include:
- 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 report/follow up on allegations of abuse

- 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:
- 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

Vulnerable Adult Abuse includes all forms of sexual abuse. Potential warning signs of Vulnerable Adult Abuse include:

- i. Depression, fear, anxiety, passivity
- ii. Unexplained physical injuries
- iii. Dehydration, malnutrition, or lack of food
- iv. Poor hygiene, rashes, pressure sores
- v. Over-sedation
- vi. Not wanting to be alone with a particular person

Preventing Abuse

13. Volleyball Canada and the Provincial/Territorial Associations will enact measures aimed at preventing Abuse, including, but not limited to, screening, orientation, educating and monitoring.

Practice

14. When Individuals, especially Persons in Authority, interact with Vulnerable Individuals who are not their Children, they are required to enact certain practical approaches to these interactions including, but 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) Ensuring that parents/guardians are aware that some non-personal communication between Persons in Authority and Vulnerable Individuals (e.g., between coaches and minor athletes) may take place electronically (e.g., by texting, direct messaging) and that this type of communication is now considered to be commonplace, especially with older Children (e.g., teenagers). Individuals are aware that such communication is subject to the *Code of Conduct and Ethics*

- e) When traveling with Vulnerable Individuals, the Person in Authority will not transport Vulnerable Individuals without another adult present and will not stay in the same overnight accommodation location without additional adult supervision.

Monitoring

- 15. Volleyball Canada and the Provincial/Territorial Associations may 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*.

Reporting Abuse

- 16. Volleyball Canada and the Provincial/Territorial Association will share all decisions regarding Abuse with one another. All information shared will be in compliance with Volleyball Canada and/or Provincial/Territorial Associations' Privacy Policy.
- 17. The Policies of Volleyball Canada and the Provincial/Territorial Association will require that complaints, including those related to harassment, discrimination, and Abuse, must be handled by an Independent Third Party appointed by Volleyball Canada or a Provincial/Territorial Association.
- 18. Volleyball Canada and the Provincial/Territorial Associations pledge not to dismiss, penalize, discipline, or retaliate or discriminate against any person who discloses information or submits, in good faith, a report concerning Abuse.

Communication

- 19. Volleyball Canada and the Provincial/Territorial Associations will identify those persons within their respective organizations who will be responsible for implementing this policy.

Review and Amendment

- 20. All significant amendments to this policy will be submitted to Volleyball Canada for review by its ad hoc committee on policies.
- 21. This policy will be reviewed every two years. Any significant policy amendments will be approved by Volleyball Canada and the Provincial/Territorial Associations.

Approval

- 22. This policy was approved by Volleyball Canada and its Board of Directors on October 13, 2020.

[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

ANTI-DOPING POLICY

This is a Pan-Canadian Policy applicable to Volleyball Canada and the Provincial/Territorial Associations.

Definitions

1. These terms will have the following meanings in this Policy:
 - a) *“Canadian Anti-Doping Program (CADP)”* – Set of rules that govern doping control in Canada. The full policy can be viewed at <https://cces.ca/canadian-anti-doping-program>
 - b) *“Canadian Centre for Ethics in Sport (CCES)”* – The CCES is an independent, national, not-for-profit organization responsible for administering Canada’s Anti-Doping Program and the World Anti-Doping Code in Canada
 - c) *“Federation Internationale de Volleyball (FIVB)”* – The Fédération Internationale de Volleyball (FIVB) is the international federation and governing body for the sport of volleyball
 - d) *“FIVB Anti-Doping Rules”* – The FIVB’s anti-doping regulations. The FIVB anti-doping rules may apply to certain registrants of Volleyball Canada in certain situations. The full set of guidelines can be viewed at: <http://www.fivb.org/en/Medical/AntiDopingProgramme.asp>
 - e) *“Provincial/Territorial Associations”* – the provincial/territorial member governing bodies for volleyball in each province/territory
 - f) *“Registered Participant”* – Any person who is registered with Volleyball Canada and a Provincial/Territorial Association as an athlete, coach, and/or referee, or who is participating in any sanctioned event.
 - g) *“World Anti-Doping Agency (WADA)”* – An independent, international, not-for-profit organization responsible for administering the World Anti-Doping Code and the promotion of clean sport internationally
 - h) *“World Anti-Doping Code”* – Set of rules that govern doping control internationally. The full Code can be viewed at: <https://www.wada-ama.org/en/what-we-do/the-code>
 - i) *“World ParaVolley Anti-Doping Rules”* -- The World ParaVolley’s anti-doping regulations. The World ParaVolley’s anti-doping rules may apply to certain registrants of Volleyball Canada in certain situations. The full set of guidelines can be viewed at: <http://www.worldparavolley.org/about-us/anti-doping/>

Purpose

2. Volleyball Canada and the Provincial/Territorial Associations are committed to clean sport in Canada and endorse the 2015 Canadian Anti-Doping Program and the World Anti-Doping Code. The purpose of this Policy is to confirm that Volleyball Canada and the Provincial/Territorial Associations have adopted the 2015 CADP as their primary domestic anti-doping policy.

Scope and Authority

3. This policy applied to all Registered Participants.
4. Volleyball Canada and the Provincial/Territorial Associations will respect any penalty enacted pursuant to the breach of the Canada Anti-Doping Program, whether imposed by WADA or the CCES.

Provisions

5. Volleyball Canada and the Provincial/Territorial Associations are unequivocally opposed, on ethical, medical and legal grounds to the practice of doping in sport.
6. Volleyball Canada and the Provincial/Territorial Associations have adopted and agree to abide by the Canadian Anti-Doping Program, as administered by the CCES, and as it may be amended from time to time.
7. As a member federation of the FIVB, Volleyball Canada national team members are expected to be fully compliant with the FIVB's anti-doping regulations and the World Anti-Doping Code.
8. As a member federation of World ParaVolley, Volleyball Canada's sitting national team athletes are expected to be fully compliant with the World ParaVolley Anti-Doping Rules.
9. When applicable, Volleyball Canada and the Provincial/Territorial Associations will provide information and news on the anti-doping program domestically and internationally, and will arrange for the presentation of an anti-doping educational program with support material from the CCES to athletes, coaches and support staff.
10. Volleyball Canada and the Provincial/Territorial Associations will respect the sanctions applicable due to an anti-doping rule violation, whether imposed by WADA, the CCES, FIVB, World ParaVolley or any national or provincial/territorial sport organization.
11. Volleyball Canada and the Provincial/Territorial Associations will comply with the CADP with respect to public announcements of positive test results.
12. All Individuals and persons sanctioned by virtue of the CADP will be ineligible to participate in any role and in any competition or activity organized, convened, held, or sanctioned by Volleyball Canada and the Provincial/Territorial Associations as per the penalties imposed.

Communication

13. Volleyball Canada and the Provincial/Territorial Associations will identify those persons within their respective organizations who will be responsible for implementing this policy.

Review and Amendment

14. All significant amendments to this policy will be submitted to Volleyball Canada for review by its ad hoc committee on policies.
15. This policy will be reviewed every two years. Any significant policy amendments will be approved by the Volleyball Canada and the Provincial/Territorial Associations.

Approval

16. This policy was approved by Volleyball Canada and its Board of Directors on October 13, 2020.

APPEAL POLICY

This is a Pan-Canadian Policy applicable to Volleyball Canada and the Provincial/Territorial Associations.

Definitions

1. The following terms have these meanings in this policy:
 - a) *"Appellant"* – The Party appealing a decision
 - b) *"Affected Party"* - Any Individual or entity, as determined by the Appeal 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.
 - c) *"Carding Programs"* – refers to programs, including federal and/or provincial/territorial, which provides assistance to high-performance athletes, such as the Government of Canada's Athletes Assistance Program.
 - d) *"Appeal"* – A formal request to change a decision as stated in section 4 of this policy.
 - e) *"Appeal Manager"* – An individual appointed by Volleyball Canada or a Provincial/Territorial Association who may be any staff member, committee member, volunteer, director, or an Independent Third Party, to oversee this policy. The Appeal 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.
 - f) *"Days"* – Days refers to working days, not including weekends and holidays
 - g) *"Independent Third Party"* – an independent person or organization that has no professional or personal ties to Volleyball Canada or a Provincial/Territorial Association
 - h) *"Individuals"* – refers to all categories of members and/or registrants defined in the Bylaws of Volleyball Canada and in the Bylaws of a Provincial/Territorial Association, as applicable, as well as all people employed by, contracted by, or engaged in activities with or on behalf of, Volleyball Canada or a Provincial/Territorial Association including, but not limited to, employees, contractors, athletes, volleyball clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and Officers
 - i) *"Party/Parties"* – The Appellant, Respondent, Affected Party, and any other Individuals affected by the appeal
 - j) *"Respondent"* – The Party responding to the Appeal
 - k) *"Registered Participant"* – Any person who is registered with Volleyball Canada and a Provincial/Territorial Associations as an athlete, coach, and/or referee, or who is participating in any sanctioned event.

Purpose

2. The purpose of this policy is to enable fair, affordable, and expedient appeals of certain decisions made by Volleyball Canada or a Provincial/Territorial Association. Further, some decisions made during the process outlined in the *Discipline and Complaints Policy* may be appealed under this policy.

Scope and Application of this Policy

3. This policy applies to all Individuals. Any Individual who is directly affected by a decision of Volleyball Canada or a Provincial/Territorial Association will 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 decisions relating to:
 - a) Eligibility and selection
 - b) Carding Programs nominations
 - 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 Volleyball Canada or a Provincial/Territorial Association
 - 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) Volleyball Canada's or a Provincial/Territorial Association's operational structure and committee appointments
 - i) Decisions or discipline arising within the business, activities, or events organized by entities other than Volleyball Canada or a Provincial/Territorial Association (appeals of these decisions will be dealt with pursuant to the policies of those other entities unless requested and accepted by Volleyball Canada or a Provincial/Territorial Association 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. Individuals who wish to appeal a decision have seven days from the date on which they received notice of the decision to submit, in writing to Volleyball Canada or a Provincial/Territorial Association, 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 \$250 payable to Volleyball Canada or the Provincial/Territorial Associations, which will be refunded if the appeal is upheld
7. An Individual who wishes to initiate an appeal beyond the seven-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-day period will be at the sole discretion of the Appeal Manager and may not be appealed.

Notice of Appeal

8. The Notice of Appeal may be delivered in person, by email, fax, courier or special delivery to the Chief Executive Officer / Executive Director at the head office of Volleyball Canada or a Provincial/Territorial Association, as applicable.

Grounds for Appeal

9. A decision cannot be appealed on its merits. An Appeal may only be heard if there are sufficient grounds for Appeal. 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)
10. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made an 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

11. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Appeal Manager and the Appellant may agree that the appeal be dealt with by alternate dispute resolution (such as by mediation or a negotiated settlement).
12. If an appeal is resolved by alternate dispute resolution the administration fee will to be refunded to the Appellant.
13. If the appeal is not be resolved by alternate dispute resolution, the Appeal Manager (who must not be in a conflict of interest) will:
- 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
14. 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.

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

Determination of Affected Parties

16. In order to identify any affected Parties, the Appeal Manager will engage with Volleyball Canada or the Provincial/Territorial Association, as applicable. The Appeal Manager will determine whether a party is an Affected Party at his or her sole discretion.

Procedure for Appeal Hearing

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

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

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

- a) The hearing will be held within 14 days of being received by the Chief Executive Officer / Executive Director.
- b) The Parties will receive no less than three days written notice of the date, time and place and format of the hearing
- c) Copies of any written documents which the parties wish to have the Appeal Panel consider will be provided to all Parties in advance of the hearing
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Appeal Panel may request that any other person participate and give evidence at the hearing
- f) The Appeal Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and will 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 Appeal Panel members, if applicable

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

Appeal Decision

21. The Appeal Panel will issue its decision, in writing and with reasons, within seven days after the hearing's conclusion. In making its decision, the Appeal Panel will have no greater authority than that of the original decision-maker. The Appeal Panel may decide to:
- a) Reject the appeal and confirm the decision being appealed;
 - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
 - c) Uphold the appeal and vary the decision.
22. The Appeal Panel's written decision, with reasons, will be distributed to all Parties, the Appeal Manager, Volleyball Canada, and the applicable Provincial/Territorial Association. In extraordinary circumstances, the Appeal Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Appeal Panel.

Timelines

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

Confidentiality

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

Final and Binding

25. The decision of the Appeal Panel will be binding on the Parties and on all Individuals; subject to the right of any Party to seek a review of the Appeal Panel's decision pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC).
26. No action or legal proceeding will be commenced against Volleyball Canada, a Provincial/Territorial Association, or an Individual involved in a dispute until all processes set out in the policies of Volleyball Canada or a Provincial/Territorial Association, as applicable, regarding a dispute, including any Appeal, are concluded.

Communication

27. Volleyball Canada and the Provincial/Territorial Associations will identify those persons within their respective organizations who will be responsible for implementing this policy.

Review and Amendment

28. All significant amendments to this policy will be submitted to Volleyball Canada for review by its ad hoc committee on policies.
29. This policy will be reviewed every two years. Any significant policy amendments will be approved by the Volleyball Canada and the Provincial/Territorial Associations.

Approval

30. This policy was approved by Volleyball Canada and its Board of Directors on October 13, 2020.

CODE OF CONDUCT AND ETHICS

This is a Pan-Canadian Policy applicable to Volleyball Canada and the Provincial/Territorial Associations.

Definitions

1. The following terms have these meanings in this code:
 - a) *“Abuse”* – Grooming, Child Abuse or Vulnerable Adult Abuse as described in the *Abuse Policy*.
 - b) *“Discrimination”* – Differential treatment of a person 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.
 - c) *“Harassment”* – A course of vexatious comments or conduct against an Individual or Individuals, 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. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - ii. Deliberately excluding or socially isolating a person from a group or team;
 - iii. Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking person by a more senior person, which does not contribute to either person’s positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking person’s willingness to participate. This includes, but is not limited to, any activity, that sets apart or alienates any person or persons;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Persistent sexual flirtations, advances, requests, or invitations;
 - vi. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
 - vii. Physical or sexual assault;
 - viii. Practical jokes that endanger a person’s safety, or may negatively affect performance;
 - ix. Racial harassment, which includes racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
 - x. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - xi. Retaliation or threats of retaliation against a person who reports Harassment to Volleyball Canada or to a Provincial/Territorial Association; and
 - xii. Written or verbal abuse, threats, or outbursts.
 - d) *“Individuals”* – refers to all categories of members and/or registrants defined in the Bylaws of Volleyball Canada and in the Bylaws of a Provincial/Territorial Association, as applicable, as well as all people employed by, contracted by, or engaged in activities with or on behalf of, Volleyball Canada or a Provincial/Territorial Association including, but not limited to, employees, contractors, athletes, volleyball clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers
 - i) *“Maltreatment”* - Includes Maltreatment related to:

- i) *Psychological Maltreatment* – which includes, without limitation, verbal acts, non- assaultive physical acts and acts that deny attention or support.
 - a. Verbal Acts - Verbally assaulting or attacking someone, including but not limited to: unwarranted personal criticisms; body shaming; derogatory comments related to one’s identity (e.g. race, gender identity or expression, ethnicity, Indigenous status, ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting or threatening; the use of rumours or false statements about someone to diminish that person’s reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online forms.
 - b. Non-assaultive Physical Acts (no physical contact) - Physically aggressive behaviors, including but not limited to: throwing objects at or in the presence of others without striking another; hitting, striking or punching objects in the presence of others.
 - c. Acts that Deny Attention or Support - Acts of commission that deny attention, lack of support or isolation including but not limited to: ignoring psychological needs or socially isolating a person repeatedly or for an extended period of time; abandonment of an Athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same
- ii) *Physical Maltreatment* – includes, without limitation, contact or non-contact behaviours that have the potential to cause physical harm
 - a. Contact behaviours - Including but not limited to: deliberately punching, kicking, beating, biting, striking, strangling or slapping another; deliberately hitting another with objects.
 - b. Non-contact behaviours - Including but not limited to: isolating a person in a confined space; forcing a person to assume a painful stance or position for no athletic purpose (e.g., requiring an Athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to a Participant under the legal drinking age; providing illegal drugs or non-prescribed medications to a Participant; encouraging or knowingly permitting an Athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready.
- e) *“Provincial/Territorial Associations”* – the provincial/territorial member governing bodies for volleyball in each province/territory.
- f) *“Sexual Harassment”* – A course of vexatious comment or conduct against a person 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. Bragging about sexual ability;
 - ii. Demanding hugs;
 - iii. Display of sexually offensive material;
 - iv. Distributing sexually explicit messages or attachments such as pictures or video files;
 - v. Sexist jokes;
 - vi. Inquiries or comments about an Individual’s sex life;

- vii. Leering (persistent sexual staring);
- viii. Offering a benefit in exchange for a sexual favour;
- ix. Persistent, unwanted attention after a consensual relationship ends;
- x. Persistent unwelcome sexual flirtations, advances, comments or propositions;
- xi. Persistent unwanted contact;
- xii. Sexual assault;
- xiii. Sexually degrading words used to describe a person;
- xiv. Threats, punishment, or denial of a benefit for refusing a sexual advance; and
- xv. Unwelcome inquiries into or comments about a person's gender identity or physical appearance;

Purpose

2. The purpose of this code is to ensure a safe and positive environment within the programs, activities, and events of Volleyball Canada and the Provincial/Territorial Associations by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable core values of Volleyball Canada and/or the Provincial/Territorial Associations. Volleyball Canada and the Provincial/Territorial Associations support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all Individuals are treated with respect and fairness.

Application

3. This code applies to Individuals' conduct during the business, activities, and events of Volleyball Canada and/or the Provincial/Territorial Associations, including, but not limited to, competitions, practices, tryouts, training camps, travel, the office environment, and meetings.
4. An Individual who violates this *Code of Conduct and Ethics* may be subject to sanctions pursuant to the *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy*, an Individual who violates this *Code of Conduct and Ethics* during a competition may be ejected from the competition, venue or practice area, the referee may delay competition until the Individual complies with the ejection and the Individual may be subject to sanctions pursuant to that competition's policies.
5. This *Code of Conduct and Ethics* also applies to Individuals' conduct outside of the business, activities, and events of Volleyball Canada and the Provincial/Territorial Associations when such conduct adversely affects Volleyball Canada's and/or Provincial/Territorial Associations' relationships (and the work and sport environment), or is detrimental to the image and reputation of Volleyball Canada or a Provincial/Territorial Association or has the potential to do so. Such applicability will be determined by Volleyball Canada or a Provincial/Territorial Association, as applicable, at its sole discretion.

Responsibilities

6. All Individuals have a responsibility to:
 - a) Adhere to all Bylaws, policies, rules and regulations approved by Volleyball Canada and/or the Provincial/Territorial Associations
 - b) Maintain and enhance the dignity and self-esteem of members and other Individuals by:

- i. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, referees, organizers, volunteers, employees, or members;
 - ii. demonstrating the spirit of fair play, sport leadership, and ethical conduct;
 - iii. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;
 - iv. Treating persons fairly and reasonably; and
 - v. Adhering to the rules of the sport and the spirit of those rules.
- c) Refrain from any behaviour that constitutes Abuse, Harassment, Sexual Harassment, violence, or Discrimination
 - d) Respect the rights, dignity, and worth of all Individuals
 - e) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Volleyball Canada and the Provincial/Territorial Associations adopt and adhere to the Canadian Anti-Doping Program. Any infraction under this program will be considered an infraction of this code and may be subject to further disciplinary action, and possible sanction, pursuant to the *Discipline and Complaints Policy*. Volleyball Canada and the Provincial/Territorial Associations will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Volleyball Canada, a Provincial/Territorial Association, or any other recognized sport organization
 - f) 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)
 - g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
 - h) In the case of Individuals of legal age, consume alcohol in a responsible manner
 - i) Refrain from using recreational or illicit drugs while participating in the programs, activities, competitions, or sanctioned events of Volleyball Canada or a Provincial/Territorial Association;
 - j) Respect the property of others and not wilfully cause damage
 - k) Promote sport in a constructive and positive manner
 - l) Adhere to all federal, provincial/territorial, municipal and host country laws
 - m) Refrain from engaging in cheating, which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
 - n) Declare any ongoing criminal investigation, conviction, or existing bail conditions concerning that Individual to Volleyball Canada or to a Provincial/Territorial Association

Coaches

- 7. In addition to section 6 (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) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments

- c) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- d) Act in the best interest of the athlete's development as a whole person
- e) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol, cannabis, and/or tobacco
- f) Not engage in a sexual or intimate relationship with an athlete of any age in which the coach is in a position of trust or authority;
- g) Dress neatly and appropriately

Athletes

8. In addition to section 6 (above), athletes will have additional responsibilities to:
- a) Adhere to the athlete agreement (if applicable)
 - b) Report any medical issues in a timely fashion, when such issues may limit their ability to travel, practice, or compete;
 - c) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and sanctioned Volleyball Canada and/or Provincial/Territorial Association events
 - d) Adhere to any rules and requirements regarding uniforms and equipment
 - e) Act in a sportsmanlike manner and refrain from foul language, or gestures to other athletes, referees, coaches or spectators
 - f) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers
 - g) Adhere to the *Anti-Doping Policy*

Referees

9. In addition to section 6 (above), referees will have additional responsibilities to:
- a) Enforce and abide by national and provincial/territorial rules and regulations
 - b) Act openly, impartially, professionally, lawfully, and in good faith in the best interests of Volleyball Canada and the Provincial/Territorial Associations
 - c) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals

Parents/Guardians and Spectators

10. In addition to section 6 (above), parents/guardians and spectators at Volleyball Canada and/or Provincial/Territorial Association sanctioned 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) Respect the decisions and judgments of referees, and encourage athletes to do the same
 - d) Refrain from verbal and physical abuse, coercion, intimidation, and sarcasm
 - e) Respect and show appreciation to all athletes, coaches, referees and volunteers

Communication

11. Volleyball Canada and the Provincial/Territorial Associations will identify those persons within their respective organizations who will be responsible for implementing this policy.

Review and Amendment

12. All significant amendments to this Policy will be submitted to Volleyball Canada for review by its ad hoc committee on policies.
13. This policy will be reviewed every two years. Any significant policy amendments will be approved by the Volleyball Canada and the Provincial/Territorial Associations.

Approval

14. This policy was approved by Volleyball Canada and its Board of Directors on October 13, 2020.

CONFLICT OF INTEREST POLICY

This is a Pan-Canadian Policy applicable to Volleyball Canada and the Provincial/Territorial Associations.

Definitions

1. The following terms have these meanings in this policy:
 - a) “Board” – The Board of Directors of Volleyball Canada and/or a Provincial/Territorial Association, as applicable
 - b) “Conflict of Interest” – Any situation in which a Representative’s participation, which should always be in the best interests of the organization, is influenced or could be perceived to be influenced by personal, family, financial, business, or other private interests
 - c) “Provincial/Territorial Associations” – the Provincial/Territorial member governing bodies for volleyball in each province/territory
 - d) “Representative” – An individual(s) employed by, or engaged in activities on behalf of Volleyball Canada or a Provincial/Territorial Association including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members, and directors and officers
 - e) “Organization” – Volleyball Canada and/or Provincial and Territorial Associations

Purpose

2. Volleyball Canada and the Provincial/Territorial Associations strive to reduce and eliminate instances of Conflict of Interest – by being aware, prudent, and forthcoming about potential Conflicts of Interest. This policy describes how Representatives will conduct themselves in matters relating to Conflict of Interest and clarifies how Representatives will make decisions where a Conflict of Interest exists or may exist.

Scope and Application

3. This policy applies to all Representatives.

Obligations

4. Representatives will not:
 - a) Put themselves in a Conflict of Interest, whether real or perceived;
 - b) Engage in any business or transaction that is incompatible with their official duties with their Organization, unless such business, transaction, or other interest is properly disclosed to the Organization and approved by the Organization
 - c) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
 - d) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues
 - e) Derive personal benefit from information that they have acquired during fulfilling their official duties with the Organization, if such information is confidential or not generally available to the public

- f) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a Representative, or in which they have an advantage or appear to have an advantage on the basis of their association with the Organization
- g) Without the prior permission of their Organization, use the Organization's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Organization
- h) Place themselves in positions where they could, by virtue of being a Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
- i) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative

Disclosure of Conflict of Interest

5. Disclosures of Conflict of Interest will be included as an item on the agenda of all meetings of the Board of Directors and/or committees of Volleyball Canada and each Provincial/Territorial Association.
6. Representatives will disclose Conflicts of Interest to their Organization's Board immediately upon becoming aware that a Conflict of Interest may exist.
7. Employees of Volleyball Canada and/or a Provincial/Territorial Association will disclose any Conflict of Interest to their organization's Chief Executive Officer / Executive Director.
8. Representatives of Volleyball Canada and/or a Provincial/Territorial Association will disclose any affiliation with any other organizations involved with volleyball. These affiliations include any of the following roles: athlete, coach, manager, referee, employee, volunteer, or director.

Minimizing Conflicts of Interest in Decision-Making

9. When a Representative proactively discloses a Conflict of Interest on a matter, Volleyball Canada or the Provincial/Territorial Association will ensure:
 - a) The nature and extent of the Representative's interest has been fully disclosed and this disclosure is recorded or noted
 - b) The Representative does not participate in discussion on the matter
 - c) The Representative abstains from voting on the decision
 - d) For board-level decisions, the Representative does not count toward quorum
 - e) The decision is confirmed to be in the best interests of the Organization
10. For Conflicts of Interest involving employees, the Chief Executive Officer/Executive Director will determine whether there is there a Conflict of Interest and, if one exists, the employee will cease the activity giving rise to the Conflict of Interest.
11. Volleyball Canada and the Provincial/Territorial Associations will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Organization or give rise to a Conflict of Interest.

Conflict of Interest Complaints

12. Any person who believes that a Representative may be in a Conflict of Interest can report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Organization's Board.
13. The Board will take appropriate measures to deal with the Conflict of Interest, including the following actions, singly or in combination:
 - a) Removal or temporary suspension of certain responsibilities or decision-making authority
 - b) Removal or temporary suspension from a designated position
 - c) Removal or temporary suspension from certain teams, events, and/or activities
 - d) Expulsion from the organization
 - e) Other actions as may be considered appropriate for the real or perceived conflict of interest
14. Notwithstanding the procedures set out in the *Discipline and Complaints Policy*, the Board may determine that an alleged of a Conflict of Interest not proactively disclosed is of such seriousness as to warrant suspension of designated activities pending a decision of the Board or a decision pursuant to the *Discipline and Complaints Policy*.

Communication

15. Volleyball Canada and the Provincial/Territorial Associations will identify those persons within their respective organizations who will be responsible for implementing this Policy.

Review and Amendment

16. All significant amendments to this policy will be submitted to Volleyball Canada for review by its ad hoc committee on policies.
17. This policy will be reviewed every two years. Any significant policy amendments will be approved by the Volleyball Canada and the Provincial/Territorial Associations.

Approval

18. This policy was approved by Volleyball Canada and its Board of Directors on October 13, 2020.

DISCIPLINE AND COMPLAINTS POLICY

This is a Pan-Canadian Policy applicable to Volleyball Canada and the Provincial/Territorial Associations.

Definitions

1. The following terms have these meanings in this policy:
 - a) “Board” – The Board of Directors of Volleyball Canada and/or a Provincial/Territorial Association, as applicable
 - b) “Complaint” - An expression of dissatisfaction made per Section 16 of this Policy
 - c) “Complainant” – The party making a Complaint
 - d) “Days” – Days refers to working days, not including weekends and holidays
 - e) “Discipline Chair” - will be a Director of the Board of Volleyball Canada or a Provincial/Territorial Association, as applicable, or a person appointed to handle the duties of the Discipline Chair described in this policy.
 - f) “Discipline Panel” – The panel appointed by the Independent Case Manager to decide the Complaint
 - g) “Individuals” – refers to all categories of members and/or registrants defined in the Bylaws of Volleyball Canada and in the Bylaws of a Provincial/Territorial Association, as applicable, as well as all people employed by, contracted by, or engaged in activities with or on behalf of, Volleyball Canada or a Provincial/Territorial Association including, but not limited to, employees, contractors, athletes, volleyball clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers
 - h) “Independent Case Manager” – An Independent Third Party appointed by Volleyball Canada or a Provincial/Territorial Association (as applicable) to administer certain Complaints under this Policy
 - i) “Independent Third Party” – an independent individual or group with no professional or personal ties to Volleyball Canada or a Provincial/Territorial Association
 - j) “Provincial/Territorial Associations” – the provincial/territorial member governing bodies for volleyball in each province/territory
 - k) “Respondent” – The Party responding to the Complaint

Purpose

2. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with all policies, Bylaws, rules and regulations, including the *Abuse Policy* and *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.
4. This policy applies to matters that may arise during the business, activities, and sanctioned events of Volleyball Canada and the Provincial/Territorial Associations including, but not limited to, competitions, practices, tryouts, training camps, travel associated with organizational activities, and any meetings.

5. This policy also applies to Individuals' conduct outside of the business, activities, and sanctioned events of Volleyball Canada and the Provincial/Territorial Associations when such conduct adversely affects the Organization's relationships (and the work and sport environment) or is detrimental, or has the potential to be detrimental, to the image and reputation of Volleyball Canada or a Provincial/Territorial Association. Such applicability will be determined by Volleyball Canada or a Provincial/Territorial Association, as applicable, 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 a sanctioned 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 Volleyball Canada or a Provincial/Territorial Association who is a Respondent may also be subject to appropriate disciplinary action per the applicable *Human Resources Policy*, as well as the employee's employment agreement, if applicable.

Alignment

8. Volleyball Canada and the Provincial/Territorial Associations recognize that Individuals may also be registered with both Volleyball Canada and a Provincial/Territorial Association. Volleyball Canada and the Provincial/Territorial Associations are required, pursuant to the *Reciprocation Policy*, to submit discipline decisions involving Individuals to the other organization with which the Individual may be registered, which may take further action at its discretion.
9. Volleyball Canada and/or a Provincial/Territorial Association may decide to take further action upon becoming aware of an Individual who has been disciplined by Volleyball Canada or a Provincial/Territorial Association, and if so, the Individual will be the Respondent to a Complaint initiated under the terms of this policy. Volleyball Canada or a Provincial/Territorial Association 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 Provincial/Territorial Association when deciding on the Complaint per the terms of this policy.

Minor's Representative

11. Complaints may be brought for or against an Individual who is a minor (a person under the age of majority). Minors must have a parent/guardian or other adult serve as their representative during this process.
12. All communications, as applicable, must be directed to the minor's representative.
13. A minor is not required to attend an oral hearing, if held.

Reporting a Complaint

14. Any Individual may report a Complaint to Volleyball Canada or to a Provincial/Territorial Association, the Discipline Chair, or Independent Third Party.

15. Any Individual may contact the Canadian Sports Helpline for advice, guidance and resources on how to proceed/intervene appropriately in the circumstances. 1-888-837-7678 – info@abuse-free-sport.ca – <http://abuse-free-sport.ca/en/>
16. A Complaint made to the Chief Executive Officer / Executive Director will forward all complaints to the Discipline Chair who will be a Volleyball Canada or a Provincial/Territorial Association board member or designate.
17. The Discipline Chair will determine the jurisdiction under which the Complaint will be addressed and notify the Complainant and Volleyball Canada or the Provincial/Territorial Association, if applicable.
18. Any Complaint that deals with Discrimination, Harassment, Sexual Harassment, violence, or Abuse (as defined in the *Code of Conduct and Ethics*) shall be referred to an Independent Third Party who will assume the responsibilities as defined in this Policy and may appoint an Investigator who will investigate the Complaint.
19. The Individual making the Complaint may contact Volleyball Canada's or a Provincial/Territorial Association's Independent Third Party. Volleyball Canada's and/or a Provincial/Territorial Association's Discipline Chair or Independent Third Party may accept any Complaint at his or her sole discretion.
20. Volleyball Canada and/or a Provincial/Territorial Association (as applicable) at its sole discretion, may act as the Complainant and initiate the Complaint process under the terms of this Policy.

Complaint Process

21. Upon receipt of a Complaint, the Discipline Chair or Independent Third Party will:
 - a) Determine whether the Complaint is frivolous and/or within the jurisdiction of this policy;
 - b) Propose the use of alternate dispute resolution techniques, if appropriate; and
 - c) Choose which process should be followed, and may use the following examples as a general guideline:

Process #1 - the Complaint alleges the following incidents (minor incidents):

- i. Disrespectful, abusive, racist, or sexist comments or behaviour
- ii. Disrespectful conduct
- iii. Minor incidents of violence (e.g., tripping, pushing, elbowing)
- iv. Non-compliance with Volleyball Canada's and/or a Provincial/Territorial Association Bylaws, policies, procedures, rules, or regulations
- v. 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 image, credibility, or reputation of Volleyball Canada and/or a Provincial/Territorial Association
 - viii. Consistent disregard for the bylaws, policies, rules, and regulations
 - ix. Major or repeated violations of the *Code of Conduct and Ethics*
 - x. Intentionally damaging the property or improperly handling the organization's monies of Volleyball Canada and/or a Provincial/Territorial Association
 - xi. Abusive use of alcohol or cannabis, any use or possession of alcohol or cannabis by minors, or use or possession of illicit drugs
 - xii. Any possession or use of banned performance enhancing drugs or methods
 - xiii. A conviction for any *Criminal Code* offense
22. If the Discipline Chair or Independent Case Manager determines the Complaint is frivolous or outside the jurisdiction of this policy, the Independent Case Manager will dismiss the Complaint immediately.
23. The Discipline Chair or Independent Case Manager's decision to accept or dismiss the Complaint may not be appealed.

Process #1: Handled by Discipline Chair

Discipline Chair

24. The Discipline Chair may:
- a) Ask the Complainant and the Respondent for either written or oral submissions regarding the Complaint or incident; or
 - b) Convene the parties to a meeting, either in person or by way of video or teleconference in order to ask the parties questions.
25. Thereafter, the Discipline Chair shall determine if a breach occurred, if so, if one or more of the following sanctions should be applied:
- a) Verbal or written reprimand
 - b) Verbal or written apology
 - c) Service or other contribution to the Volleyball Canada or to a Provincial/Territorial Association
 - d) Removal of certain privileges
 - e) Suspension from certain teams, events, and/or activities
 - f) Suspension from all the activities of Volleyball Canada or a Provincial/Territorial Association for a designated period
 - g) Any other sanction considered appropriate for the offense
26. The Discipline Chair will inform the parties of the decision, which will take effect immediately.

Request for Reconsideration

27. The Complainant or the Respondent may contest a decision by submitting a request for reconsideration in writing within five days of receiving the decision. In the request for reconsideration, the must indicate:
- a) Why the sanction is inappropriate;
 - b) Summary of evidence that the Respondent will provide 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 original decision.
29. Should the Discipline Chair not accept the request for reconsideration, the initial Complaint could be handled under Process #2 of this policy.

Process #2: Handled by Independent Case Manager

30. If the Discipline Chair or Independent Third Party, as applicable, determines that that the Complaint should be dealt with under Process #2, the Independent Case Manager will:
- a) Propose the use of alternate dispute resolution techniques, if appropriate
 - 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, and
 - e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding
31. The Independent Case Manager will establish timelines that ensure procedural fairness and that the matter is heard. The Independent Case Manager may agree to an extension with notice and reasoning to both the Complainant and Respondent.
32. If the Independent Case Manager proposes the use of alternate dispute resolution to the Complaint, and if the dispute is not resolved, or if the Complainant and the Respondent refuse to attempt alternate dispute resolution (such as mediation or a negotiated settlement) the Independent Case Manager will appoint a Discipline Panel, which will consist of a single Arbitrator, to hear the Complaint. 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.
33. 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.
34. 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 will place such weight on the evidence as it deems appropriate

f) The decision will be by a majority vote of the Discipline Panel, if there are three persons on 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. If a party chooses not to participate in the hearing, the hearing will proceed in any event.

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 14 days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and to Volleyball Canada and the Provincial/Territorial Association (as applicable). 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 14- day period. The Discipline Panel and Independent Case Manager may agree to an extension with notice to the Complainant and Respondent.

40. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

41. 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 Volleyball Canada or a Provincial/Territorial Association
- d) Removal of privileges
- e) Suspension from teams, events, and/or activities
- f) Suspension from 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

42. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. If the Respondent fails to comply with a sanction as determined by the Discipline Panel, the Respondent will be automatically suspended until such time as compliance occurs.

Record of Decisions

43. Records of all decisions will be maintained by Volleyball Canada and applicable Provincial/Territorial Associations. Provincial/Territorial Associations will submit all records to Volleyball Canada, which will maintain a national record of all decisions made. All records will be maintained in accordance with Volleyball Canada's and/or a Provincial/Territorial Associations' Privacy Policy.

Appeals

44. No decision of the Discipline Chair may be appealed until the completion of a request for reconsideration.

45. Either party may appeal the decision of the Discipline Panel in accordance with the *Appeal Policy*.

Suspension Pending a Hearing

46. Volleyball Canada or a Provincial/Territorial Association (as applicable) may determine that a Complaint 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

47. An Individual's conviction for a *Criminal Code* offense, as determined by Volleyball Canada or a Provincial/Territorial Association (as applicable), will be deemed an infraction under this policy and will result in expulsion from Volleyball Canada or a Provincial/Territorial Association (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 assault
- d) Any offence involving trafficking of illegal drugs and/or performance enhancing drugs

Confidentiality

48. The discipline and Complaints process is confidential and involves only Volleyball Canada, the applicable Provincial/Territorial Association(s), the parties, the 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.

Communication

49. Volleyball Canada and the Provincial/Territorial Associations will identify those persons within their respective organizations who will be responsible for implementing this policy.

Review and Amendment

50. All significant amendments to this policy will be submitted to Volleyball Canada for review by its ad hoc committee on policies.

51. This policy will be reviewed every two years. Any significant policy amendments will be approved by the Volleyball Canada and the Provincial/Territorial Associations.

Approval

52. This policy was approved by Volleyball Canada and its Board of Directors on October 13, 2020.

DIVERSITY, EQUITY AND INCLUSION POLICY

This is a Pan-Canadian Policy applicable to Volleyball Canada and the Provincial/Territorial Associations.

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Diversity”* – the presence and integration of a variety of individuals with different personal characteristics, particularly Under-Represented Groups, in a group or organization
 - b) *“Inclusion”* – acceptance of individuals with diverse personal characteristics into a group or organization regardless of those characteristics
 - c) *“Equity”* – fairness afforded to individuals with diverse personal characteristics
 - d) *“Individuals”* – refers to all categories of members and/or registrants defined in the Bylaws of Volleyball Canada and in the Bylaws of a Provincial/Territorial Association, as applicable, as well as all people employed by, contracted by, or engaged in activities with or on behalf of, Volleyball Canada or a Provincial/Territorial Association including, but not limited to, employees, contractors, athletes, volleyball clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers
 - e) *“Organization”* – Volleyball Canada and/or the Provincial/Territorial Associations
 - f) *“Provincial/Territorial Associations”* – the provincial/territorial member governing bodies for volleyball in each province/territory that are in good standing with Volleyball Canada
 - g) *“Under-Represented Groups”* – Under-Represented Groups include women, children in low income families, Indigenous people, seniors, people with disabilities, newcomers to Canada, and members of the LGBTQI2S community

Purpose

2. Volleyball Canada and the Provincial/Territorial Associations are committed to encouraging diversity, inclusion, equity and access in its administration, policies, programs, and activities. The purpose of this Policy is to ensure that Volleyball Canada and the Provincial/Territorial Associations provides Under-Represented Groups with an equitable range of opportunities to participate in the sport.

Scope and Application

3. This policy applies to all Individuals and sanctioned programs/events any Organization.

Procedures

4. Volleyball Canada and Provincial/Territorial Associations oppose all forms of discriminatory practices.
5. Volleyball Canada and Provincial/Territorial Associations support Inclusion and access for all persons including those considered to be a member of an Under-Represented Group, in all their sanctioned programs and activities.

6. Volleyball Canada and Provincial/Territorial Associations will encourage equitable representation on their boards and committees.
7. Volleyball Canada and Provincial/Territorial Associations understand that one key to being a more inclusive, diverse, and equitable organization is to strive to incorporate Equity principles in all strategies, plans and actions of the organization, whether they relate to technical programs, operations, business management, sponsorship, marketing, media or communications; and further Volleyball Canada and Provincial/Territorial Associations resolve to do so on a continuing basis.

Communications

8. Volleyball Canada and the Provincial/Territorial Associations will identify those persons within their respective organizations who will be responsible for implementing this policy.

Review and Amendment

9. All significant amendments to this Policy will be submitted to Volleyball Canada for review by its ad hoc committee on policies.
10. This policy will be reviewed every two years. Any significant policy amendments will be approved by the Volleyball Canada and the Provincial/Territorial Associations.

Approval

11. This policy was approved by Volleyball Canada and its Board of Directors on October 13, 2020.

RECIPROCATION POLICY

This is a Pan-Canadian Policy applicable to Volleyball Canada and the Provincial/Territorial Associations.

Definitions

1. The following terms have these meanings in this policy:
 - a) *“Individuals”* – refers to all categories of members and/or registrants defined in the Bylaws of Volleyball Canada and in the Bylaws of a Provincial/Territorial Association, as applicable, as well as all people employed by, contracted by, or engaged in activities with or on behalf of, Volleyball Canada or a Provincial/Territorial Association including, but not limited to, employees, contractors, athletes, volleyball clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers
 - b) *“Provincial/Territorial Associations”* – the provincial/territorial member governing bodies for volleyball in each province/territory

Purpose

2. The purpose of this policy is to ensure national enforcement and recognition of all disciplinary sanctions applied by Volleyball Canada and Provincial/Territorial Associations.

Application

3. This policy applies to all Individuals.

Responsibilities

4. Volleyball Canada will:
 - a) Provide copies of discipline and appeal decisions involving Individuals to all Provincial/Territorial Associations
 - b) For discipline decisions provided to Volleyball Canada by a Provincial/Territorial Association, 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 Provincial/Territorial Association
5. Provincial/Territorial Associations will:
 - a) Provide copies of discipline and appeal decisions involving Individuals to Volleyball Canada
 - b) For discipline decisions provided to the Provincial/Territorial Association by Volleyball Canada, 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 Volleyball Canada and other Provincial/Territorial Associations

Privacy

6. Volleyball Canada and/or the Provincial/Territorial Associations will ensure the privacy rights of Individuals are maintained at all time.

Communication

7. Volleyball Canada and the Provincial/Territorial Associations will identify those persons within their respective organizations who will be responsible for implementing this policy.

Review and Amendment

8. All significant amendments to this policy will be submitted to Volleyball Canada for review by its ad hoc committee on policies.
9. This policy will be reviewed every two years. Any significant policy amendments will be approved by the Volleyball Canada and the Provincial/Territorial Associations.

Approval

10. This policy was approved by Volleyball Canada and its Board of Directors on October 13, 2020.

SCREENING POLICY

This is a Pan-Canadian Policy applicable to Volleyball Canada and the Provincial/Territorial Associations.

Definitions

1. The following terms have these meanings in this policy:
 - a) *"Board"* – The Board of Directors of Volleyball Canada or a Provincial/Territorial Association, as applicable
 - b) *"Contractors"* – Persons contracted with Volleyball Canada and/or a Provincial/Territorial Association, such as an integrated support team member.
 - c) *"Criminal Record Check (CRC)"* – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
 - d) *"Enhanced Police Information Check (E-PIC)"* – a criminal record check plus a search of local police information, available from Sterling Backcheck
 - e) *"Individuals"* - refers to all categories of members and/or registrants defined in the Bylaws of Volleyball Canada and in the Bylaws of a Provincial/Territorial Association as well as all people employed by, contracted by, or engaged in activities with, Volleyball Canada or a Provincial/Territorial Association including, but not limited to, employees, contractors, athletes, volleyball clubs, coaches, mission staff, referees, volunteers, managers, administrators, committee members, parents or guardians, spectators, and directors and officers
 - f) *"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
 - g) *"Minors"* – Persons under the age of majority.
 - h) *"Organization"* – Volleyball Canada and/or Provincial and Territorial Associations
 - i) *"Provincial/Territorial Associations"* – the provincial/territorial member governing bodies for volleyball in each province/territory *"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
 - j) *"Vulnerable Sector Check (VSC)"* – a detailed check that includes a search of the RCMP Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database.

Purpose

23. The purpose of this policy is to provide screening procedures for Volleyball Canada and the Provincial/Territorial Associations.

Application

24. This policy applies to all Individuals whose position with Volleyball Canada or a Provincial/Territorial Association is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
25. Volleyball Canada and Provincial /Territorial Associations believe that screening Individuals cannot be a stand-alone practice but is a vital part of supporting a safe sporting environment for participants.

Provisions

26. Not all individuals associated with Volleyball Canada or a Provincial/Territorial Association will be required to obtain a criminal record check or submit screening documents. Volleyball Canada, and/or a Provincial/Territorial Association will determine which individuals will be subject to screening using the following guidelines. Each organization may vary the guidelines at its discretion:

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 on a non-regular or informal basis
- b) Non-coach employees or managers who do not travel with athletes

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) Athlete support personnel
- b) Full-time coaches and/or assistant coaches
- c) Coaches and/or contractors who travel with athletes
- d) Coaches and/or representatives who could be alone with athletes
- e) Referees
- f) Staff and/or directors and supervisors

27. Volleyball Canada and/or the Provincial/Territorial Associations may decide that an Individual's prior E-PIC is acceptable. In such cases, an Individual must share a copy of the E-PIC with the Screening Committee. If an Individual is not able to produce the E-PIC, the Screening Committee may request the Individual undergo a new E-PIC.

Screening Committee

28. A Screening Committee (composed of one to three persons appointed by the administrative head of the Organization) is responsible for the implementation of this policy. Volleyball Canada and Provincial/Territorial Associations will ensure that the person(s) appointed to their respective Screening Committees possess the requisite skills, knowledge and abilities to implement this policy.

29. Screening Committee members may be staff members of Volleyball Canada or a Provincial/Territorial Association.

30. The Screening Committee will carry out its duties, in accordance with the terms of this policy. Should the Screening Committee be composed of staff members, the staff members may discuss screening issues with the Chief Executive Officer / Executive Director and/or a designated individual.

31. The Screening Committee will review all documents submitted and, based on the review, make decisions regarding the appropriateness of Individuals filling positions within Volleyball Canada or a Provincial/Territorial Association, as applicable. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

32. Nothing in this policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
33. Nothing in this policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the suitability for the position that they are seeking.
34. Nothing in this policy restricts or limits the Screening Committee from requesting further information from the Individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision on the basis of the information before it.
35. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
36. An Individual whose screening application has been denied or revoked may not re-apply to participate in the organization's programs or activities for two (2) years from the date the rejected application was made.

Screening Requirements

37. When an Individual is first engaged by Volleyball Canada or by a Provincial/Territorial Association, as applicable, they must submit the following requirements (which may be varied at the sole discretion of the Screening Committee):
 - a) Low Risk Individuals:
 - 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 the Organization
 - b) High Risk Individuals:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC and/or a VSC, if requested by Volleyball Canada and/or a Provincial/Territorial Association
 - iv. Participate in training, orientation, and monitoring as determined by the Organization
 - v. Provide a driver's abstract, if requested
 - c) If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to Volleyball Canada or to the Provincial/Territorial Association, as applicable. Individuals must also inform the Organization of any changes in their circumstance that would alter their original responses in their screening disclosure form.
 - d) If Volleyball Canada or a Provincial/Territorial Association learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be

removed from their position and may be subject to further discipline in accordance with the *Discipline and Complaints Policy*.

Minors

38. Volleyball Canada and Provincial/Territorial Associations will not require Minors to obtain a VSC or E-PIC.
39. Notwithstanding the above, Volleyball Canada or a Provincial/Territorial Association may ask a Minor to obtain a VSC or E-PIC if the Organization suspects the minor has an adult conviction and therefore has a criminal record. In these circumstances, the Organization will be clear in its request that it is not asking for the minor's youth record. Volleyball Canada and the Provincial/Territorial Associations understand that they may not request to see a minor's record.

Renewal

40. 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
41. Volleyball Canada and/or a Provincial/Territorial Association 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

42. Volleyball Canada or a Provincial/Territorial Association, as applicable. In their sole discretion, will determine the type and amount of orientation, training, and monitoring based on the Individual's level of risk.
43. 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.
44. Training may include, but is not limited to certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
45. Volleyball Canada, and the Provincial/Territorial Associations as applicable, may, at the conclusion of orientation and training, require the Individual to acknowledge in writing, that they have received and completed the orientation and training.
46. Monitoring may include but is not limited to: written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

47. 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.
48. Volleyball Canada and Provincial/Territorial Associations understand that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the Screening Committee may permit the Individual to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
49. Following the review of the screening documents, the Screening Committee will decide:
- The Individual has passed screening and may participate in the desired position;
 - The Individual has passed screening and may participate in the desired position with conditions;
 - The Individual has not passed screening and may not participate in the desired position; or
 - More information is required from the Individual.
50. In making its decision, the Screening Committee will, if any convictions are disclosed, consider the type of offense, date of offense, and relevance of the offense to the position sought.
51. If the screening documentation reveals any of the following convictions, the Screening Committee will determine the Individual has not passed screening (unless an exception is made by the Screening Committee, in its sole discretion, and its detailed reasons are provided to the Chief Executive Officer / Executive Director:
- If imposed in the last three years:
 - Any individual's conviction for an offence involving the use of a motor vehicle, including but not limited to impaired driving
 - Any individual's conviction for an offence of possession of cannabis
 - If imposed in the last ten years:
 - Any individual's conviction involving theft or fraud
 - Any Individual's conviction for an offence of possession of illegal drugs
 - If imposed at any time:
 - An individual's conviction for any of the following *Criminal Code* offenses:
 - physical or psychological violence
 - crime of violence including but not limited to, all forms of assault
 - trafficking of illegal drugs and/or performance enhancing drugs
 - possession, distribution, or sale of any child-related pornography
 - sexual misconduct

Conditions and Monitoring

52. 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

53. All records will be maintained in a confidential manner as applicable and will not be disclosed to

others who are not members of the Screening Committee except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.

54. The records kept as part of the screening process include but are not limited to:

- a) An Individual's Vulnerable Sector Check
- b) An Individual's E-PIC (for a period of three years)
- c) An Individual's Screening Disclosure Form (for a period of three years)
- d) An Individual's Screening Renewal Form (for a period of one year)
- e) Records of any conditions attached to an Individual's registration by the Screening Committee
- f) Records of any discipline applied to any Individual by Volleyball Canada, a Provincial/Territorial Association, or another sport organization

Communication

55. Volleyball Canada and the Provincial/Territorial Associations will identify those persons within their respective organizations who will be responsible for implementing this policy.

Review and Amendment

56. All significant amendments to this policy will be submitted to Volleyball Canada for review by its ad hoc committee on policies.

57. This policy will be reviewed every two years. Any significant policy amendments will be approved by the Volleyball Canada and the Provincial/Territorial Associations.

Approval

58. This policy was approved by Volleyball Canada and its Board of Directors on October 13, 2020.

Appendix A – Application Form

Note: Individuals who are applying to volunteer or work within certain positions with Volleyball Canada or a Provincial/Territorial Association 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 Volleyball Canada or within a Provincial/Territorial Association, a new Application Form

must be submitted.

NAME:

First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

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

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the policies and procedures of Volleyball Canada or a Provincial/Territorial Association (as applicable), including but not limited to the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Policies are located at the following link: <https://volleyball.ca/en/about/governance/policies>

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

Name or type of offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year convicted: _____

Penalty or punishment imposed: _____

Further explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional page(s) 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 Volleyball Canada and/or a Provincial/Territorial Association to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, and other organizations involved in the governance of sport. Volleyball Canada and the Provincial/Territorial Associations do not distribute personal information for commercial purposes.

CERTIFICATION

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

I further certify that I will immediately inform Volleyball Canada or a Provincial/Territorial Association (as applicable) of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____

Appendix C – Screening Renewal Form

NAME:

First

Middle

Last

CURRENT PERMANENT ADDRESS:

Street

City

Province

Postal

DATE OF BIRTH: _____
Month/Day/Year

GENDER IDENTITY: _____

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 Volleyball Canada or to a Provincial/Territorial Association. 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 Volleyball Canada or my Provincial/Territorial Association. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to the Screening Committee instead of this form.

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

NAME (print): _____

DATE: _____

SIGNATURE: _____

Appendix D – Request For Vulnerable Sector Check

Note: Volleyball Canada and Provincial/Territorial Associations will be required to modify this letter to adhere to any requirements from the VSC provider

INTRODUCTION

Volleyball 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

Volleyball Canada is a not-for-profit and the national governing body for the sport of volleyball located in Canada.

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 Volleyball Canada please contact the Screening Committee Chair:

Caroline Sharp
Director-Sport Safety
Phone: 613-748-5681
Email: csharp@volleyball.ca

Signed: _____ Date: _____