

Appendix A of the Bowls Alberta & Member Clubs Safe Sport Manual

Definitions

The terms defined below apply to the Code of Conduct and Ethics and to all policies included in the Bowls Alberta and Member Clubs Safe Sport Manual. Terms defined in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport and are identified with an asterisk*. Where a term is left undefined or unclear the definition from the UCCMS will be applied.

1. **Appellant** – The Party appealing a decision.
2. **Athlete** – An individual who participates in the sport, most commonly referred to as a Participant in the Organization and is subject to Organization’s policies.
3. **Athlete Support Personnel** – Any person working with or assisting a Participant involved in an Event including but not limited to any coach, team manager, official, medical or paramedical personnel, parent, or any other person working with, treating or assisting an Athlete participating in or preparing for sports competitions.
4. **Bullying** – Offensive behaviour and/or abusive treatment of a Participant that typically, but not always, involves an abuse of power.
5. **Complainant** – An individual who makes a report of an incident, or a suspected incident, of Maltreatment or other behaviour that is a violation of the standards described in the organization’s policies, by-laws, rules or regulations, or the UCCMS.
6. ***Consent** – The communicated voluntary agreement to engage in the activity in question, by a person who has the legal capacity to consent. Consent regarding sexual activity is assessed in accordance with the laws of Canada, including the [Criminal Code](#).
7. ***Disclosure** – The sharing of information by a Participant regarding an incident or a pattern of Maltreatment experienced by that Participant, including a breach of reasonable boundaries. Disclosure does not constitute a formal Report that initiates a process of investigation to address Maltreatment.
8. **Discipline Chair / Panel** – an individual or individuals appointed by the SSO to hear a complaint or who is appointed to deal with an Appeal. The individual(s) must be unbiased and not in a conflict-of-interest situation and will have responsibilities that include, but are not limited to:
 - a) Ensuring procedural fairness,
 - b) Respecting the applicable timelines, and
 - c) Using decision-making authority empowered by this Policy.
9. ***Discrimination** – Behaviour, policies, and/or practices that contribute to differential, inequitable, adverse or otherwise inappropriate treatment of or impact on an individual or class of individuals based on one or more prohibited grounds, which include race, national or ethnic origin, colour, Indigeneity, religion, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, family status, language, genetic characteristics or disability, and analogous grounds. Behaviour, policies, and/or practices specifically benefitting members of marginalized groups shall not be considered Discrimination. Discrimination does not include behaviour, policies and/or practices rationally connected to legitimate sport objectives with the honest and good faith belief that they are reasonably necessary to accomplish the relevant

objectives, provided that accommodation of the needs of an individual or a class of individuals affected would impose undue hardship on the Participant and/or Adopting Organization that would have to accommodate those needs, considering health, safety, cost, and legitimate sport objectives.

10. ***Duty to Report** –

- a) Under the Child Protection Legislation there is a legal duty to child abuse and neglect under the Canadian child welfare laws. Participants are obliged to report child Maltreatment if there is knowledge or suspicion that it is occurring to local child welfare services or local police.
- b) Participants have a duty to report concerns of inappropriate conduct of other Participants to uphold the ethical standards and values of Canadian sport. Reporting inappropriate conduct is important to ensure proper action is taken and expectations are re-established. By addressing inappropriate conduct, a collective responsibility to protect Participants from Maltreatment is enacted.

11. **Enhanced Police Information Check (E-PIC)** – a Criminal Record Check plus a search of local police information, available from Sterling Backcheck.

12. **Event** – an event sanctioned by the Organization which may include but is not limited to competitions, informal jitneys, practices, evaluations, training/development camps, membership meetings, as well as social activities like banquets or other gatherings.

13. **External Discipline Panel** – A Panel of one or three people who are appointed by the Independent Third Party (or designate) to decide on complaints that are assessed under Process #2 of the Discipline and Complaints Policy.

14. ***Grooming** – is often a slow, gradual and escalating process of building trust and comfort with a young person. Grooming includes, without limitation, the process of making inappropriate behaviour seem normal and gradually engaging in ‘boundary violations’ which have been professionally-identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact, adult Participants sharing rooms with a Minor who is not an immediate family member, providing a massage or other purported therapeutic interventions with no specific training or expertise, private social media and text communications, sharing personal photographs, shared use of locker rooms, private meetings, private travel, and providing gifts. The Grooming process:

- a) Grooming usually begins with subtle behaviours that do not appear to be inappropriate. Many victims/survivors of sexual abuse do not recognize the grooming process as it is happening, nor do they recognize that this process of manipulation is part of the overall abuse process.
- b) In the grooming process, the offender begins by gaining trust of adults around the young person. The offender establishes a friendship and gains the young person’s trust. Grooming then involves testing boundaries (e.g. telling sexual jokes, showing sexually explicit images, making sexual remarks). Typically, behaviour moves from non-sexual touching to “accidental” sexual touching.
- c) The young person is often manipulated into feeling responsible for the contact, is discouraged from telling anyone else about the relationship, and is made to feel obligated to protect the offender. The offender also builds trust with those close to the young person so that the relationship with the young person is not questioned.

15. ***Harassment** – A vexatious comment (or comments) or conduct against a Participant or group, regardless of whether the comment or conduct occurs in person or via any other media, including social media, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:

- a) Written or verbal Abuse, threats, or outbursts,

- b) Persistent unwelcome remarks, jokes, comments, innuendo, or taunts,
- c) Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin,
- d) Leering or other suggestive or obscene gestures,
- e) Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions,
- f) Practical jokes which endanger a person's safety, or which may negatively affect Performance,
- g) Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual's positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability,
- h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing,
- i) Deliberately excluding or socially isolating a person from a group or team,
- j) Persistent sexual flirtations, advances, requests, or invitations,
- k) Physical or sexual assault,
- l) Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment, and
- m) Retaliation or threats of retaliation against a person who Reports harassment to the Organization.

16. **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.

17. ***Maltreatment** – includes treatment related to:

- a) Psychological Maltreatment – see the definition in #27
- b) Physical Maltreatment – see the definition in #24
- c) Sexual Maltreatment – see the definition in #30
- d) Neglect – see definition #20
- e) Grooming – see definition #14
- f) Interference with or Manipulation of Process directly or indirectly by falsifying, distorting, destroying or concealing information, harassing or intimidating any person involved in the process, failing to comply with a provisional measure or final sanction.
- g) Retaliation – a Participant shall not take an adverse action against any person for making a good faith Report of possible Maltreatment or participating in any process related to alleged conduct violations.
- h) Aiding and Abetting is any act taken with the purpose of facilitating, promoting or encouraging the commission of Maltreatment by a Participant.
- i) Reporting
 - i. Failure to Report Maltreatment of a Minor
 - ii. Failure to Report inappropriate Conduct
 - iii. Intentionally filling a false Allegation

*further details to the above points are found in Section 5 of the UCCMS.

18. **Member Club** – A club registered and having paid fees to Bowls Alberta.

19. ***Minor** – a Participant who is under the age of 18 years old. It is at all times the responsibility of the adult Participant to know the age of a Minor.
20. ***Neglect** – Any pattern or a single serious incident of lack of reasonable care, inattention to a Participant’s needs, nurturing or well-being, or omissions in care. UCCMS See section 5.4.
21. **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies 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, instructors, officials, volunteers, managers, administrators, committee members, Directors and Officers parents or guardians, and spectators.
22. **Parties** – The Appellant, Respondent, and any other Individuals affected by the appeal.
23. **Person in Authority** – Any Registered Participant who holds a position of authority within the Organization including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.
24. ***Physical Maltreatment** – Any pattern or a single serious incident of deliberate conduct, including contact behaviours and non-contact behaviours (as outlined in USSMS Section 5.3) that has the potential to be harmful to a person’s physical or psychological well-being. 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.
25. ***Power Imbalance** – is presumed to exist where a Participant has authority or control over another person, can confer, grant or deny a benefit or advancement to the person, or is responsible for the physical and psychological well-being of the person. Whether an actual Power Imbalance exists will be determined based on the totality of the circumstances, including the subjective view of the subordinate Participant.
 - a) Once a coach-athlete relationship is established, a Power Imbalance is presumed to exist.
 - b) Throughout the coach-athlete relationship, regardless of the age of the athlete.
 - c) Where the coach-athlete relationship began while the athlete was a Minor, the Power Imbalance is presumed to continue even after the coach-athlete relationship terminates, until the athlete reaches 25 years of age.
 - d) A Power Imbalance may exist, but is not presumed, where a sexual or romantic relationship existed between two adult Participants before the sport relationship commenced (e.g., a relationship between two spouses or life partners, or a sexual relationship between Consenting adults that preceded the sport relationship).
 - e) A Power Imbalance is presumed to exist where the Participant and other person are in 1) an authority-based relationship in which one person has power over another by virtue of an ascribed position of authority, such as between high performance director and coach; employer and employee; technical official and athlete; 2) a dependency relationship in

which the person in a position of lesser power is dependent upon the other person for a sense of security, safety, trust, and fulfilment of needs, conducive to intimate physical or psychological connections, such as between parent/guardian and child; teacher and student; person with a disability and attendant; coach and athlete; high performance director and athlete; sport science and medical support staff and athlete; billet or host family and athlete.

- f) A presumption that Power Imbalance exists may be rebutted.
 - g) A Power Imbalance may arise in a peer-to-peer relationship, including but not limited to teammate-teammate, athlete-athlete, coach-coach or official-official relationships.
 - h) Power may be represented by seniority, age differential, ability, physical size, public profile, gender identity or expression, sexual orientation, ethno-racial identity, level of physical and intellectual disability, and their intersections, as some examples.
 - i) Maltreatment occurs when this power is misused. Moreover, it is recognized that those from marginalized groups have experienced positions of lesser power.
26. ***Prohibited Behaviour** - Any of the conduct described in Section 5 of UCCMS, including but not limited to Maltreatment.
27. ***Psychological Maltreatment** – Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to a person’s psychological wellbeing including but not limited to verbal acts, non-assaultive physical acts and acts that deny attention or support. For further details see UCCMS Section 5.2.
28. **Reporting (or Report)** – The provision of information by a Participant or by any person to an independent authority designated by the Organization to receive Reports regarding Prohibited Behaviour. Reporting may occur through either: (i) the person who experienced the Prohibited Behaviour, or (ii) someone who witnessed the Prohibited Behaviour or otherwise knows or reasonably believes that Prohibited Behaviour or a risk of Prohibited Behaviour exists.
29. **Respondent** – The Participant responding to a complaint or, in the case of an appeal, the body whose decision is being appealed, or in the case of an appeal of a written decision made following the Discipline and Complaints Policy, the other party to the dispute.
30. ***Sexual Maltreatment** – Any pattern or a single incident, whether physical or psychological in nature, that is committed, threatened, or attempted, and that has the potential to be harmful to a person’s sexual integrity including:
- a) Any penetration of any part of a person’s body, however slight, and
 - b) Any intentional touching of a sexual nature of any part of a person’s body, however slight, with any object or body part by a person upon another person.
 - c) In addition to the criminal acts identified above, the UCCMS prohibits sexual relations between an Athlete above the age of majority and a person who holds a position of trust and authority on the basis that there can be no Consent where there is a Power Imbalance. See USSMS Section 5.5 for further details.
31. **Safe Sport Officer (SSO)** – An independent individual (or individuals) appointed by the Organization to receive and administer complaints under the Discipline and Complaints Policy.
32. **Social Media** – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, and Twitter.
33. **UCCMS** – The Universal Code of Conduct to prevent and address Maltreatment in Sport, as amended from time to time by the Sport Dispute Resolution Centre of Canada (SDRCC).

34. **Vulnerable Sector Check (VSC)** – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database.
35. ***Vulnerable Participant** – Persons at increased risk of Maltreatment and/or coercion, often due to age, gender, race, poverty, Indigeneity, sexual orientation, gender identity or expression, disability, psychosocial or cognitive ability, and their intersections. Vulnerable Participants include persons who are not able to provide informed Consent.
36. **Worker** – Any person who performs work for the Organization including employees, managers, supervisors, temporary workers, volunteers, student volunteers, part-time workers, and independent contractors.
37. **Workplace** – Any place where business or work-related activities and Events are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training sessions.
38. **Workplace Harassment** – A course of vexatious comment or conduct against an Organizational Participant in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions.
39. **Workplace Violence** – The use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker, an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker, or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker.