

# CANADIAN 5 PIN BOWLERS' ASSOCIATION

## CODE OF CONDUCT - Policy

### PREAMBLE

In order to reflect the tradition of fair play and good sportsmanship in the sport of bowling, all participants (teams, coaches, officials, managers and administrators) in tournaments and meetings under the authority of the Canadian 5 Pin Bowlers' Association have a duty to conduct themselves in a reasonable and acceptable manner. They must avoid all unsportsmanlike conduct, acts or practices which are, in the opinion of C5PBA, detrimental to the sport.

### GUIDELINES

- ◆ We will conduct ourselves with integrity, honesty, openness and transparency.
- ◆ We will treat others with respect, fairness, consideration, tolerance, civility and dignity.
- ◆ We will honour our commitments.
- ◆ We will accept the consequences of our actions.
- ◆ We will accept the rule of law and neither engage in unlawful activities nor condone unlawful activity by others.
- ◆ We will avoid positions of real or perceived conflict of interest that might impair, or could reasonably be thought to impair, our professional judgement.
- ◆ We will not release any confidential information gathered during the course of our work without prior permission.
- ◆ We will support the strategic directions and goals of C5PBA and uphold the image and reputation of C5PBA and will not engage in acts or activities that would discredit C5PBA.
- ◆ We will collaborate and work collegially with partners and staff, as well as seek out and value their input to our work, and will openly share our knowledge with our partners for the benefit of the sport of bowling.
- ◆ We will fully comply with all applicable C5PBA policies and regulations.
- ◆ We will encourage other bowling staff, volunteers, athletes, etc., with whom we work to abide by this Code and will neither support nor condone the violation of its provisions.
- ◆ We will not behave in such a manner as to embarrass C5PBA or bring the name of C5PBA into disrepute.

### BREACHES

Breaches of the Code of Conduct should be reported to the C5PBA national office. ***Refer to Infraction Reporting/Disciplinary Policy.***

# Canadian 5 Pin Bowlers' Association

## Inclusion Policy

### Guiding Principles

1. The Canadian 5 Pin Bowlers' Association supports the recommendations outlined in *Creating Exclusive Environments for Trans Participants in Canadian Sport*, the guidance document developed by the Trans Inclusion in Sport Expert Working Group and published by the Canadian Centre for Ethics in Sport (CCES). The Canadian 5 Pin Bowlers' Association adopts the best practices outlined in the document and has used the four Policy Guidance statements in the development of this Inclusion Policy. The Policy Guidance statements are:
  - a. Individuals participating in development and recreational sport (LTAD stages Active Start, FUNdamental, Learn to Train, Train to Train, Train to Compete and Active for Life) should be able to participate in the gender with which they identify and not be subject to requirements for disclosure of personal information beyond those required of cisgender athletes. Nor should there be any requirement for hormonal therapy or surgery.
  - b. Hormone therapy should not be required for an individual to participate in high-performance sport (LTAD stages Train to Compete and Train to Win) in the gender category that is consistent with their gender identity, unless the sport organization can prove that hormone therapy is a reasonable and bona fide requirement.
  - c. Individuals should not be required to disclose their transgender identity or history to the sport organization in order to participate in high-performance sport (LTAD stages Train to Compete and Train to Win) unless there is a justified reason requiring them to do so.
  - d. Surgical intervention should not be required for an individual to participate in high-performance sport (LTAD stages Train to Compete and Train to Win) in the gender category that is consistent with their gender identity.

### Definitions

2. The following terms have these meanings in this document:
  - a. *Association* – Canadian 5 Pin Bowlers' Association
  - b. *Cisgender* – People whose gender identity aligns with the sex they were assigned at birth
  - c. *Gender* – The socially constructed roles, behaviours, activities and attributes that a society assigns to masculinity or femininity
  - d. *Gender Expression* – The manner in which an individual represents or expresses gender to others – through behaviour, hairstyles, activities, voice, mannerisms, etc.
  - e. *Gender Identity* – An individual's deeply held sense or knowledge of their own gender
  - f. *Gender reassignment* – Medically-supervised program of treatment to transition a person's body to align with their gender identity through hormone therapy and/or surgery
  - g. *Intersex* – Refers to a combination of features that distinguish male and female anatomy
  - h. *Sex* – An individual's biology that is generally categorized as male, female, or intersex
  - i. *Transgender* – People whose gender identity differs from the sex they were assigned at birth. In order to align their bodies with their sense of gender, some transgender individuals undergo gender reassignment
  - j. *Transgender Female* – Someone who was assigned the male sex at birth, but whose transgender identity is female
  - k. *Transgender Male* – Someone who was assigned the female sex at birth, but whose transgender identity is male

### Purpose

3. The Association believes that all individuals deserve respectful and inclusive environments for participation that value the individual's gender identity and gender expression. The Association wants to ensure that all participants have access to programming and facilities in which they feel comfortable and safe. The Association is committed to implementing this policy in a fair and equitable manner.

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## **Actions for Inclusion**

4. The Association pledges to:
  - a. Provide this policy to Association staff, Directors and coaches and offer additional inclusion education and training opportunities on its implementation
  - b. Provide registration forms and other documents that allow;
    - i. the individual to indicate their gender identity, rather than their sex or gender; and
    - ii. the individual to abstain from indicating a gender identity with no consequences to the individual
  - c. Maintain organizational documents on the Association website in a manner that promotes inclusive language and images
  - d. Refer to individuals by their preferred name and pronoun
  - e. Work with transgender athletes on the implementation and/or modification of this Policy
  - f. When the Association has the authority to determine participants use of washrooms, changes rooms and other facilities, the Association will permit individuals to use the facilities of their gender identity
  - g. Ensure uniforms and dress codes that respect and individual's gender identity and gender expression
  - h. Determine Eligibility Guidelines for transgender participants (as described in this Policy)

## **Eligibility Guidelines – Exceptions**

5. When applicable, the eligibility guidelines of any major Games regarding transgender athlete participation will supersede the eligibility guidelines as outlined in this Policy.

## **Eligibility Guidelines**

6. As a general guiding principle for the Association's eligibility guidelines, the Association supports the following statement from Creating Inclusive Environments for Trans Participants in Canadian Sport:

*Based on this background and available evidence, the Expert Working Group felt that trans athletes should be able to participate in the gender with which they identify, regardless of whether or not they have undergone hormone therapy. Exceptions could be made if a sport organization is able to provide evidence that demonstrates hormone therapy is a reasonable and bona fide requirement (i.e, a necessary response to a legitimate need) to create a fair playing field at the high-performance level).*

7. At both recreational and competitive levels, an individual may participate in the gender category of their choosing.
8. Individuals are not required to disclose their transgender identity or history to the Association or any of the Association's representatives (e.g., coaches, staff, Directors, officials, etc.).
9. All athletes must be aware that they may be subject to doping control testing pursuant to the Canadian Anti-Doping Program. Transgender athletes undergoing gender reassignment are encouraged to contact the Canadian Centre for Ethics in Sport (CCES) to determine what procedures, if any, are required to obtain a Therapeutic Use Exemption (TUE).

## **Confidentiality**

10. The Association will not disclose to outside parties any documentation or information about an individual's gender identity.

## **Ongoing Monitoring**

11. The Association commits to monitoring ongoing developments regarding national and international participation guidelines for transgender athletes and pledges to review and/or revise this Policy whenever new information becomes available.

## **Appeal**

12. Any decision rendered by the Association in accordance with this Policy may be appealed in accordance with the Association's Appeal Policy.

[See also Equity & Access policy.](#)



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## Harassment Policy

**Note:** The term “complainant” in this policy refers to an individual who experiences harassment, even though not all those who experience harassment will submit a formal complaint. The term “respondent” refers to the individual whom a complaint is made against.

### **POLICY STATEMENT:**

1. The Canadian 5 Pin Bowlers’ Association (“C5PBA”) is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices.
2. Harassment is a form of discrimination and the C5PBA is committed to providing an environment free from harassment on the basis of race, nationality or ethnic origin, religion, age, gender, sexual orientation, gender identity, gender expression, marital status, family status, or disability. Harassment on the basis of any of these grounds is a form of discrimination that is prohibited by human rights legislation throughout Canada.
3. Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offense under Canada’s *Criminal Code*.

### **APPLICATION:**

4. This policy applies to all categories of members in the C5PBA as well as to all C5PBA employees, directors, officers, volunteers, coaches, athletes, officials and members of the C5PBA.
5. This policy applies to harassment that may occur during the course of all C5PBA business, activities, and events or when such harassment adversely affects relationships within the C5PBA’s work and sport environment.
6. Harassment arising within the business, activities and events of clubs or other organizations affiliated with the C5PBA will be addressed using the policies and mechanisms of such organizations.

### **DEFINITIONS:**

7. Harassment can generally be defined as a comment or conduct, directed towards an individual, group of individuals or the C5PBA as a whole, which is insulting, intimidating, humiliating, malicious, degrading or offensive. Types of behaviour which constitute harassment include, but are not limited to:
  - a. Written or verbal abuse or threats;
  - b. The display of visual material which is offensive or which one ought to know is offensive;

- c. Unwelcome remarks, jokes, comments, innuendo or taunts
  - 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 cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
  - g. Any form of hazing;
  - h. Unwanted physical contact including, but not limited to, touching, petting, pinching or kissing;
  - i. Unwelcome sexual flirtations, advances, requests or invitations;
  - j. Physical or sexual assault;
  - k. Behaviours such as those described above that are not directed toward a specific individual or group but have the same effect of creating a negative or hostile environment;
  - l. Retaliation or threats of retaliation against an individual who reports harassment; or
  - m. Retaliation or threats against an individual based on difference of opinion.
8. For the purposes of this policy, *sexual harassment* is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
- a. Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or
  - b. Such conduct has the purpose or effect of interfering with an individual's performance; or
  - c. Such conduct creates an intimidating, hostile or offensive environment.

#### **CONFIDENTIALITY:**

9. The C5PBA recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. The C5PBA recognizes the interests of both the complainant and the respondent in keeping the matter confidential, except where such disclosure is required by law or is in the best interest of the public.

#### **COMPLAINT PROCEDURE:**

10. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this policy.
11. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the Complainant can submit a complaint to a C5PBA Harassment Officer.
12. If a person is uncomfortable reporting to the C5PBA Harassment committee, they may contact the independent third-party officer of the Bowling Federation of Canada.
13. Upon receipt of a complaint, the role of the Harassment Officer is to receive the complaint, review it and/or assist in an informal resolution. If the Harassment Officer considers that he or she is unable to act in this capacity, the Complainant will be referred to another C5PBA Harassment Officer.
14. There are three possible outcomes to the review by the Harassment Officer:
- a. It may be determined by that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;

- b. The Complainant may decide to pursue an informal resolution of the complaint, in which case the Harassment Officer will assist the complainant and respondent to negotiate an acceptable resolution of the complaint; or
  - c. The Complainant may decide to lay a formal written complaint, in which case the Harassment Officer will appoint a Panel to hear and decide the complaint.
15. The Harassment Officer may determine that the alleged conduct is of such seriousness as to warrant suspension of the individual from C5PBA pending the hearing and decision.
16. Harassment complaints occurring within competitions may be dealt with immediately, if necessary, by a C5PBA representative in a position of authority, provided the individual being disciplined is told the nature of the infraction, and has an opportunity to provide information concerning the incident. In such situations, sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy.
17. This policy will not prevent a person in authority to take immediate, informal corrective disciplinary action in response to behaviour that, in his or her view, constitutes harassment.

#### **HEARING:**

18. If the Complainant decides to lay formal written complaint, the Harassment Officer will establish a Panel consisting of 1-3 Adjudicators to hear the complaint.
19. The Harassment Officer and/or the Panel will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Harassment Officer and the Panel deem appropriate in the circumstances, provided that:
- a. The hearing will be held within the appropriate timeline determined by the Harassment Officer.
  - b. The Parties will be given appropriate notice of the day, time and place of the hearing.
  - c. Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing in accordance with the appropriate timeline.
  - d. Both Parties may be accompanied by a representative or adviser, including legal counsel.
  - e. The Panel may request that any other individual participate and give evidence at the hearing.

#### **DECISION:**

20. After hearing the matter, the Panel will determine whether harassment has occurred and if so what appropriate sanction will be imposed. The Panel's written decision, with reasons, will be distributed to all parties, the Harassment Officer and the C5PBA within fourteen (14) days of the conclusion of the hearing. The decision will be considered a matter of public record unless decided otherwise by the Panel.
21. Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.
22. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.
23. In fulfilling its duties, the Panel may obtain independent advice.

### **RELUCTANT COMPLAINANT:**

24. If at any point during the proceedings under this policy, the Complainant becomes reluctant to continue, it will be at the sole discretion of the C5PBA to continue the review of the complaint in accordance with this policy. In such instances, the C5PBA may take the place of the Complainant.

### **SANCTIONS:**

25. The Panel may consider the following options, singularly or in combination, depending on the nature and severity of the harassment:

- a. Verbal or written apology;
- b. Letter of reprimand from the C5PBA;
- c. Removal of certain privileges;
- d. Service or other voluntary contribution;
- e. Suspension from certain teams, events and/or activities;
- f. Temporary suspension;
- g. Expulsion from membership; and
- h. Any other sanction that the Panel considers appropriate in the circumstances.

26. Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

27. The C5PBA will keep records of cases that result in discipline being applied.

### **APPEALS:**

28. Both the complainant and respondent will have the right to appeal the decision in accordance with the C5PBA's Appeal Policy.



## C5PBA Bullying and Cyberbullying Policy

### Policy Statement:

The C5PBA is committed to providing a sport environment in which all individuals are treated with respect and dignity.

### Definition of bullying:

Bullying is the use of force, threat or coercion to abuse, intimidate or aggressively dominate others.

### By bullying we mean:

- punching, shoving and other acts that hurt people physically
- spread rumors about people
- keeping certain people out of a group
- teasing people in a mean way
- getting certain people to “gang up” on others

### Types of bullying include:

- Verbal Bullying: name calling, sarcasm, teasing, spreading rumors, threatening, making negative reference to one's culture, ethnicity, race, religion, gender or sexual orientation and unwanted sexual comments.
- Social Bullying: mobbing, scapegoating, excluding others from a group, humiliating others with public gestures or graffiti to put others down.
- Physical Bullying: hitting, poking, punching, shoving, coercing and unwanted sexual touching.
- Cyberbullying: Is defined in legal glossaries as:
  - ◆ Actions that use information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm another or others.
  - ◆ Use of communication technologies for the intention of harming another person.
  - ◆ Use of internet service and mobile technologies such as web pages and discussion groups, as well as instant messaging or [SMS](#) text messaging with the intention of harming another person.

### By cyberbullying we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones.
- Use of mobile phone cameras to cause distress, fear or humiliation.
- Posting threatening, abusive, defamatory or humiliating material on websites to include blogs, personal websites and social networking sites.
- Using emails to message others.
- Hijacking and cloning email accounts.
- Making threatening, abusive, defamatory or humiliating remarks in virtual spaces, which includes Facebook, YouTube, Twitter or any other social media.

This policy applies to all employees as well as Directors, Officers, coaches, athletes, officials and members of C5PBA.

This applies during, but not limited to, the course of, but is not limited to, all C5PBA business activities and events.

Notwithstanding this policy, every person who experiences Cyberbullying continues to have the right to seek assistance from their provincial or territorial rights commission or criminal justice system.

Bullying includes

- physical bullying
- verbal bullying
- social bullying
- electronic bullying or cyberbullying
- racial bullying
- religious bullying
- sexual bullying

***Tips for dealing with cyberbullying:***

- Never respond to anything that has been said by doing the same thing back.
- Screenshot anything you think could be cyberbullying and keep a record.
- Block and report the offending user to appropriate media platform.
- Be private by keeping your social media privacy settings high and do not connect with anyone you do not know.

***Complainant Procedure***

Under the new Not-For-Profit Act, if you are experiencing cyberbullying from within your province/territory, report it immediately to your provincial/territorial association.

If you witness or experience cyberbullying from a bowler, coach, officer or official, report it immediately to C5PBA.

If someone is threatening you, giving out your personal information or making you fear for your safety contact your local police.

Anyone participating in a threat supporting cyberbullying will also face disciplinary action at both the provincial and national level.

The C5PBA shall appoint a three (3) committee panel to serve as Cyberbullying Officers. Their role is to serve in a neutral, unbiased capacity to receive complaints, assist in resolution of complaint and investigate formal written complaints. In carrying out their duties under this policy, officers shall be directly responsible to C5PBA.

C5PBA penalties can include tournament suspensions, as well as removal of office at the national level.



## Responsible Coaching Movement Pledge Statement

*Our sport organization pledges to align our practices with Phase 1 of the Responsible Coaching Movement and is committed to ensuring that our athletes and coaches are protected.*

### □ Key areas of focus to Implement in Phase 1 of the Responsible Coaching Movement:

- **Rule of Two**

This rule serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed doors meetings, travel, and training environments. Organizations are encouraged to create and implement policies and procedures that limit the instances where these situations are possible.

Ultimately, the Rule of Two states that there will always be two screened and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, with the exception of medical emergencies. In the event where screened and NCCP trained or certified coaches are not available, a screened volunteer, parent, or adult can be recruited. In all instances, one coach/volunteer must reflect the genders of the athletes participating or be of an appropriate identity in relation to the athlete(s)\*.

\* Organizations are encouraged to ensure that those individuals in supervisory roles are appropriate for, and acceptable to, the individual athlete. Further information on creating a safe and inclusive environment can be found at <http://cces.ca/gender-inclusivity>.

- **Background Screening (Including Criminal Record Checks)**

The background screening process involves using a number of different tools to ensure coaches and volunteers meet the necessary security requirements to coach or work with athletes. These tools include comprehensive job postings, criminal record checks, interviews, and reference checks. In addition, child and youth training with specific special needs populations may be required.

- **Respect and Ethics Training**

Increasing coaches' ethical conduct and ethical behaviour toward athletes requires that coaches be trained to understand what it means to act ethically. This training would include the Make Ethical Decisions module within the National Coaching Certification Program (NCCP), as well as training in abuse and harassment prevention, such as Respect in Sport, before and during their coaching career. Sport organizations may also determine their own additional standards of ethical behaviour for coaches and volunteers in their organization.