



May 14, 2018

Alpine Canada Alpin (ACA) Safe in Sport Policies

To the IST Service Provider,

In order to ensure that ACA athletes, contractors, and staff members are provided a safe working environment, we require all parties to sign off on receiving, understanding and adhering to the applicable ACA 'safe in sport' policies.

The policies attached to this letter are deemed applicable to your position with ACA, therefore, must be adhered to.

Included ACA policies:

- ACA Code of Conduct
- ACA IST Service Providers Code of Conduct
- ACA Harassment & Discrimination Policy
- ACA Whistle Blower Policy
- ACA Safe Sport for Children (U18) Policy

Please review the policies carefully and sign the attached document indicating you have read, understand and will adhere to the attached policies while working with ACA.

We thank you in advance for your adherence and commitment to keeping our sport operating in a safe environment.

Regards,

Nick Bass

Chief Operating Officer (COO)
Alpine Canada Alpin



I, _____ as an IST Service Provider to Alpine Canada Alpin (ACA) have read, understand and will adhere to the attached policies whilst working with ACA. In the event that an infraction or breach has been committed in relation to the attached policies, I accept that the appropriate disciplinary action will be imposed.

DATE: _____, 2018.

SIGNATURE: _____

WITNESS: _____

Code of Conduct

Individuals at all times must conduct themselves in a professional manner, recognizing the importance of acting as both a representative of ACA and in general a role model to the general public.

Scope

This policy applies to all Alpine Canada employees, directors, coaches, athletes, team personnel, contractors and related personnel.

N.B Above and beyond this code of conduct, coaches must adhere to the Alpine Canada Coach Code of Conduct.

Policy Objective

The purpose of this code is to ensure a safe and positive environment by making members aware that there is an expectation, at all times, of appropriate behavior consistent with the values of ACA.

This policy is designed to accomplish the following:

- Ensure all employees, directors, coaches', athletes, team personnel and have a clear understanding of the expectations and definitions of unacceptable behavior whilst promoting a safe, healthy and productive work place.
- Communicate the process for responding to a breach of the Code of Conduct ACA.

Application

This policy also applies to discrimination and harassment that may occur during ACA business, activities and events or when behavior adversely affects relationships with the work and sport environment.

Definitions of Behavior

Appropriate conduct / behavior includes but is not limited to:

- Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry color, ethnic or racial origin, nationality, sexual orientation, age, marital status, religion, disability of economic status.
- Respect for others and their property
- Respect for the laws and culture of other countries
- Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees or members.
- Consistently treating others fairly
- Ensuring adherence of the rules for alpine, para-alpine and ski cross.

Unacceptable behavior and misconduct includes but is not limited to:

- Any sexual relationship between employees, directors, coaches' athletes, team personnel and volunteers of ACA, coaching staff or related personnel and any athlete for so long as the individual athlete is a member of any ACA team
- Threatening or intimidating behavior towards others
- Discrimination, harassment, bullying or victimization

- Stealing
- Using, encouraging the use of, or distributing drugs
- Disrespect for others, and their property
- Refusing to wear team attire as requested
- Use of illicit drugs, or the inappropriate or excessive use of alcohol
- Use of alcohol during public appearances or at any time whilst representing ACA
- Physical or sexual assault
- Condescending or patronizing behavior

Responsibilities

In addition to the above definitions of appropriate and inappropriate actions the following parties have additional responsibilities.

Directors and members of staff

- Act with honesty and integrity and conduct themselves in a manner consistent with ACA values.
- Conduct themselves professionally, lawfully and in good faith in the best interests of ACA
- Respect the confidentiality appropriate to issues of a sensitive nature
- Conform to the bylaws and policies implemented by ACA

Athletes

- Report any medical problems in a timely fashion, when such problems may limit their ability to travel, train or compete
- Shall not possess or use any drug other than prescribed medical drugs which must be registered with ACA. Athlete shall not use medical drugs and supplements included on the 'prohibited list' as published by the Canadian Centre for Ethics in Sport in conjunction with World Anti-Doping Agency.
- Shall not permit any part of their team uniform, ski suit, warm-up suit and other clothing provided to them to be worn by anyone other than the athlete whilst in the competition season (up to November of the following year). All racing suits are to be returned upon retirement or at the beginning on the next competitive season when new suits are provided.
- Athletes are to be properly attired in the official clothing of their team at all appearances whilst representing the team or country of Canada.

Parents and Guardians

- Encourage athletes to abide by the rules and resolve conflict without resorting to hostility or violence
- Not question the judgement or honesty of an official or ACA team member
- Respect and show appreciation to all competitors and to the coaches, officials and other volunteers
- Monitor their own expectations of their child's performance and progress, realizing that athletes who feel they cannot meet their parents' expectations, quickly lose motivation

Filing a Complaint

Individuals who behave in an unacceptable manner may be subject to disciplinary action.

All complaints must be addressed to the appropriate member in ACA. It is recommended that complaints are documented in writing however it is not necessary.

Discipline

Pending the severity of the complaint and whether or not it is a repeated infraction will determine the appropriate disciplinary action taken. All disciplinary actions will be reasonable and proportionate to the breach of conduct. Such sanctions may include but are not limited to:

- Verbal warning
- Formal written reprimand
- Temporary suspension of privileges
- Dismissal

IST Service Providers Code of Conduct – Alpine Canada Alpin

IST Service Providers and athletes have a unique relationship. IST Service Providers play a pivotal role in the personal and athletic development of athletes within their care. An understanding of the inherent power that can be exerted over an athlete is an extremely important notion. IST Service Providers must recognize that they are leaders, through which the values and goals of the sport, and the sport organizations they represent are channelled.

Scope

This policy applies to all IST Service Providers employed or contracted by or with ACA.

Application

This policy is limited to conduct between athletes and the IST Service Provider he/she is or was professionally treating, where the IST Service Provider/athlete relationship lies at the heart of the professional role.

The use of this policy is for resolving conflict or allegations at have in turned believed to have breached the Code of Conduct that:

- Is in respect to an athlete(s) he/she is or was professionally treating

Not every allegation concerning an IST Service Providers conduct shall justify a resort to this policy.

This policy does not apply to IST Service Providers behavior or actions related to other third parties such as their employer, other ACA employees or contractors, members of the public etc.

Responsibilities

Sexual activity

IST Service Providers acknowledge the significant power imbalance inherent in a service provider/athlete relationship. Accordingly, every IST Service Provider must absolutely refrain from any sexual activity with any athlete he/she is treating, both during the period of time the athlete is being treated and for that period of time afterwards where there exists an imbalance of power. Such activity will be the subject of zero tolerance.

Sexual Harassment

IST Service Providers shall refrain from all forms of sexual harassment. For the purposes of this Code of Conduct, sexual harassment includes either or both of the following:

- the use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses of power include explicit or implicit threats of reprisals for non-compliance or promises of reward for compliance;
- engaging in deliberate or repeated unsolicited sexually oriented comments, anecdotes, gestures, or touching, that:
 - are offensive and unwelcome,
 - create an offensive, hostile or intimidating environment, and can be reasonably expected to be harmful to the recipient and or team-mates.

Doping

IST Service Providers shall be aware of and strictly comply with the Canadian Anti-Doping Program (CADP) in effect from time to time. IST Service Providers shall not commit any anti-doping rule violation or condone the conduct of others in contravention of the CADP. IST Service Providers shall at all times actively encourage his/her athletes to engage in drug free sport and shall support their efforts to compete drug free. A copy of the CADP, in force as of the date of this amended Code, is available by following this link:

<http://cces.ca/sites/default/files/content/docs/pdf/cces-policy-cadp-2015-e.pdf>

Rules of the Sport

IST Service Providers shall at all times conduct themselves with complete honesty and integrity with respect to the rules, regulations and policies of the sport

Conflict of Interest

IST Service Providers must always place the best interests of the athletes he/she is treating ahead of personal interests.

Filing a Complaint

Any athlete treated by an IST Service Provider, that athlete's parent or any individual directly associated with that athlete/IST relationship, may report a complaint to the discipline Athletic Director, or Designate together, with a written summary of the facts and the substance of the allegations against the IST Service Provider.

Within 7 days of receiving the written notice of complaint and the summary of the allegations, the discipline Athletic Director, or his designate, shall review the complaint on a prompt basis, to review and determine that the complaint is within the scope of this Policy and that all required facts have been provided by the Complainant. A summary of the complaint shall also be provided to the IST Service Provider against whom a complaint has been made. Should the complaint be determined to fall outside of this Policy, or if the information provided does not reasonably demonstrate potential violation of the Code, the Director shall dismiss the complaint, with written notice to the complainant.

Should the review of the complaint be determined to warrant further review, the complaint shall be forwarded to the ACA Discipline Advisory Committee (DAC). The DAC shall be comprised of a minimum of three (3) members as chosen by the Chief Executive Officer of ACA or his designee. One member of the DAC shall be a representative from the Canadian Centre for Ethics in Sport, or a comparable organization.

The DAC shall, in its sole and absolute discretion, determine whether the complaint and the parties to the complaint are properly within the scope and application of this policy and whether this policy and the processes contained herein shall be implemented. The DAC, at its discretion, may decide not to take further action as contemplated under this Code, if:

- the conduct associated with the complaint should be specifically covered by a dispute resolution processes, formal or informal, of a Club, local organization, Provincial Sport Organization or National Sport Organization and/or there has been no attempt to have the issue resolved locally,
- the complaint appears frivolous or vexatious to the DAC.

The DAC's decision regarding the application and implementation of this Code is final. The DAC shall provide the complainant with its decision in writing, with a copy of such decision forwarded to the ACA Chief Executive Officer.

Hearing Panel

If the DAC is satisfied that the Complaint falls within the scope of this Code applies then, within 60 days of having received the original notice of the complaint or within 60 days of the DAC receiving all required information, whichever is later, ACA shall establish a Hearing Panel (the "Panel"). The Panel shall be comprised of three (3) individuals comprised as follows:

- a chairperson who is a member of the ACA Board of Directors,
- a representative of the Canadian Centre for Ethics in Sport.
- A representative from the Canadian Sport Institute

Preliminary Conference

The Panel may determine that the circumstances of the complaint warrant a preliminary conference. In most cases the preliminary conference shall be conducted by telephone. The issues that may be considered at a preliminary conference include:

- the format of the hearing, including involvement of the parties as determined by the Panel, as the hearing may proceed by either a review of documentary evidence, an in-person hearing, an oral hearing by telephone or a combination of these methods. The Panel, in coming to its decision regarding the format of the hearing, must ensure that the hearing process complies with the principles of natural justice and provides procedural fairness to all parties. The parties to the hearing shall be the IST Service Provider complained of, and the individual submitting the allegations of misconduct.
- timelines for the exchange of documents and the extent of disclosure required;
- clarification of issues in dispute;
- clarification of evidence to be presented to the Panel;
- order and procedure of the hearing;
- identification of witnesses; and
- any other procedural matter which may assist in expediting the hearing.

The Panel may delegate to its Chairperson the authority to deal with any or all of these preliminary matters.

Procedure for an Oral Hearing

Where the Panel has determined that the hearing shall be held by way of oral hearing, whether in-person or not, the Panel shall govern the hearing by such procedures as it deems appropriate and fair, and in accordance with natural justice, provided that:

- The hearing shall be held at such time as determined by the Panel, in accordance with the availability of parties, within 6 months of the Panel's appointment, and subject to further extensions with the consent of all parties.

- The parties involved shall be given at least 10 days written notice of the date, time and place of the hearing. The parties shall receive a copy of any report prepared by the DAC being relied upon by the Panel as material to their inquiry.
- A quorum shall be the single Panel member or all three Panel members, as the case may be.
- Decisions of the Panel shall be by majority vote, where the Chairperson carries a vote.
- If the decision of the Panel may affect another party to the extent that the other party would have recourse to a hearing in their own right, that party shall become a party to the hearing in question.
- Any of the parties at the hearing may be accompanied by a representative or advisor, including legal counsel.
- The Panel may direct that any other person participates in the hearing.

Procedure for a Documentary Hearing

Where the Panel has determined that the hearing shall be held by way of documentary review, it shall govern the hearing by such procedures as it deems appropriate and fair provided that:

- All parties are given a reasonable opportunity to review all relevant documents, where an investigation was carried out; to provide written submissions to the Panel; to review the written submissions of the other parties; to provide written rebuttal; and to provide written arguments.
- The applicable principles and timelines set out in Section 9 are respected.

Evidence which may be Considered

As a general rule, the Panel shall consider any evidence that is relevant to the matters in dispute. The normal rules of evidence will be relaxed. The Panel shall have authority to consider hearsay evidence provided the Panel gives to such evidence appropriate weight as might be reasonable in light of the circumstances of its inclusion.

The Decision

Within 7 days of concluding the hearing, the Panel shall issue its written decision, with reasons. A copy of the decision shall be provided to each of the parties, to the DAC, the ACA Chief Executive Officer, and the Chairman of the Board of Alpine Canada Alpin. The Panel may decide:

- to uphold the complaint, in whole or in part;
- to deny the complaint, in whole or in part;

If the complaint is upheld, and the Panel finds that a breach of the Code of Conduct occurred, the Panel shall have the right to impose a sanction against the IST Service Provider that, in the opinion of the Panel, reflects the seriousness of the breach of the Code of Conduct by the IST Service Provider, and to determine how costs of the hearing, excluding legal fees and legal disbursements of any of the parties, shall be allocated, if at all

Sanctions

Sanctions may be imposed on an IST Service Provider by the Hearing Panel, acting in its sole and absolute discretion. Any sanctions imposed by the Panel must be reasonable and proportionate to the breach of the Code of Conduct found by the Panel to have occurred and such sanctions may include but are not limited to:

- a verbal warning,
- a formal written reprimand,
- a temporary suspension of privileges,
- expulsion from any affiliation or accreditation with ACA

The Hearing Panel's decision on the appropriate sanction shall be binding on all parties.

Reporting of Criminal Matters

All complaints alleging criminal behavior shall be promptly reported to the appropriate law enforcement authorities on a timely basis.

Timelines

If the circumstances of a complaint are such that this policy will not allow a timely resolution of the matter, or if the circumstances of a complaint are such that the matter cannot be resolved within the timelines dictated in this Policy, the Panel may direct that these timelines be revised.

Confidentiality

Where the dispute is of a highly sensitive nature, ACA shall keep all proceedings under this Policy confidential, except where disclosure is directed by the Panel or is required as part of the remedy or sanction to resolve the complaint, is required by law, or is in the best interests of the public.

Location

The hearing shall take place in the location designated by the DAC, unless the Panel decides the hearing is to be held by way of telephone conference or unless, at the specific request of a party, a different location is mandated by the Panel as a preliminary matter.

Harassment & Discrimination Policy

All harassment is offensive and illegal, and in many cases it intimidates others. It will not be tolerated within this organization.

Scope

This policy applies equally to all employees, directors, coaches, athletes, team personnel, contractors and related personnel

Policy Objective

The ACA is committed to promoting an environment in sport which the terms and conditions of participation are equitable and non-discriminatory. Each individual has the right to participate in an environment that promotes equal opportunities and prohibits discriminatory practices. It is the intention of ACA to foster a sport environment free of harassment on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status or an offence of which a pardon has been granted.

This policy is designed to accomplish the following key points:

- Ensure all ACA employees, directors, coaches' athletes, team personnel have a clear and consistent understanding of what defines harassment
- Outline a procedure for how to proceed should an individual feel they or a fellow member are being harassed
- Communicate ACA process for responding to a complaint

Application

This policy also applies to discrimination and harassment that may occur during ACA business, activities and events, or when discrimination or harassment adversely affects relationships within the work and sport environment.

Definitions of Harassment

Harassment means any improper behavior by a person engaged in any function with or by ACA or otherwise under the jurisdiction of ACA such as its team members (including athletes, coaches, and all other support persons and staff) that is offensive to any other such person or group of persons and which the person knew or ought reasonably to have known would be unwelcome.

Harassment can take many forms but generally involves conduct, comment or display which is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, embarrassment to a person or group of persons.

Harassment may include:

- written or verbal abuse or threats
- racial or ethnic slurs
- unwelcome remarks, jokes, innuendo, or taunting about a person's body, attire, age, marital status, ethnic or racial origin or religion
- sexual, racial, ethnic or religious graffiti

- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation
- leering or other obscene or offensive gestures
- condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions
- physical conduct such as touching, kissing, patting and pinching
- vandalism
- physical assault

Without in any way limiting the foregoing, harassment includes harassment on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status, an offence for which a pardon has been granted.

Specific prohibition against discrimination, retaliation, threats or harassment whenever an employee, volunteer or consultant makes a good faith report regarding Accounting/Auditing matters Concerns, or concerns regarding Breaches of Conduct, Potential Violations or Grave Misconduct.

Sexual Harassment

Sexual assault is a criminal code offence. It can be defined as any unwanted act of a sexual nature imposed by one person upon another. This would include unwanted touching, kissing and holding as well as forced sexual relations. There are three levels or degrees of sexual assault: (1) sexual assault; (2) sexual assault causing bodily harm; and (3) aggravated sexual assault.

Unwelcome Sexual Behavior:

- inappropriate sexual comments about a person's body or appearance
- use of inappropriate or derogatory sexual terms
- inquiries or comments about an individual's sex life, sexual preferences etc
- sexual/sexist graffiti or any displaying of sexually offensive material or pictures
- spreading rumors about an individual's sex life, sexual preferences, etc
- unwanted touching, patting or leering

Sexual Advance - this occurs when any person in a position of authority makes sexual advances or requests for sexual relations.

Reprisal - this occurs when any person in a position of authority threatens to use or uses that authority to retaliate against an individual who has rejected his or her sexual advance or unwelcome sexual behavior. For example: This would include dropping an individual from a team because that individual refused a "proposition".

Racial Harassment

Racial slurs, jokes or name calling based on race, ancestry, place of origin, color, ethnic origin and creed (or religion) are the most common form of racial harassment.

Examples include:

- use of terminology which reinforces stereotypes
- racial, ethnic or religious jokes
- use of racially derogatory nicknames
- making "fun" of individuals or discounting their abilities because of their racial or ethnic origin
- Racist, ethnic or religious graffiti or the display of racist material.

Racial harassment also includes racially motivated behavior.

For example:

Individuals may be subjected to practical jokes because of their racial or ethnic background although the jokes themselves do not include a reference to race or ethnicity; as well individuals may be told to "go back where they came from" or that they are "not welcome in Alberta". Such behavior constitutes racial harassment.

Racial harassment can be both direct and indirect. The behavior, including comments and/or conduct, can be acted out in the presence of the individual against whom it is targeted. Racial harassment can also occur when the targeted individual or individuals are not present.

Racial slurs, jokes and name calling are inappropriate and illegal. Racial harassment can and does create stress, endangering an individual's health, morale and performance, arousing anger and frustration, creating an atmosphere which gives rise to other forms of discrimination, and undermines relations between individuals.

Poisoned Sport Environment

The presence of annoying and distressing elements in the sport environment can also constitute as harassment.

A poisoned sport environment includes:

Work or sport sites where material that denigrates a person or group by virtue of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, sexual orientation, disability, age, marital/family status or an offence for which a pardon has been granted is openly displayed. (Sexually explicit posters and racial/racist cartoons for example)

Work or sport groups where name calling that denigrates a person/group is part of the normal course of activities

Harassing behavior that causes embarrassment, awkwardness, endangers a person's safety or negatively affects performance

A poisoned sport environment constitutes as harassment, whether or not individuals complain

Abuse of Authority

Harassment also includes abuse of authority which means a person's improper use of power and

authority inherent in a position, to endanger or undermine another's job, position, or membership or participation on or within a team, or in any way interfere with or influence the performance or advancement of any person engaged in any such function. This type of harassment includes such acts or misuses of power as intimidation, threats, blackmail or coercion.

Training & Discipline

Persons in authority have the responsibility not to harass any individual. However, it must be recognized that disciplined training is an indispensable part of high performance sport. Such discipline should not be confused with harassment.

However, it is of vital importance that those in authority:

- communicate performance standards, selection criteria, rules and regulations to all participants
- be fair and consistent in taking corrective action and in applying discipline
- avoid favoritism
- use appropriate terminology; address individuals by name and avoid the use of derogatory slang or offensive terms

Filing a Complaint

The harassed individual may raise a complaint or concern under this policy to an appropriate staff member or other individual in the organization, as the case may be. It is the responsibility of coaches, staff or other notified individuals under this policy to promptly address or report any inappropriate behavior.

Complaint procedure

If confronting the alleged harasser(s) is not possible or after doing so, the harassment continues, the harassed individual should immediately report the incident(s) to the appropriate staff member.

If you are being harassed, it is best to keep a record of incidents (dates, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.

Once a complaint is made, the role of the person receiving a complaint is to assist in a resolution of the complaint, where appropriate. All complaints brought forward in good faith will be taken up without retaliation or censure.

In the event that the complaint is made against the leadership team at ACA, the complaint can be filed directly to the Chairman of the Board of Directors of Alpine Canada Alpin (ACA).

Responding to a Complaint

The investigating parties shall review and determine the facts of the complaint in an expedited, thorough and unbiased manner and seek to determine whether further organizational policies have been breached. A third party can be contracted to conduct an investigation of the complaint if deemed necessary.

Once management receives a complaint it will be kept strictly confidential as per ACA Whistleblower Policy.

Both the complainant and the alleged harasser will be interviewed by an appropriate individual of the leadership team, as will any individuals who may be able to provide relevant information.

An internal review will then be undertaken immediately and all necessary steps will be taken to resolve the problem. At any point in the process if the harassment could be considered criminal in nature under provincial, territorial or national statutes or it is reasonably determined that assistance may be required to enforce any interim or final decision, the police may be requested to review the collected statements, evidence, and any other relevant material and/or provide any assistance or supervision of enforcement.

If the internal review reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately.

Regardless of the outcome of a harassment complaint made in good faith, the person lodging the complaint, as well as anyone providing information will be protected from any form of retaliatory behavior by any person or group within the organization including board members, organization members, coaches, staff, or volunteers.

Rights and Responsibilities of the Complainant

Individuals who report incidents of Harassment through ACA complaint procedure have a right to:

- freedom from reprisal or retaliation for having filed a complaint
- have their complaint taken seriously and reported to the appropriate individual(s)
- be informed of the investigation process and told who will conduct the investigation, who will be involved/or advised of their complaint and why
- be represented and accompanied by the individual to whom they reported the complaint or by a representative of their choice at any meeting concerning their complaint which they are required to attend
- be interviewed in private
- a fair and unbiased investigation of their complaint which does not take into consideration factors unrelated to the complaint
- ongoing contact and periodic updates throughout the investigation process
- be informed of other avenues for complaint open to them
- know that details of their complaint will be kept confidential
- have their complaint resolved as quickly as possible

Individuals who report incidents of harassment have the responsibility to:

- Provide clear and accurate details of the incident(s) being reported including exactly what was said or done, the date, time, location, name of harasser(s) and names of witnesses or potential witnesses.
- Co-operate fully in the investigation of the complaint.
- Be fair and truthful

Rights and Responsibilities of the Respondent

Individuals accused of harassment have a right to:

- be informed as soon as reasonably possible that a complaint has been filed against them

- be informed of the allegations and be given an opportunity to respond to them
- be accompanied by a representative of their choice at meetings concerning the complaint which they are required or entitled to attend
- Seek advice/information regarding ACA Harassment Policy complaint procedure.
- seek legal advice or assistance, recognizing that they are responsible for any cost incurred
- fair and equitable treatment
- Be advised of the results of the investigation and the action taken to resolve the complaint.
- lodge an appeal to the Board of Directors if dissatisfied with the action to resolve the complaint.

Individuals who are accused of harassment have the responsibility to:

- fully co-operate in the investigation of the complaint
- change any behavior that violates ACA Harassment Policy.

Discipline

Harassment is a serious offence, and it is also a serious offence to falsely accuse someone of harassment, in both cases, resolution may require that appropriate disciplinary action be taken.

Disciplinary action may include counseling, suspension or dismissal from the activities of the organization. Such members of the organization that may interact with the harasser in their duties with the organization may be informed of the dismissal or suspension.

This policy must never be used to bring fraudulent or malicious complaints against any members of the organization. Any unfounded/frivolous allegations of harassment can cause significant damage to both the accused and the organization. If the organization determines that a complainant has knowingly made false statements regarding an allegation of harassment, the organization reserves the right to take any and all actions as the organization deems appropriate.

N.B

In particularly extreme cases where assault or threatened assault has occurred, the complainant's safety must be of paramount importance. It may be appropriate to suspend the alleged harasser(s) from duty pending the results of the investigation. As well it may be necessary to contact the police.

Other options for proceeding with a complaint

Individuals who experience harassment are encouraged to use the complaint procedure established by ACA Harassment Policy. However, there are other options which may include:

- Complaint to a Provincial Human Rights Commission
- Complaints under the Criminal Code.
- Sexual and other forms of assault are covered under the Criminal Code of Canada. Sexual assault is a serious criminal offence and should be reported to the police. In such instances the police can be asked to lay criminal charges or the individual can proceed independently with a justice of the peace.
- Civil Litigation. Individuals may choose to contact a lawyer to discuss legal rights and/or civil action. Individuals who retain the services of a lawyer are responsible for their legal expenses.

Confidentiality

ACA recognizes the sensitive nature of discrimination and harassment and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, the organization will do so. In the event that the situation becomes public knowledge, the organization reserves the right to respond to the situation in public as appropriate and make further comment as appropriate following the conclusion of any criminal or civil court actions.

Whistle Blower Policy

ALPINE CANADA ALPIN (ACA) wishes to maintain the highest standards of openness, honesty and accountability.

Scope

This policy applies equally to all employees, directors, coaches', athletes, team personnel, contractors and related personnel

N.B. Proposed Federal Whistle Blower Legislation shall be considered as adding to and strengthening this policy with the force of law. Other provincial laws and legislation shall also be considered as also augmenting this policy.

Policy Objective

The policy is designed to encourage and enable those who have legitimate and serious concerns regarding the organization's conduct raise those issues in a setting free of the threat of victimization, subsequent discrimination or disadvantage.

Maintaining the strong reputation of ACA is the core intention of this policy. All those identified in the scope of this policy may be assured that concerns will be dealt with expeditiously, and in a confidential and timely manner.

Application

This policy applies to real concerns about wrongdoing in relation to financial and non-financial matters within ACA.

Definitions

Wrongdoing involves unlawful or illegal behavior and includes but is not limited to:

- Unlawful acts
- Questionable accounting or auditing practices
- Dangerous practices likely to cause physical harm
- Abuse of power or authority
- Discrimination

Filing a Complaint

The complaint or observation should be specific, preferably written and should identify any relevant documents.

All complaints or concerns should be directly reported to your immediate supervisor or the appropriate leadership position within ACA.

Any 'person' who makes a disclosure or raises a concern under this policy will be protected, assuming:

- The information is disclosed in good faith
- Said person believes the claim to be substantially true
- None of the allegations are found to be malicious

- One is not seeking personal or financial gain

The seriousness or complexity of a complaint will have a bearing in the amount of time required to resolve the issue. Nevertheless, within ten business days of a concern being raised, the 'person' will receive a written acknowledgement of the receipt of the complaint, along with:

- A summary of initial inquiries
- Proposal on how to deal with the matter(s)
- An estimate on the time required

The complainant will have the opportunity in the ensuing five-day period to respond with suggested modifications to the proposed course of action.

Discipline

In addressing the matter(s), every effort will be made to minimize the difficulties that the complainant may experience, and ACA will not attempt to apply any sanction or detriment to those who bring forward legitimate concerns regarding any wrongdoing. Confidentiality and anonymity will be respected when requested.

Unacceptable behavior that does not result in immediate dismissal may be dealt with in the following three-step manner:

1. Verbal warning
2. Written warning
3. Dismissal

ACA will consider the making of a deliberately false allegation as a serious disciplinary offence. False and vexatious allegations may be considered as harassment and may be dealt with under the Harassment and Discrimination Policy under the ACA sole discretion permitting the harasser due process as defined in the policy.

Safe Sport For Children (U18)

Alpine Canada Alpin (ACA) is committed to the safety and well-being of all children and/or young people (those under the age of 18) participating in our sport.

Scope

This policy applies to all members including but not limited to; employees, coaches and team personnel of Alpine Canada Alpin (ACA) responsible for the safety of athletes under the age of 18 (minor) participating in our sport.

Policy Objective

This policy is designed to confirm ACA's commitment to athletes under the age of 18 through ethical and informed decision making and responsible behaviors within our sport.

The policy also provides the information and measures in place to protect the safety and welfare of those under the age of 18 participating in our sport.

Definition of Situations

Inappropriate circumstances can occur in the following situations, but is not limited to:

- One-on-one interactions
- Athlete travel (transport and accommodation situations)
- Social events

Responsibilities

The parties outlined within the scope of this policy have the below responsibilities to protect the safety and welfare of athletes under the age of 18.

Alpine Canada Alpin shall:

- Ensure that all coaches employed are accredited, licensed and have cleared a background check.
- Ensure that all parties outlined within the scope of the policy are aware of their duties and obligation to report on a timely basis any issues or potential violations of this policy
- Ensure that all athlete agreements and related documents are signed by both the athlete and their legal guardian.
- Ensure that all athlete communications, including but not limited to; email or text correspondence, letters etc. must be shared with the athletes' legal guardian
- Ensure that all training and competition calendar with all travel logistics must be shared and approved by the athletes' legal guardian, prior to travel
- Ensure that when possible, one-on-one interactions between a coach and an athlete should take place within earshot and in view of the second coach, except in a medical emergency

Other Related Policies:

- Athlete travel where possible shall be in a group setting; in cases where one-on-one travel is required, prior approval must be provided by the athletes' legal guardian
- Alpine Canada staff, including coaches and related personnel shall not initiate contact, or accept supervisory responsibility for athletes under the age of 18, outside of approved Alpine Canada programs or activities
- Alpine Canada staff, including coaches' and related personnel, shall not engage in any form of sexual relationship with an athlete.

Filing a Complaint

All Alpine Canada staff, including coaches and related personnel shall report any suspected breach of this policy on a timely basis. Any member of the public, including but not limited to; parents, athletes, club or organization representatives or coaches may also report any such alleged breach of this policy.

Any complaints related to this Policy may be reported to the Chief Executive Officer (CEO) of Alpine Canada.

Disciplinary process for any complaints filed under this policy shall be governed by the Coaching Code of Conduct, available for review on the Alpine Canada website.

Reporting of Criminal Matters

All complaints alleging criminal behavior shall be promptly reported to the appropriate law enforcement authorities on a timely basis.

Confidentiality

Where a matter arising under this policy is of a highly sensitive nature, ACA shall keep all matters under this policy confidential, except where disclosure is required by law, or is in the best interest of the public.