



Approved Date: January 2018 Revision Date: January 2020	Approved by: the Board of Directors
Effective Date: January 2020	Next Review Date: December 2021

Purpose

BC Archery is committed to the achievement of equal opportunity including the establishment and maintenance of an organizational and sport environment in which all Individuals have the opportunity to contribute to the sport to their maximum potential.

As such, the Association has a zero tolerance Abuse, Harassment and Discrimination Policy, meaning no level of harassment, discrimination or abuse is acceptable or will be permitted.

The Association will not tolerate any form of discrimination, harassment or abuse and undertakes to protect all Individuals regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, sexual identification, disability, age, marital status, family status or record of offence, from harassment or abuse by other Individuals with whom they have contact.

Policy Definitions

The following terms have these meanings in this policy:

- “Association” – British Columbia Archery Association (aka *BC Archery*)
- “Abuse” - Refers to any form of physical, emotional and/or sexual mistreatment or lack of care which causes damage, emotional or physical, to a child, youth or adult. Common characteristics of abuse against children and youth are abuse of power or authority, or a breach of trust.
- “Case Manager” – An individual appointed by the Association, who need not be a member or affiliated with the Association, to administer this Discipline and Complaints Policy. The Case Manager will comply with the position description described in Appendix “A”.
- “Complainant” - The Party and/or Individual alleging an infraction, the person who makes an official complaint. Refers to the person making the allegations of abuse, harassment or discrimination.
- “Conduct” - The manner in which a person behaves, especially on a particular occasion or in a particular context.
- “Defamation” - This occurs when one party causes harm to another party’s reputation by spreading false information about that person or entity. In general, defamation that appears temporarily (as unrecorded speech or in a live broadcast) is called slander, and defamation that appears permanently (in a book or on a website) is called libel.
- “Discrimination” – unequal or different treatment based on grounds relating to personal characteristics which has the effect of imposing burdens, obligations, or disadvantages, or which withholds or limits access to opportunities, benefits and advantages available to other individuals.
- “Emotional Abuse” - Refers to an attack on a child/youth’s self-esteem. It is behaviour by a person in authority that damages a child/youth psychologically. It can be name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring a child’s needs.
- “Ethics” - Moral principles that govern a person's behaviour.
- “Event” - Means any BC Archery sanctioned competition, program or archery-related activity.
- “Flames/Flaming” - the act of posting or sending offensive messages over the Internet. These messages, called "flames," may be posted within online discussion forums or news groups, public posting/comments or sent via e-mail or instant messaging programs.

- “Harassment” - generally defined as repeated behaviours including comments and/or conduct that is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment.
- “Harasser” - A person who causes repeated emotional pain, distress, or annoyance to another.
- “Individuals” – all categories of membership defined in the Association’s Bylaws, including clubs, teams, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
- “Neglect” - Refers to inattention to the needs of a child, or athlete or any Individual. This may occur when: equipment is unsafe; no-one intervenes when a child/youth is being abused or harassed; injuries are not adequately treated; or athletes are made to compete with injuries.
- “Offender” - A person who has committed the offense of harassment, or who has breached any of the Code of Conduct, Social Media Policy or Harassment and Abuse Policy of the Association.
- “Parties” - All of the Complainants, Respondents and others party to a complaint.
- “Physical Abuse” - Refers to when a person injures or threatens to injure purposely. It can be slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.
- “Policy” - Means the Harassment and Abuse Policy as set out below in this document.
- “Representative” - An individual who is representing a party or entity, providing advice to the party or entity or is presenting information on behalf of the party or entity, during a harassment or abuse complaint process. The Representative can be, but is not necessarily legal counsel.
- “Respondent(s)” - Refers to the alleged infracting Parties.
- “Sexual Abuse” - Is defined as a person being used by another, for the sexual stimulation or gratification of another. It can take two forms: contact and non-contact.
- “Sexual Harassment” - Is defined as unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature.
- “Sport Environment” - Any place where Association business or activities are conducted. Sport Environment includes but is not limited to, competitions, tournaments, practices, tryouts, training camps, travel associated with the Association, the Association’s office environment and any meetings.
- “Witness” - One who can give a firsthand account of something seen, heard, or experienced, or otherwise has personal knowledge of an incident.

Policy Scope and Application

This policy is directed towards the protection of Individuals from abuse, harassment or discrimination that may occur during Association business and events, where there may be repercussions in the work or sport environment adversely affecting Individuals' archery relationships.

The definition of Association business and events are those activities that receive direct Association financial support, in whole or in part. (Examples include but are not limited to: administrative office work environment, sport events/meets at which Association is represented by athletes, coaches, officials, volunteers, staff, etc.)

Harassment

Harassment is a form of discrimination and is prohibited by legislation in each Province and Territory of Canada. This policy is in addition to and not in substitution for such rights as an individual may have under the BC Human Rights Code, as amended.

Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada’s Criminal Code.

Harassment may occur between peers or someone in a position of power and an adult in a subordinate position. Examples include but are not limited to:

- athlete to athlete;
- coach to coach;
- parent to coach;
- coach to athlete;
- administrator to coach; and
- administrator to athlete.

Sexual Harassment

For the purposes of this policy, sexual harassment is defined as unwelcome repeated sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:

- submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual;
- such conduct has the purpose or effect of interfering with an individual's performance; or
- such conduct creates an intimidating, hostile or offensive environment.

Cyber Harassment

For the purposes of this policy, cyber-harassment and cyber-bullying refers to online harassment. Cyber harassment or bullying is the use of email, instant messaging or text-messaging, instant chat, social media and derogatory websites to bully or otherwise defame and/or harass an individual, group or entity through personal attacks. Cyber harassment can be in the form of flames, comments made in chat rooms, sending of offensive, cruel or defamatory e-mail(s), or even harassing others by posting on blogs or social networking sites.

Stakeholders, Individuals, Association volunteers or staff, and all other persons connected with the Association organization must refrain from:

- Uploading, posting, emailing, or otherwise transmitting
 - Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive of another person's privacy, or otherwise objectionable, (i.e., Flames/Flaming);
 - Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others;

Harassment Behaviours

Types of behaviour or conduct which constitute harassment and/or abuse include, but are not limited to:

- repeated written or verbal abuse or threats;
- the repeated display of visual material which is offensive, which one has been told is offensive, or which one ought to know is offensive;
- the repeated displaying of sexually explicit, racist or other offensive or derogatory material;
- repeated unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (gender), sexual orientation, sexual identification, disability, age, marital status, family status or record of offence, etc.;
- sexual, racial, ethnic or religious graffiti;
- practical jokes, (including hazing) which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- repeated unwelcome sexual flirtations, advances, remarks, invitations or requests whether indirect or explicit, or intimidation;
- repeated leering (suggestive staring), or other obscene or offensive gestures;
- repeated condescension, paternalism, or patronizing behaviour which undermines self-respect or adversely affects performances or working conditions;
- repeated unwanted physical conduct such as touching, kissing, patting, petting, pinching;

- vandalism; or
- physical or sexual assault

Some behaviours that might be described as harassment when directed towards an adult, may constitute abuse when directed towards a child or youth by any person with power or authority over the person being harassed.

Discrimination

Discrimination is unfair or improper behaviour, whether intentional or not, that results in differential treatment of one or more individuals and that is related to one or more of any grounds of discrimination prohibited by human rights legislation, including but not limited to:

- race or perceived race
- ancestry, citizenship, nationality or national origin, place of origin, colour, ethnic or linguistic background or origin, including aboriginal origin
- religion, or creed, or religious belief, association or activity
- political belief, association, convictions, or activity
- age
- sex, including sex-determined characteristics such as pregnancy, the possibility of pregnancy, and circumstances related to pregnancy
- sexual orientation
- gender identity and gender expression
- marital status (including single status), family status, civil status, family association
- social condition or disadvantage
- physical or mental disability, or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device, as well as disfigurement and any irrational fear of contracting an illness or disease
- criminal charges or criminal record
- source of income or receipt of public assistance
- actual or presumed association with another individual or class of individuals having any of the aforementioned prohibited grounds of discrimination

An individual does not have to intend to discriminate for the behaviour to be discrimination. It is enough if the individual knew or ought reasonably to have known that their behaviour would be inappropriate or unwelcome.

A discriminatory practice is to deny access to goods, services, facilities, or accommodation customarily available to the general public or to differentiate adversely in relation to any individual, on a prohibited ground of discrimination.

Examples of conduct that may be considered discrimination include but are not limited to the following:

- stereotyping (assuming that an individual has certain traits, qualities, or beliefs)
- racial, ethnic, or religious jokes, slurs, nicknames, or mimicry
- practical jokes that cause awkwardness or embarrassment
- persisting with comments or jokes after becoming aware that the behaviour is unwelcome
- offering or withholding favours or employment benefits such as promotions, favourable evaluations, favourable assigned duties or shifts, conditioned on or related to a characteristic protected under any prohibited ground of discrimination

Complaints

An individual who believes they have experienced maltreatment or witnessed misconduct that contravenes this Policy has the right and obligation to file a formal complaint under BC Archery's *Discipline and Complaints Policy*.

If you have reasonable suspicion or believe that danger or violence are imminent or that a participant is in immediate danger or risk and/or is a victim of any form of abuse or neglect, you should:

- do nothing to put yourself in further risk;
- help the participant withdraw from the situation, if possible;
- inform others nearby of the situation, if possible;
- call 9-1-1 immediately where the situation requires immediate attention; and
- report the situation pursuant to the *Discipline and Complaints Policy*

Confidentiality

The Association recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly accused of harassment or abuse. The Association recognizes the interests of both the Complainant and the Respondent in keeping the matter confidential.

Information or material in any form, regarding the investigation or circumstances surrounding the investigation, or the results of the investigation, shall only be released or divulged to those persons directly involved with the complaint, these include the Complainant, accused/offender (Respondent), Tribunal Panel, Hearing Panel, Association Board of Directors and Association President. The identity of Tribunal Panel members, other than the Chairperson, will not be made public.

Education and Prevention

The Association recognizes that an education program is an essential component to preventing incidents of harassment.

Association is committed to:

- building awareness, and to creating a harassment-free organization and sport environment;
- ensuring that awareness is properly reflected in policies and procedures;
- building the commitment into the organization's culture, values and mission statement;
- including directly and by reference, these codes, policies and procedures in manuals, handbooks guides and agreements; and
- educating individual and identifying steps they are responsible for taking if they are harassed and provide contacts they can call for help and advice, if they are unable or unwilling to confront the situation themselves.

Jurisdiction

This policy shall be governed and construed in accordance with the laws of the Province of British Columbia.

Related Policies

Discipline and Complaints Policy
Code of Conduct Policy
Criminal Records Check Policy