

CALGARY ARCHERS JUNIOR PROGRAM POLICIES

I. PARTICIPANT CODE OF CONDUCT

This Code of Conduct applies to athletes, coaches, volunteers and other organizers within our organization.

- Respect yourself and the rights of others in our program.
- Refrain from, report and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the our sport events.
- Inform a coach/organizer you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns that involve those in our sport.
- Act in ways that honours and appropriately represents you and our program
- Attend practice regularly and punctually. •
- Be ready to learn and actively engage in and diligently pursue the practice of the sport of archery
- Know and comply with the rules of our program and our sport.
- Cooperate with all program participants and contribute positively to our program and sport events.
- Be accountable for your behaviour to fellows in our archery community.

Breaches of this Code of Conduct will be reviewed by the Junior Program Director and dealt with on a case by case basis, however failure to abide by this Code of Coduct may result in disciplinary sanctions.

II. BULLYING

Our Program has a zero tolerance for bullying by any person involved within our organization on another person/people within our organization. All complaints of discriminatory and bullying language and behaviours will be taken seriously, documented and dealt with in a timely and effective manner.

We will seek to help those involved to resolve issues peacefully, develop empathy, and contribute to a welcoming, caring, respectful and safe learning environment that fosters diversity and nurtures a sense of belonging and positive sense of self.

III. SAFEGUARDING PEOPLE

All Calgary Archers Junior Program members and all volunteers working for our organization working directly with money, youth or other vulnerable persons shall require a criminal record and vulnerable persons check every 2 years before being able to carry out duties of their volunteer position.

A. Safeguarding Youth

The UN Convention on the Rights of the Child defines a child as anyone under 18. For the purposes of this policy this definition applies.

Coaches and volunteers working with children shall provide a safe space for all archery activities. This includes ensuring that all safety rules are being met and that equipment is in good working order.

Coaches and volunteers shall provide a safe place for an athlete if they have a concern that a child is the victim of verbal, emotional, physical abuse or bullying. Where ever appropriate concerns shall be reported to the Program Director or Club President and the police or other authorities. Bullying within our events will not be tolerated and could lead to the removal of the aggressor in the incident. Coaches and volunteers will handle any minor incidents. Persistent or serious bullying shall be brought to the attention of the Program Director, event coordinator or Club President for resolution.

To provide a safe environment our club will ensure that our volunteers, when working with children, avoid working in isolation out of sight of parents or other volunteers. Contingency planning at all events will ensure that if an athlete is injured and requires significant attention, or coaches are absent or away with a team, levels of supervision will be maintained by appropriate adults.

Any coach that takes athletes to an offsite tournament shall have a vulnerable persons and criminal record check.

All adults will clearly understand the need to maintain appropriate boundaries in their dealings with children and young or vulnerable persons. Intimate or sexual relationships between those working with children and a child athlete will be regarded as a grave breach of trust and will be treated very seriously and may result in the Club barring individuals from attending club events and reporting it to the Provincial and National association as well as the Police.

Ratios of adults to children

There should always be at least one adult in charge of any group of children.

Recommended minimum ratio of adult to children is:

- 1:10 for children over 8 years old
- 1:8 for children under 8 years old

- 1:6 for children under 7 years old
- 1:4 for children under 4 years old

Change rooms and showers

Adults must only enter children's changing rooms by themselves when absolutely necessary due to poor behavior, injury or illness, or in an emergency and when waiting for another adult could result in harm to the child. If children need supervising in changing rooms, or coaches or managers need to carry out a range of tasks in that environment this must involve two individuals that have had criminal record and vulnerable persons checks. Where disability requires significant support from a parent or care person, the child concerned and their parents/care person should decide how they should be assisted to change or shower. Before any assistance is offered by another person, appropriate consent should be given by a parent/care person and the child themselves if they are of sufficient maturity to consent.

Transportation

It is the responsibility of parents/ care persons or the athlete to make transportation arrangements to and from events. If the Calgary Archers Junior Program hires a coach from a reputable commercial coach company it is entitled to assume that the company provides properly maintained and insured vehicles and properly licensed drivers. Children will never travel unaccompanied. Two adult members of the club who have had a criminal record check and vulnerable persons check must travel with children. Those adults' contact information will be provided to all parents and care persons of athletes traveling with the adult supervisor.

If the club formally arranges transport e.g. using minibuses or people carriers or private vehicles:

- The drivers shall have a valid driving license and insurance and will have completed a criminal record and vulnerable person check.
- The vehicle is suitable for the number of passengers and has operational safety belts and appropriate child car seats.
- Parents care persons give their consent and have the driver's contact details, with the driver having easy access to the parents'/care persons' contact details including cell phone numbers.
- No child is left alone in the car with the driver, unless it is the adult's own child. If, in extenuating circumstances, this situation arises the child should sit in the back of the car.
- The children involved are happy with the arrangement and adults are alert to any signs of disquiet.

In the event of late collection of children, coaches and volunteers shall:

- Attempt to contact the parents/ care persons;

- Wait with the child, preferably in the company of others;
- Remind parents/ care persons of their responsibility to collect their child promptly.

Coaching Techniques

Any inappropriate contact between adults and children is unacceptable and a number of principles should be followed when teaching archery:

- Physical handling by a coach must only be used when necessary and only with the permission of the athlete unless safety reasons require a physical intervention.
- The reasons for physical contact should be explained whenever practical so that children and their parents are comfortable with this approach.
- Do not proceed with the action or consider alternatives if the child appears to be apprehensive or reluctant, or if there are other concerns about the child's likely reaction.
- The activity should always be conducted in an open environment and in the presence of another adult.

Incident Reporting Process

The Calgary Archers Junior Program requires that all incidents, suspicions and concerns regarding a child be reported to Program Director, Event Coordinator or Head Coach as soon as possible in writing. Once written notice is provided this shall be brought to the attention of the President (or in the event of absence or unavailability) the Vice-President for creation of an Investigation Committee. This Committee will decide if disciplinary action prior to or alongside a police investigation is required.

Those incidents that are minor in nature and do not require reporting to police shall be handled by a sub-committee made up of either the President or Vice-President and two other club executive board members (that may include the Junior Director if appropriate). The President or Vice-President may also include two other certified coaches if coaching perspective is required.

Those under investigation

Under this policy the Calgary Archers Junior Program is committed, first and foremost, to protecting the interests of the child. In the course of a complaint being made individuals who are accused of causing harm will be informed of the existence of the complaint and be advised what steps will be taken next.

Investigations shall be concluded as quickly as possible to ensure that those guilty of causing harm are dealt with expeditiously and those falsely or mistakenly accused are able to return to the event or program with reputation intact. Updates and results will be provided to active parties only.

IV. TRANS INCLUSION POLICY

Our Program honors the policies set out in Archery Canada's Trans-Inclusion Policies.

Sport plays a major role in promoting the inclusion of all groups in society. The Calgary Archers Junior Program is committed to inclusive and available sport to all persons.

The Junior Program is committed to the achievement of sport equity and equal opportunity, including the establishment and maintenance of an organizational and sport environment whereby all Registrants have the opportunity to contribute to the sport to their maximum potential.

CAJP is committed to the principle and practice of fair and equitable allocation of resources and opportunities for all regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (gender), sexual orientation, sexual identification, disability, age, marital status or family status.

Our program seeks to promote healthy relationships and will work to prevent and respond to bullying behavior. Please see page 1 for our full policy on bullying and how it works within this inclusion policy.

Self-identification is the sole measure of an individual's sexual orientation, gender identity or gender expression.

- All athletes and volunteers with diverse sexual orientations, gender identities and gender expressions:
 - are treated with dignity and respect;
 - have the right to be open about who they are, including expressing their sexual
 - orientation, gender identity or gender expression without fear of unwanted consequences;
 - have the right to privacy and confidentiality; and
 - are actively included in the collaborative decision-making process that supports the implementation of these best practice guidelines.

During travel for competitions or events athletes shall be billeted in rooms according to the gender that they identify with, bearing in mind that self-identification is the sole measure of the individuals sexual orientation ,gender identity or gender expression. The athlete's confidentiality will be maintained and we will not be disclosing information related to the sexual orientation, gender identity or gender expression without the student's direct permission.

- A student who objects to sharing a washroom or change-room area with a student who is trans or gender-diverse will be offered an alternative facility (this scenario also applies when a parent or other caregiver objects to shared washroom or change-room facilities on behalf of the their child). This may need to be done at the expense of the parent/child who objects to sharing facilities with a trans or gender diverse athlete.