



Policy & Procedure Manual

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I. INTRODUCTION

It is hoped that the policies and procedures which follow will alleviate or eliminate most of the controversy, problems, and stressful situations that can occur between Boxing New Brunswick Boxe, coaches, boxers, officials, recreational members and parents. It is in a spirit of cooperation that Olympic style boxing can be nurtured and grows to its highest potential.

It is understood that the following are policies of Boxing New Brunswick Boxe and shall be used as guidelines for decision making and any changes to these policies must be passed by a simple majority vote at any Executive Meeting. Any changes made in this document will be forwarded to member clubs.

1. **Accountability**

- *In order to maintain the privilege of membership in Boxing New Brunswick Boxe all members will adhere to the Policy and Procedure Manual.*
- *Members in a position of authority are responsible to guide those under their jurisdiction to abide by the Policy and Procedure Manual, both by setting an appropriate example and by instruction.*
- *The Boxing New Brunswick Boxe Executive is responsible for ensuring compliance with the Policy and Procedure Manual.*
 - *The club/organization is responsible for ensuring that their individual members are aware, understand and follow the provisions of the Policy and Procedures Manual.*
- *Coaches bear the responsibility for ensuring that the boxer is aware, understands and follows the Policy and Procedure Manual and for preparing the individual in such a way as to leave no doubt whatsoever precisely what is expected when participating in any program, event or competition sponsored or sanctioned by Boxing New Brunswick Boxe.*
- *Unattached members bear the responsibility for ensuring that they are aware, understand and follow the Policy and Procedures Manual.*
- *Where there is a discrepancy between this manual and constitution and by-laws, the constitution and by-laws shall prevail.*

2. **Definitions**

- *“Sanctioned” – An activity that is sanctioned by Boxing New Brunswick Boxe, means that Boxing New Brunswick Boxe, has agreed to or given its approval to an activity organized by its member clubs. These activities are then covered by Boxing New Brunswick Boxe insurance policy for all registered members.*
- *“Sponsored” – An activity that is necessary to Boxing New Brunswick Boxe in order for it to carry out its program. This activity will usually have some financial assistance from the Boxing New Brunswick Boxe.*

- *Club Membership – Given to or acceptance of the Annual Club membership fee with right to a vote at General Meetings (see By-law 5.06)*

II. ADMINISTRATIVE POLICIES

1. Boxing NB Boxe Logo

- *Permission to use the Boxing New Brunswick Boxe Logo must be obtained in writing from Boxing New Brunswick Boxe. This applies to anything that is not Boxing New Brunswick Boxe sponsored.*

2. Resources

2.1.1 Borrow Period

- *Clubs or individual members may borrow for a monthly period.*

2.1.2 Delivery Cost

- *Shipping cost will be paid by the borrower.*

2.1.3 Boxing Canada Resources

- *All Resources from Boxing Canada must be ordered through Boxing New Brunswick Boxe office.*

2.4 Overdue Fee's

- *Overdue resources will be invoiced at replacement value of the article.*

3. Club Names

- *Boxing New Brunswick Boxe keeps a directory of names of clubs and restricts acceptance of new names if there is duplication or may present confusion.*

4. Provincial Team Colours

- *The Provincial Team Colours will be burgundy and green, except in the cases of the Jeux Canada Games, whereby, the Province of New Brunswick Colours selected for the Games will prevail*

5. Fees

5.1 Fee Structure

- *Boxing New Brunswick Boxe fee structure for the year (September 1st – August 31st) is set by the Boxing New Brunswick Boxe Executive by March for implementation in September of the same year.*
- *Boxing Canada fees are included in the fee structure and it is the responsibility of Boxing New Brunswick Boxe to remit these to Boxing Canada.*
- *Insurance fees are included in the fee structure and it is the responsibility of Boxing New Brunswick Boxe to remit these to the Boxing New Brunswick Boxe sport insurance provider.*

5.2 Registration

- *It is the clubs responsibility to remit registration fees to Boxing New Brunswick Boxe, no more than 1 month from the date the member registers with the club.*
- *It is a requirement of membership to register every member whether they are a competitor, recreational member, coach, official, etc. or volunteer in every category that applies (i.e. coach that is also an official, etc.)*
- *Clubs who do not register all their members risk membership suspension, automatic invalidation of their insurance coverage and risk denial of any claim processed.*
- *Failure to pay membership fees and other dues within the stated time may result in membership termination.*
- *Boxing Canada registration cards, passports or stickers will be issued to all members and to be distributed by the clubs.*

Administration of Technical Coaching/ Officiating Clinics

- *Fees for Coaching and Officiating Clinics are as follows:*

Coaching	Member	Non-Member
<i>Level 1 – Instruction Beginners</i>	<i>\$100.00</i>	<i>\$170.00</i>
<i>Level 2 – Introduction to Competition</i>	<i>\$100.00</i>	<i>\$170.00</i>
<i>Level 3 – Competition Development</i>	<i>As per Boxing Canada</i>	
Officiating	Member	Non-Member
<i>Level 1</i>	<i>No Charge</i>	<i>\$70.00</i>
<i>Level 2</i>	<i>No Charge</i>	<i>\$70.00</i>
<i>Level 3 – 4 - 5</i>	<i>As per Boxing Canada</i>	

The Coaching Evaluation Component fees are determined and processed by Boxing Canada.

**Fees may change subject to grants received.*

6. Membership

- *Any Club wishing to be a member of Boxing New Brunswick Boxe will be accepted under the following conditions;*

1) *A club requires a Certified Coach (Instruction Beginners Coach Level) through the Competency Based National Coaching Certification Program or the equivalent Level 1 Certification under the former NCCP model with the exception as stated in clause.*

2) *For the purpose of CLUB and MEMBERSHIP DEVELOPMENT, A NEW CLUB may be accepted on a Probationary Status if the club meets the following criteria:*

a) *For initial membership to the Association, a club will be accepted on a probationary status for a period of one (1) year provided that the club coach has completed the Instruction Beginners Coach Workshop through the National Coaching Certification Program.*

A probationary club will be eligible for full membership at such time the club's coach received full coaching certification. This must occur within one (1) year of the probationary period.

b) *Failure to obtain certification as stated above will result in club membership being revoked until such time when proof of certification is given.*

c) *New clubs operating without a certified coach should adhere to the following practices;*

- Sparring should occur in the presence of a certified coach (minimum of Instruction Beginners Coach N.C.C.P.).*
- General exercise is permitted.*
- Must register all members of the club with the Boxing New Brunswick Boxe*
- Medical forms must be submitted to Boxing New Brunswick Boxe for all members participating in sparring. Any member wishing to spar should register as a competitor.*
- Clubs must have a certified coach in the corner of boxers at competitions.*

3) *A club must have five registered members with Boxing New Brunswick Boxe; of which one (1) must be registered as a competitor.*

4) *A club must participate in at least one competition sanctioned by Boxing New Brunswick Boxe during each fiscal year. Failure to do so may result in a one year suspension of club membership status.*

7. Procedure:

- *Club registration for the next fiscal year will begin September 1st. Club and member registrations should occur as follows:*
 - 1) *Clubs submit the club registration form (completed in full) along with \$100.00 club registration fee to the Association's head office.*
 - 2) *To register an individual club member, clubs must complete in full the Boxing Canada (Canadian Amateur Boxing Association) Membership Application Form and submit to Boxing NB Boxe head office along with applicable registration fee. Clubs will submit the original copy to Boxing New Brunswick Boxe and will retain a copy for their records. Copies of the Boxing Canada Membership Application Form are available from Boxing New Brunswick Boxe head office.*
 - 3) *Whenever registrations are submitted to Boxing New Brunswick Boxe, clubs must enclose a completed Membership Application Summary Sheet for the purpose of financial summary of all enclosed registrations.*
 - 4) *All applicable registration fees must be submitted at the same time registration forms are sent to Boxing New Brunswick Boxe.*
 - 5) *Members who wish to compete or spar must register as a competitor and have an annual medical completed by a licensed doctor. The completed medical form must be submitted along with the initial and renewal membership application form.*
 - 6) *Registration of clubs and members will be on-going throughout each fiscal year.*
 - 7) *Boxing New Brunswick Boxe reserves the right to refuse membership of any club or individual who does not meet the criteria for membership privileges as outlined in the Boxing Canada Rules and Regulations Manual, The Boxing New Brunswick Boxe Constitution and/or Boxing New Brunswick Boxe Policy and Procedures Manual.*
 - *Individual Membership lists will be kept in Boxing New Brunswick Boxe office and will not be used without permission. A list of member clubs will be sent to each club.*

8. Information & Sponsorship

- *Boxing New Brunswick Boxe is responsible for keeping its members informed on Boxing Canada policies and procedures and for relaying information to them, through the member clubs.*
- *Boxing New Brunswick Boxe will endeavour to find major sponsors. Clubs can pursue their own sponsors providing: no club approaches an existing Boxing New Brunswick Boxe sponsor without contacting Boxing New Brunswick Boxe for approval. A list of current sponsors can be obtained through the Boxing New Brunswick Boxe Office.*

9. Insurance

- *At any sponsored or sanctioned event, all participants must be members of the Boxing New Brunswick Boxe and out of province participants must be a member of an affiliated body with Boxing Canada or in the case of an international event with AIBA.*

10. Sanctions – Competitions

- *Authorizing sanctions for competitions in New Brunswick will be the responsibility of the President and or Executive Director.*
- *Organizers of competitions must be members in good standing with Boxing New Brunswick Boxe for the current registration year.*
- *Any persons coaching, officiating or competing in a non-sanctioned program (competition, exhibition or demonstration) are not considered as representatives of Boxing New Brunswick Boxe and are accepting personal liability and responsibility for such actions; and risk automatic invalidation of their insurance coverage through the Association's Sport Liability and Accident Insurance; and risk denial of any claimed processed.*
- *Organizers must certify that all parties involved with the competition are current members of Boxing Canada or in the case of International Competitions be current members of their respective National Association.*
- *Sanctioning of competitions is secondary to established Boxing New Brunswick Boxe programs.*
- *Applications for competition sanctions must be received by the Head Office a minimum of one (1) month advance notice of the scheduled competition.*
- *Sanction fee is \$100.00*

Procedure:

- *Clubs requesting a competition must send a completed sanction form to the Head Office stating the name of the host club, date, time and location of the competition, medical doctor to be in attendance, location & time of weigh-ins & medicals, name and address of the organizer, accompanied by the appropriate sanction fee.*
- *On receipt of the sanction form the President will approve or disapprove the application based on the following guidelines:*
 - a) *Conflict with other Boxing New Brunswick Boxe programs.*
 - b) *Availability of Officials.*
- *The President will consult with the Provincial Chief Official to confirm officials for the sanction. The President will distribute copies of the sanction to the Provincial Chief Official, Treasurer/Secretary (sanction fees attached) and to the applicant.*

- *Participants are required to complete the pre-bout medical questionnaire at the time of the medical examination.*

11. Professional Boxing, Tough Man, Martial Arts/Kick-Boxing Contests

- *Members of the Boxing New Brunswick Boxe can work with Professional Boxing Organizations as outlined by the Pro-Am criteria and in accordance with the Canadian Amateur Boxing Association Rules and Regulation Manual article 1:3.*
- *Amateur Boxers who are members of the Provincial Team may be permitted to spar with professional boxers from time to time. The executive committee, provincial coach or his designate will make the final decision as to the appropriateness of the sparring session.*
- *Members of Boxing New Brunswick Boxe cannot have any affiliation with Tough Man Contests and/or Martial Arts/Kick-Boxing Contests. Affiliation means assisting in any way with the organization, promotion, loaning of equipment, coaching or officiating, and competing.*
- *Any member involved with such contests will be suspended from Boxing New Brunswick Boxe.*
- *Application for membership to Boxing New Brunswick Boxe will be denied to any person who was a participant or a promoter of a Tough Man Contests after January 1, 1994*
- *Martial Arts/Kick-boxing participants will be subject to the Canadian Amateur Boxing Association Rules and Regulation Manual article 1:2b, 1:2c, 1:2d and 1:2e*
- *It is the understanding of Boxing New Brunswick Boxe that the Moncton Professional Boxing and Wrestling Commission is a body which acts as the “watch dog” organization representing the City of Moncton. Members of this commission are welcome as associate members of Boxing New Brunswick Boxe as long as they are not affiliated with professional boxing, do not profit financially and abide by the rules as previously stated. Members of this commission or other commissions representing other New Brunswick Municipalities cannot hold an executive committee or Board of Directors position with Boxing New Brunswick Boxe while serving as a member of such a commission.*

12. Pro-Am Competitions (revised 1995)

Organization

- *The Boxing New Brunswick Boxe is the only organization in New Brunswick which can sanction the holding of amateur boxing matches at the same site and on the same program as professional boxing matches.*
- *Individual amateur boxers are **NOT** to be contacted by perspective promoters. If this rule is not rigidly adhered to, the promoter concerned will never be allowed the use of amateur boxers on any future promotion.*

Pro-Am Terms of Agreement

- *The following will be the terms of agreement when negotiating with a promoter of Pro-Am Programs. The signing of a Pro-Am Terms of Agreement signifies a promoter's acceptance to the terms as outlined below.*
 - 1) *The minimum number of amateur matches on a Pro-Am Program will be four (4)*
 - 2) *The Promoter of the Pro-Am Program will pay Boxing New Brunswick Boxe a sum of one thousand dollars (\$1,000.00) for their participation in the program.*
 - 3) *A deposit of \$250.00 must be submitted to Boxing New Brunswick Boxe two weeks prior to the date of the program. (The deposit shall be non-refundable for any cancellation reason on part of the promoter. Whereby the Boxing New Brunswick Boxe is forced to withdraw from the program, the deposit will be refunded in full)*
 - 4) *The promoter will present the balance of payment to Boxing New Brunswick Boxe at the program venue on the date of the program.*
 - 5) *The promoter agrees to reimburse Boxing New Brunswick Boxe officials with an expenses allowance of \$100.00 to cover travel, meals and accommodation costs.*
 - 6) *The promoter agrees to provide winner and runner-up trophies for all amateur matches (Total of 8 trophies)*
 - 7) *In the event Boxing New Brunswick Boxe is unable to produce four (4) amateur matches, the promoter will only be obligated to pay Boxing New Brunswick Boxe a total of \$250.00 per match which is organized by Boxing New Brunswick Boxe for the program.*
 - 8) *Boxing New Brunswick will not be held liable for producing less than four (4) amateur matches.*
 - 9) *At the competition, all privileges given to professional boxers must be given to amateur boxers.*
 - 10) *Boxing New Brunswick Boxe reserves the right to check the order of amateur boxing matches on the program at the sports event.*
 - 11) *Boxing New Brunswick Boxe, before giving consent, wishes to know the names of the professional boxers involved.*

- 12) *Boxing New Brunswick Boxe before giving a sanction must approve the site where the competition will be held, and ensure that all the required facilities (showers, dressing rooms, etc.) are adequate.*
- 13) *Broadcasting rights for amateur boxing matches belong to Boxing New Brunswick Boxe. In the case where a television network is involved, a release must have been signed by Boxing New Brunswick Boxe and the concerned promoter.*
- 14) *The following Boxing New Brunswick Boxe staff is required to ensure proper conduct of the amateur program:*
 - 3 or 5 judges/referees*
 - 1 referee*
 - 1 timekeeper*
 - 1 head official*
 - 1 or more Committee members*
- 15) *A judge must have provincial certification and a referee must have national certification.*
- 16) *The official weigh-in and medical test must be supervised by Boxing New Brunswick Boxe official in charge or his delegate, at a place previously determined by the Pro-Am Committee.*
- 17) *For each program, V.I.P. passes must be given to Boxing New Brunswick Boxe Executive, the Pro-Am Committee and staff.*
- 18) *For each boxer registered in the program, 2 passes, 1 for the coach and 1 for the Assistant coach must be given.*
- 19) *At each match, one delegated Committee member shall have full decision-making authority and his/her decision shall be final.*
- 20) *The Committee shall propose, approve, or refuse matches involving amateur boxers.*

Pro-Am Committee

- *The committee was formed by Boxing New Brunswick Boxe Executive Committee to protect the integrity of amateur boxing, by ensuring that all steps leading to a Pro-Am competition are conducted in compliance with the regulations and procedures established by Boxing New Brunswick Boxe.*
- *The committee is composed of three (3) members appointed by Boxing New Brunswick Boxe Executive Committee.*
- *The Committee shall ensure respect of established regulations, instructions and agreements at sports events.*
- *The Committee shall be Boxing New Brunswick Boxe representative in negotiating agreements with potential promoters.*
- *The Committee shall analyze and evaluate the quality, reliability and competence of a promoter before giving a sanction. The decision may also be influenced by the caliber of professional boxers present and the site where the match is to take place.*
- *After each match, the Committee member shall prepare a report presenting his/her recommendations.*
- *All the Committee's decisions shall be submitted for the approval of Boxing New Brunswick Boxe Executive, which shall establish guidelines for approval procedures.*
- *Committee members shall have thorough knowledge of the rules of amateur boxing.*
- *Prior to holding a Pro-Am Competition the Pro-Am Terms of Agreement must be signed by all appropriate parties.*

Athletes

- *To be eligible to take part in a Pro-Am match, an athlete must:*
- *Have a positive competition record.*
- *Be chosen for his/her position in Boxing New Brunswick Boxe elite placing, and the promoter's specific request.*
- *Be selected and/or approved by the Pro-Am Committee of Boxing New Brunswick Boxe.*
- *No Boxing New Brunswick Boxe member may take part in a Pro-Am match in or outside New Brunswick without the authorization of Boxing New Brunswick Boxe Pro-Am Committee*

In Competition

- *If an athlete makes a commitment for an event which he/she does not fulfil, a reason deemed valid by the Pro-Am Committee must be provide before he/she will be invited again.*

- *The athlete must be on the premises at the time agreed before the program for the official weigh-in and medical tests.*
- *An athlete must accept that his/her opponent may be replaced by someone of the same weight, age and experience.*
- *The athlete must hand in his/her Canadian Amateur Boxing Association passport to the head official at the official weigh-in.*

13. Fundraising

- *The Boxing New Brunswick Boxe from time to time will coordinate fundraising events for its affiliated clubs. Fundraising opportunities will create a win-win situation for the Association and participating clubs.*
- *Boxing New Brunswick Boxe responsibilities for fundraising events coordinated by the Association are to:*
 - 1) *Determine an annual fundraising schedule*
 - 2) *Develop a fundraising strategy.*
 - 3) *Provide for the printing and distribution of fundraising materials to all interested clubs.*
 - 4) *Coordinate prizes and awards required for each fundraising activity.*
 - 5) *Conduct the drawing for prizes.*
 - 6) *Reimburse participating clubs with their share of revenue raised.*
- *The responsibilities of participating clubs are:*
 - 1) *Participate in fundraising activities.*
 - 2) *Submit 50% of revenue raised to Boxing New Brunswick Boxe (Each participating club retains 50% of the revenue of which it raises).*
 - 3) *One exception to (2) is on a 50/50 draw. In this instance 50% of the revenue raised will go to the winning ticket, 25% to Boxing New Brunswick Boxe, and 25% retained at the club level.*
 - 4) *Participating clubs are responsible for distribution of fundraising materials to their members, collection of revenue and unsold materials to be returned to the association.*

III. BOXING NEW BRUNSWICK BOXE POLICY FOR TRAVEL

1. *Permission to Travel*

- *Any club, team, coach, official or manager wishing to travel outside the Atlantic Provinces to participate in a sanction amateur boxing competition, exhibition or sparring session must notify and receive approval to do so by the President of
Boxing New Brunswick Boxe*
- *Consideration will be given to travel requests submitted and received through the use of the travel permit application form.*
- *Anyone traveling outside the Atlantic Provinces without the written consent of Boxing New Brunswick Boxe will be subject to disciplinary actions as deemed necessary by Boxing New Brunswick Boxe Executive Committee.*
- *Whereby anyone travels outside the specified region above without the approval by the President of Boxing New Brunswick Boxe, the person(s) in question risk automatic invalidation of their insurance coverage through the Association's Sport Liability and Accident Insurance and risk denial of any claimed processed.*

Procedure:

- 1) *Fill out the travel permit application form in detail.*
- 2) *Send to the President of Boxing New Brunswick Boxe.*
- 3) *Travel Permits must be post marked and received 30 days in advance of the date of departure.*
- 4) *Travel Permit approval or disapproval will be communicated by the President through telephone correspondence to be followed-up by return mail (Giving 15 days notification).*
- 5) *Travel Permits not approved must receive written notification explaining the reason for the disapproval.*

2. *Private Motor Vehicle*

Authorized Travel expenses will be reimbursed on the following basis:

- **\$ 0.54** per kilometer;
- *the total cost for transportation, en route meals, and accommodation will not be reimbursed above the most economical air travel;*
- *most economical use of the private motor vehicle (one car per four people from each area will be designated the official motor vehicle, whenever feasible).*

3. *Rental Motor Vehicle*

- *Permission to rent a vehicle must be obtained from Boxing New Brunswick Boxe prior to rental.*
- *Boxing New Brunswick Boxe office to make arrangements for best rate available*
- *Additional insurance must be taken.*

4. *Air Travel*

- *All reservations and ticketing for individuals funded by Boxing New Brunswick Boxe must be made by Boxing New Brunswick Boxe office.*

- *All requests for travel must be received at Boxing New Brunswick Boxe office at least four (4) weeks prior to departure.*
- *Any changes to purchased ticket will be at the individual's expense unless authorized by Boxing New Brunswick Boxe office.*
- *Cancellation costs incurred to Boxing New Brunswick Boxe due to notification from an individual less than four (4) weeks prior to departure will be assumed by the individual, unless medical or extenuating circumstances apply. The individual has a responsibility of providing adequate proof to Boxing New Brunswick Boxe*

5. Taxi, Train, Bus Travel and Ferry

- *Expenses authorized by Boxing New Brunswick Boxe will be reimbursed upon presentation of the original receipts.*
- *The total cost for transportation, en route meals, and accommodation must not exceed the most economical air travel.*

6. Accommodation

- *Hotel accommodation only will be granted if the trip exceeds 130km round trip and only if you can not arrive one hour prior to the event by leaving at 7:00 a.m. and are unable to return home by 10:00 p.m. weather permitting.*
- *Hotel selection and all reservations will be made by Boxing New Brunswick Boxe office. Accommodation changes if different than formally arranged by Boxing New Brunswick Boxe for the official hotel or official residence when attending any Boxing New Brunswick sponsored or sanctioned competition, training camp, or demonstration must be approved by the head of the delegation.*
- *Wherever possible, a maximum of \$35 per person/per night will be abiding (based on double occupancy).*
- *Boxers four to a room, or more if cots are provided. Adults (over 18) are entitled to a bed each or cot*
- *Prior written consent (from the athletes guardian) is required if an athlete is to stay in a room with married/common law couple.*
- *Non-official team members must receive authorization by Boxing New Brunswick Boxe executive in order to stay in official team rooms.*
- *Anyone requesting a single room will be expected to cover the additional cost incurred by Boxing New Brunswick Boxe*
- *Any cost incurred by unauthorized charges will be assumed by the individual concerned.*
- *Cancellation costs incurred to Boxing New Brunswick Boxe due to notification by an individual will be assumed by the individual.*
- *When registering, each individual must register with their own business or home address. All incidental charges must be paid for by the individual before departure from the hotel.*
- *Original receipts are requested for all commercial accommodation.*
- *Boxers under the age of 16 will be in a room with a chaperon or in an adjoining room with chaperone.*
- *\$10.00 a night will be given to people making their own private arrangements subject to Boxing New Brunswick Boxe approval.*
- *Boxing New Brunswick Boxe will not arrange billeting.*
- *Expense claims of Boxing New Brunswick Boxe members will only be considered. Approval or claims will be made by the President of the Association*

- *Reimbursement for approved expense claims will be accepted up to the maximum as established in this manual.*

7. Meals

- *The maximum daily allowance is \$50 on the basis of:*

<i>Breakfast (if day starts before 7:00 a.m.)</i>	<i>\$ 10.00</i>
<i>Lunch</i>	<i>\$20.00</i>
<i>Dinner (if not home by 6:30 p.m.)</i>	<i>\$20.00</i>

- *No allowance will be given for meals when provided on flights.*
- *Compulsory banquets will be paid for and dinner allowance deducted accordingly.*
- *No claim can be made for gratuities.*
- *No claim can be made for alcoholic beverages.*

8. Expense Claims

- *Legitimate expense claims will be done on the appropriate form and signed by the individual making the claim.*
- *Only original receipts will be accepted when claiming an expense.*
- *Claims must be submitted within 30 days of completion of the event.*

9. Other Expenses

- *Other valid expenses must be submitted on the expense claim with receipts.*

10. Exceptions to the Policy

- *Exceptions to this policy must be approved in advance of the event by the Executive.*

IV. CODE OF CONDUCT & ETHICS AND SAFE SPORT POLICY

1. Scope

- *The Code of Conduct and Ethics outlines the principles of conduct, obligation and duties governing the behaviour of all members of Boxing New Brunswick Boxe.*
- *The Code of Conduct and Ethics applies to all members of Boxing New Brunswick Boxe when participating in and travelling to or from any activity sponsored or sanctioned by Boxing New Brunswick Boxe.*

2. General Conduct

- *Conduct, at all times, shall reflect honesty, good sportsmanship, courtesy and respect toward others.*
- *All members will work co-operatively together for the betterment of the activity/sport of amateur boxing. Negative criticism of Boxing New Brunswick Boxe and its members will not be tolerated.*
- *Unsportsmanlike conduct is prohibited.*
- *Possession and/or consumption of any alcoholic beverage or controlled substance by underaged athletes or while attending any Boxing New Brunswick Boxe sponsored or sanctioned competition, training camp or demonstration involving amateur boxing is prohibited.*
- *Use of controlled substances, being impaired or intoxicated is prohibited.*
- *Prescription Medication – it is the responsibility of all members to ensure that any medication taken by a boxer is reported to the proper authorities. A written note from the parent/guardian with the medication to be taken along with the instructions and possible side effects must accompany all medications.*
- *Use of language that is abusive, foul or offensive to others is prohibited.*
- *Theft or possession of stolen property is prohibited.*
- *Willful acts of destruction onto the property of others are prohibited. It is the responsibility of the individual perpetrating such acts to make restitution where required.*

3. Dress Code

- *All members must follow the following dress codes as defined by Boxing New Brunswick Boxe when travelling to or from, or participating in any activity sponsored or sanctioned by Boxing New Brunswick Boxe.*
- *The general dress code will be left up to the athlete/coach with the only stipulation that the clothing shall be respectable, clean, and no holes. Team jackets are to be worn at the competition/activity site.*
- *Dress code while competing will be the official Boxing New Brunswick Boxe suit and track wear.*

4. Curfews

4.1 Athletes

- *Coaches and managers will set curfews for athletes if reasonably required by competition or training schedules.*
- *All Chaperones shall remain at the official hotel or residence during curfew times.*
- *Any complaint of breach of code of conduct or ethics shall be submitted to Boxing New Brunswick Boxe office and will be dealt with according to the Bylaws.*

5. Safe Sport Introduction

- *The Organization and its Members have a fundamental responsibility and legal and ethical obligation to protect the health, safety and physical and mental well-being of every individual that is involved in the sport of Boxing within the Province of New Brunswick.*
- *The Organization and its Members takes any situation involving misconduct or maltreatment very seriously. For this reason, the Organization and its Members are committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.*
- *The policies are intended to promote a Safe Sport environment in a manner that allows for consistent, immediate, appropriate and meaningful action should any issues arise, but also to prevent issues from arising in the first place by communicating expected standards of behaviour.*
- *Should any individuals involved with the Organization and its Members, including, but not limited to, athletes, coaches, officials, volunteers, and parents of athletes, wish to report any instance of misconduct or maltreatment, they must do so directly to the Organization's Harassment Committee, which will then determine the appropriate forum and manner to address the complaint.*
- *The Organization also recognizes the recent development of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) in 2019. Since the UCCMS may continue to evolve in the foreseeable future, this Safe Sport Policy Manual incorporates the key elements of the current version of the UCCMS.*

6. SAFE SPORT DEFINITIONS

The terms defined below shall apply to all policies included in this Safe Sport Manual.

1. **"Affected Party"** – *Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the Appeal Policy and who may have recourse to an appeal in their own right*
2. **"Appellant"** – *The Party appealing a decision*
3. **"Appeal Board"** – *An individual, who may be any staff member, committee member, volunteer, Director, or an independent third party, who is appointed to oversee the Appeal Policy. The Appeal Committee will have responsibilities that include using decision-making authority empowered by the Appeal Policy*
4. **"Athlete"** – *Includes any individual who is registered to compete for the Organization or a Member*
5. **"Board"** – *The Board of Directors of the Organization (as applicable)*
6. **"Harassment Officer"** – *An independent individual (or individuals) appointed by the Organization to receive and administer complaints under the Discipline and Complaints Policy*
7. **"Committee Member"** – *an individual elected or appointed to a committee as a member of a committee of the Organization or a Member (as applicable)*
8. **"Complainant"** – *the Party making a complaint*

9. **“Criminal Record Check (CRC)”** – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
10. **“Days”** – Days including weekends and holidays
11. **“Director”** – an individual elected or appointed to act as a Director/President of the Organization
12. **“Discipline Chair”** – an individual appointed to handle the duties of the Discipline Chair as described in the Discipline and Complaints Policy
13. **“Discrimination”** – Differential treatment of an individual based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, or disability
14. **“Event”** – An event sanctioned by the Organization
15. **“Gender Equity”** – the fair allocation of resources, programs, and decision-making to all individuals without discrimination on the basis of gender identity. Gender Equity also involves addressing any imbalances in the benefits available to individuals of different gender identities. For the purposes of this policy, when we consider gender equity issues, we are referring to the experiences of all Individuals who identify as girls or women.
16. **“Harassment”** – A course of vexatious comment or conduct against an individual or group, which is known or ought to reasonably be known to be unwelcome.

Types of behavior that constitute Harassment includes, but are not limited to:

- a) Written or verbal abuse, threats, or outbursts.
- b) Persistent unwelcome remarks, jokes, comments, innuendo, or taunts.
- c) Racial harassment, which is racial slurs, jokes, name-calling, or insulting behavior or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin.
- d) Leering or other suggestive or obscene gestures.
- e) Condescending or patronizing behavior, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
- f) Practical jokes which endanger a person’s safety or may negatively affect performance.
- g) Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual’s positive development but is required to be accepted as part of a team or group, regardless of the junior-ranking individual’s willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability.
- h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing.
- i) Deliberately excluding or socially isolating a person from a group or team.
- j) Persistent sexual flirtations, advances, requests, or invitations.
- k) Physical or sexual assault.
- l) Contributing to a poisoned sports environment, which can include:
 - i. Locations where the material that is discriminatory is displayed (e.g., sexually explicit posters and racial/racist cartoons)
 - ii. Groups where harassing behavior is part of the normal course of activities
 - iii. Behavior that causes embarrassment, awkwardness, endangers a person’s safety or negatively affects performance.
- m) Behaviors such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and

n) Retaliation or threats of retaliation against a person who reports harassment to the Organization or to a Member.

17. **“Individuals”** – Refers to all categories of members and/or registrants defined in the Bylaws of the Organization and in the Bylaws of a Member, as well as all people employed by, contracted by, or engaged in activities with, the Organization or a Member including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers

18. **“Local Police Information (LPI)”** – Additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought

19. **“Maltreatment”** – A volitional act by an Individual that results in harm or the potential for physical or psychological harm to another Individual, and includes any of the following behaviors or conduct:

- *Psychological Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of an Individual. Psychological Maltreatment is determined by the objective behavior, and not whether harm is intended or results from the behavior. It includes:*
 - i. Verbal Acts: verbally assaulting or attacking an individual, including, but not limited to, unwarranted personal criticisms; body shaming; derogatory comments related to an Individual’s identity (e.g., race, gender identity or expression, ethnicity, Indigenous status, ability/disability); comments that are demeaning, humiliating, belittling, intimidating, insulting, or threatening; the use of rumors or false statements about an Individual to diminish their reputation; using confidential sport and non-sport information inappropriately. Verbal Maltreatment may also occur in online forms.*
 - ii. Non-Assaultive Physical Acts (no physical contact): physically aggressive behaviors, including, but not limited to, throwing objects at or in the presence of others without striking another; hitting, striking, or punching objects in the presence of others.*
 - iii. Acts that Deny Attention or Support: acts of commission that deny attention, lack of support or isolation including, but not limited to, ignoring psychological needs or socially isolating an Individual repeatedly or for an extended period of time; abandonment of an athlete as punishment for poor performance; arbitrarily or unreasonably denying feedback, training opportunities, support or attention for extended periods of time and/or asking others to do the same.*
- *Physical Maltreatment: any pattern or single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of an Individual. Physical Maltreatment is determined by the objective behavior, and not whether harm is intended or results from the behavior. It includes, without limitation:*
- *Contact behaviors: including, but not limited to, deliberately punching, kicking, beating, biting, striking, strangling, or slapping another; deliberately hitting another with an object.*
non-contact behaviors: including, but not limited to, isolating an Individual in a confined space: forcing an Individual to assume a painful stance or position for no athletic purpose (e.g., requiring an Athlete to kneel on a hard surface); the use of exercise for the purposes of punishment; withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; denying access to a toilet; providing alcohol to an Individual under the legal drinking age; providing illegal drugs or non-prescribed medications to an Individual; encouraging or knowingly permitting an Athlete to return to play prematurely following any injury or after a concussion and without the clearance of a medical professional; encouraging an Athlete to perform a skill for which they are known to not be developmentally ready.

- *Sexual Maltreatment, including, but not limited to, any act targeting an Individual's sexuality, gender identity or expression, that is committed, threatened or attempted against that person, and includes, but is not limited to, the Criminal Code offenses of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature.*

Examples of Sexual Maltreatment include, but are not limited to:

1. Any penetration of any part of a person's body, however slight, with any object or body part by a person upon another person, including, but not limited to:

- 1. vaginal penetration by a penis, object, tongue, or finger; and*
- 2. anal penetration by a penis, object, tongue, or finger.*

2. Any intentional touching of a sexual nature of any part of a person's body, however slight, with any object or body part by a person upon another person, including, but not limited to:

- 1. kissing;*
- 2. intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts;*
- 3. any contact, no matter how slight, between the mouth of one person and the genitalia of another person;*
- 4. making a person touch themselves or someone else with or on any of the body parts listed in 2); and*
- 5. any intentional touching in a sexualized manner.*

- *Neglect: any pattern or a single serious incident of lack of reasonable care, inattention to an Individual's needs, nurturing or well-being, or omissions in care. Neglect is determined by the objective behavior, but the behavior must be evaluated with consideration given to the Individual's needs and requirements, not whether harm is intended or results from the behavior. Neglect, or acts of omission, including without limitation, not providing an Athlete recovery time and/or treatment for a sports injury; not being aware of and not considering an Individual's physical or intellectual disability; not considering supervision of an Athlete during travel, training or competition; not considering the welfare of the Athlete when prescribing dieting or other weight control methods; disregarding the use of prohibited substances by an Athlete; failure to ensure safety equipment or environment; allowing an Athlete to disregard sport rules, regulations, and standards, or subjecting Individuals to the risk of Maltreatment.*
- *Grooming: includes, without limitation, deliberate conduct by an Individual to sexualize a relationship with a Minor, and which includes making inappropriate behavior seem normal and gradually engaging in 'boundary violations' which have been professionally identified to Canadian standards (e.g., a degrading remark, a sexual joke, sexualized physical contact; adult participants sharing rooms with a Minor who is not an immediate family member; providing a massage or other purported therapeutic interventions with no specific training or expertise; private social media and text communications; sharing personal photographs; shared use of locker rooms; private meetings; private travel; and providing gifts).*
- *Interference with or manipulation of process: An adult Individual violates the Code of Conduct and Ethics by directly or indirectly interfering with a process instituted pursuant to this Code or any other policy found in the Safe Sport Policy Manual by:*

1. *falsifying, distorting, or misrepresenting information, the resolution process, or an outcome;*
 2. *destroying or concealing information;*
 3. *attempting to discourage an Individual's proper participation in or use of the Organization's or a Member's processes;*
 4. *harassing or intimidating (verbally or physically) any person involved in the Organization's or a Member's processes before, during, and/or following any proceedings;*
 5. *publicly disclosing an Individual's identifying information, without the Individual's agreement;*
 6. *failing to comply with any temporary or provisional measure or other final sanction;*
 7. *distributing or otherwise publicizing materials an Individual gains access to during any investigation or hearing, except as required by law or as expressly permitted; or*
 8. *influencing or attempting to influence another Individual to interfere with or manipulate the process.*
- *Retaliation: An Individual shall not take an adverse action against any other Individual for making a good faith report of possible Maltreatment or for participating in any process found in a policy included in the Safe Sport Policy Manual. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in the Organization's or a Member's processes. Retaliation after the conclusion of investigation and sanction processes is also prohibited. Retaliation may be present even where there is a finding that no Maltreatment occurred. Retaliation does not include goodfaith actions lawfully pursued in response to a report of possible Maltreatment. h) Aiding and abetting:*
 - *Any act taken with the purpose of facilitating, promoting, or encouraging the commission of Maltreatment by an Individual. Aiding and abetting also includes, without limitation, knowingly:*
 1. *allowing any person who has been suspended or is otherwise ineligible to be in any way associated with sport or to coach or instruct Individuals;*
 2. *providing any coaching-related advice or service to an Athlete who has been suspended or is otherwise ineligible; and*
 3. *allowing any Individual to violate the terms of their suspension or any other sanctions imposed.*
 - *Failure by an adult Individual to report actual or suspected Maltreatment of a Minor: This obligation is ongoing and is not satisfied by making an initial report; instead, this obligation includes reporting to the Organization or a Member, on a timely basis, all relevant information that the adult Individual is or becomes aware of, and requires making a direct report to the Organization or a Member. Any report shall include the personally identifying information of the potential Minor complainant (to the extent known), and any such information learned at a later date.*
 - *Failure to report inappropriate conduct: Any Individual who suspects or becomes aware of another Individual's inappropriate conduct, even if it is not defined as Maltreatment, has a duty to report such inappropriate conduct to the Organization or a Member. Individuals in positions of trust and authority who become aware of another Individual's inappropriate conduct have a responsibility for reporting the concern within their organization's policies and procedures.*

- *Intentionally filing a false allegation: An allegation is false if the events or conduct reported did not occur and the Individual making the report knows that the events or conduct did not occur. An Individual shall not be considered to have filed a false allegation in cases where the allegation cannot be substantiated by supporting evidence but was nevertheless filed in good faith.*

20. **“Members”** – Includes Boxing NB Boxe Boards and all registered NB Boxing Clubs and their members.

21. **“Minor”** – Any Individual who is under the age of majority at the time and in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of majority. For the purpose of protection in each Canadian province and territory, the age of majority is defined as follows:

a) 18 years old: Alberta, Manitoba, Ontario, Prince Edward Island, Quebec, Saskatchewan

b) 19 years old: British Columbia, Newfoundland, Northwest Territories, Nova Scotia, Nunavut, Yukon

22. **“Organization”** – Boxing NB Boxe

23. **“Parties”** – the groups involved with the particular dispute. In the Discipline and Complaints Policy, the Parties are the Complainant and Respondent. In the Appeal Policy, the Parties are the Appellant, Respondent, and any Affected Party

24. **“Person in Authority”** – Any Individual who holds a position of authority within the Organization or a Member including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers

25. **“Respondent”** – The party responding to a complaint or, in the case of an appeal, the body whose decision is being appealed

26. **“Sexual Harassment”** – A course of vexatious comment or conduct against an Individual because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advance to the Individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome. Types of behaviour that constitute Sexual Harassment include, but are not limited to:

a) Sexist jokes;

b) Threats, punishment, or denial of a benefit for refusing a sexual advance;

c) Offering a benefit in exchange for a sexual favour;

d) Demanding hugs;

e) Bragging about sexual ability;

f) Leering (persistent sexual staring);

g) Sexual assault;

h) Display of sexually offensive material;

i) Distributing sexually explicit messages or attachments such as pictures or video files;

j) Sexually degrading words used to describe an Individual;

k) Unwelcome inquiries into or comments about an Individual’s gender identity or physical appearance;

l) Inquiries or comments about an Individual’s sex life;

m) Persistent, unwanted attention after a consensual relationship ends;

n) Persistent unwelcome sexual flirtations, advances, comments or propositions; and

o) Persistent unwanted contact.

27. **“Social media”** – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, and Twitter.

28. **“Vulnerable Individuals”** – Includes Minors and adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority);

29. **“Vulnerable Sector Check (VSC)”** – A detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database

30. **“Worker”** – Any person who performs work for the Organization or a Member including employees, managers, supervisors, temporary workers, volunteers, student volunteers, part-time workers, the Board of Directors, and independent contractors.

7. Safe Sport Policy

Purpose

1. This Policy describes how the Organization and its Members aims to provide a safe sport environment.

Commitment to True Sport Principles

2. The Organization and its Members commit to the True Sport Principles which are:

a) *Go for It – Rise to the challenge – always strive for excellence. Discover how good you can be.*

b) *Play Fair – Play honestly – obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.*

c) *Respect Others – Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.*

d) *Keep it Fun – Find the joy of sport. Keep a positive attitude both on and off the field.*

e) *Stay Healthy – Place physical and mental health above all other considerations – avoid unsafe activities. Respect your body and keep in shape.*

f) *Include Everyone – Share sport with others. Ensure everyone has a place to play.*

g) *Give Back – Find ways to show your appreciation for the community that supports your sport and helps make it possible.*

Pledge

3. The stakeholders, members, and leaders of the Organization and its Members are expected to live the True Sport Principles and the Organization and its Members pledges to embed the True Sport Principles in its governance and operations in the following ways:

a) *Conduct Standards – the Organization and its Members will adopt comprehensive conduct standards that are expected to be followed by Individuals*

b) *Athlete Protection – the Organization and its Members will provide coaches and other stakeholders with general and sport-specific athlete protection guidelines*

c) *Dispute Resolution and Investigations – the Organization and its Members will have dispute resolution processes that are confidential and procedurally fair and that require independent investigation for certain alleged violates of the conduct standards*

d) *Strategy – the Organization and its Members will have strategic plans that reflects the organization’s mission, vision, and values*

e) *Governance – the Organization and its Members will have a diverse blend of sport leaders and will adhere to principles of good governance*

f) *Risk Management – the Organization and its Members will intentionally manage risks to its operations and events through the use of risk management plans and/or risk registries*

Conduct Standards

4. *the Organization and its Members will adopt a Code of Conduct and Ethics that describes standards of conduct and behavior for all Individuals. General standards of conduct will apply to all Individuals and specific standards will be described for positions within the organization. The Code of Conduct and Ethics will have specific sections, including but not limited, to:*

- a) Athletes*
- b) Coaches*
- c) Officials*
- d) Volunteers*
- e) Directors and Committee Members*
- f) Parents and Spectators*

5. *The Code of Conduct and Ethics will contain detailed definitions of key terms, including:*

- a) Harassment*
- b) Sexual Harassment*
- c) Discrimination*
- d) Hazing*

5. *The Organization and its Members will adopt an Abuse Policy that will define “vulnerable individuals” and describe the types of abuse (e.g., Physical Abuse, Sexual Abuse, Emotional Abuse, and Neglect) that vulnerable individuals may be subjected to.*

Anti-Doping

6. *The Code of Conduct and Ethics will indicate that the Organization and its Members adopt and adhere to the Canadian Anti-Doping Program.*

Social Media

8. *the Organization and its Members will adopt a Social Media Policy that describes standards of conduct that are expected on social media by Individuals. The Social Media Policy will indicate specific conduct standards and risks that are common and/or exclusive to social media.*

9. *The Social Media Policy will highlight the importance of responsible coach-athlete interaction on social media and will provide examples of violations of conduct standards.*

Athlete Protection Screening

10. *The Organization and its Members will adopt a comprehensive Screening Policy that requires all Individuals to pass a screening process before being permitted to interact with athletes. The Screening Policy:*

- a) All Coaches, Board Members and Volunteers must obtain a criminal record check and vulnerable sector check **every 3 years commencing September 2022**. These forms are to be sent to Boxing NB for admittance.*

11. *The Organization and its Members will develop general and sport-specific Athlete Protection Guidelines that can be used by coaches, managers, medical personnel, and other persons in authority. The Organization and its Members may provide training on the guidelines and take steps to ensure the guidelines are being implemented. The Organization and its Members will conduct a regular review of the guidelines to add and/or modify new guidelines as appropriate.*

Resources

12. *The Organization and its Members will regularly provide information to Individuals about resources and training related to athlete protection. Resources and training opportunities can include:*

- a) NCCP modules*
- b) Respect in Sport*
- c) Commit to Kids*
- d) Red Cross – Respect Education Courses*

Athlete Engagement

13. *The Organization and its Members will engage with athletes to determine the level of success of their athlete protection measures as well as to identify any gaps or athlete concerns. This engagement may take the form of:*

- a) Anonymous athlete surveys*
- b) Athlete involvement in organizational decision-making*
- c) Independently led athlete outreach consultations*

Dispute Resolution

14. *The Organization and its Members will have a comprehensive suite of dispute resolution policies that will include:*

- a) Discipline and Complaints Policy*
- b) Appeal Policy*
- c) Dispute Resolution Policy*
- d) Investigations Policy*
- e) Whistleblower Policy*

15. *Taken together, the suite of dispute resolution policies will include the following features:*

- a) An independent individual to whom complaints can be submitted*
- b) Sanctions for violations of conduct standards*
- c) Mechanism for suspension of individuals pending the conclusion of the process*
- d) Non-biased and experienced harassment officers, decision-makers and/or investigators*
- e) Protection from reprisal for submitting complaints*
- f) Anonymity for the complainant in cases of whistleblowers*
- g) Independency of appeal procedures (when appeals are permitted)*
- h) Opportunity for alternate dispute resolution*
- i) Investigations of certain complaints (e.g., when required by law and/or when the complaint involves harassment, abuse, or discrimination)*

Alignment

16. *The Organization and its Members recognizes the importance of safe sport for athletes and participants across the country. The Organization and its Members will adopt a Reciprocation Policy that will require:*

- a) Members to report discipline decisions to the Organization*
- b) The distribution of discipline decisions to all Members*

c) *The Organization and its Member to recognize and enforce sanctions imposed by the Organization or a Member*

Obligations – Reporting and Third-Party Case Management

17. *The policies of the Organization and its Members will include requirements that certain complaints must be reported to government entities, local police forces, and/or child protection agencies.*

18. *The policies of the Organization and its Members will include requirements that certain complaints (e.g., those related to harassment, discrimination, and abuse) must be handled by a Harassment Officer that has no conflict of interest or bias.*

Records

19. *The Organization and its Members will retain records of decisions that have been made pursuant to the organization’s policies. These records may be shared with other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, multi-sport organizations, and government entities.*

Governance and Operations

20. *The Organization and its Members will have a comprehensive plan in which athlete protection and safe sport are top priorities for the organization.*

21. *The Organization and its Members will adopt a Risk Management Policy that will describe how the organization will address risks ranging from ‘Unlikely’ to ‘Almost Certain’ and from ‘Minor’ to ‘Catastrophic’. The Organization and its Members will contemplate risk management strategies that retain, reduce, transfer, and/or avoid the risk. Risks can occur in the following areas:*

- a) Operational/Program*
- b) Compliance*
- c) Communication*
- d) External*
- e) Governance*
- f) Financial*
- g) Health and Safety*

22. *The Organization and its Members will pursue a governance structure and organizational culture that reflects the diversity of the athletes and stakeholders within the sport, that adheres to all applicable federal and/or provincial/territorial legislation, and that moves toward a national alignment strategy for the sport in Canada.*

23. *The Organization and its Members will continually monitor and evaluate its policies, practices, and procedures.*

8. ATHLETE PROTECTION POLICY

Purpose

1. This Athlete Protection Policy describe how Persons in Authority shall maintain a safe sport environment for all Athletes. Interactions between Persons in Authority and Athletes – the ‘Rule of Two’

2. The Organization and its Members strongly recommend the ‘Rule of Two’ for all Persons in Authority who interact with Athletes. The Coaching Association of Canada describes the intention of the ‘Rule of Two’ as follows:

A coach must never be alone or out of sight with a minor athlete. Two NCCP trained or certified coaches should always be present with an athlete, especially a minor athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. All one-on-one interactions between a coach and an athlete must take place within earshot and in view of a second coach except for medical emergencies. One of the coaches must also be of the same gender as the athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

3. The Organization recognizes that fully implementing the ‘Rule of Two’, as described above (and modified accordingly for Persons in Authority), in all circumstances, may not always be possible. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:

- a) The training environment should be open and transparent so that all interactions between Persons in Authority and Athletes are observable
- b) Private or one-on-one situations must be avoided unless they are open and observable by another adult or Athlete
- c) Persons in Authority shall not invite or have a Vulnerable Individual (or Vulnerable Individuals) in their home without the written permission and knowledge of the Vulnerable Individual's parent or guardian
- d) Vulnerable Individuals must not be in any situation where they are alone with a Person in Authority without another screened adult or Athlete present unless prior written permission is obtained from the Athlete's parent or guardian

Practices and Competitions

4. As it relates to practices and/or competitions, the following shall be respected:

- a) A Person in Authority should never be alone with a Vulnerable Individual prior to or following a competition or practice unless the Person in Authority is the Athlete's parent or guardian
- b) If the Vulnerable Individual is the first Athlete to arrive, the Athlete's parent should remain until another Athlete or Person in Authority arrives
- c) If a Vulnerable Individual would potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay until all of the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Individual, should be present in order to avoid the Person in Authority being alone with a Vulnerable Individual
- d) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority
- e) When observing the Rule of Two is not possible due to training or competition circumstances, Persons in Authority and Athletes should take additional steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Individuals for a lengthy period of time must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message

Communications

5. *Communications between Persons in Authority and Athletes should respect the following:*

- a) *Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and Athletes*
 - b) *Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone*
 - c) *Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such communication occurs, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian*
 - d) *Parents and guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or to request that certain information about their child may not be distributed in any form of electronic communications*
 - e) *All communication between a Person in Authority and Athletes must be between the hours of 6:00 a.m. and midnight unless extenuating circumstances justify otherwise*
 - f) *Communications concerning drugs or alcohol use (unless regarding its prohibition) is not permitted*
 - g) *No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium*
 - h) *Persons in Authority are not permitted to ask Athletes to keep a secret for them*
- Travel*

6. Any travel involving Persons in Authority and Athletes shall respect the following:

- a) *Teams or groups of Athletes shall always have at least two Persons in Authority with them*
- b) *For mixed gender teams or groups of Athletes, there should be one Person in Authority from each gender*
- c) *Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present*
- d) *No Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian*
- e) *A Person in Authority may not share a room or be alone in a hotel room with an Athlete unless the Person in Authority is the Athlete's parent or guardian*
- f) *Room or bed checks during overnight stays must be done by two Persons in Authority*
- g) *For overnight travel when Athletes must share a hotel room, roommates will be age-appropriate (e.g., within two years of age of one another) and of the same gender identity*

Locker Room/Changing Areas

7. *The following shall apply to locker rooms, changing areas, and meeting rooms:*

- a) *Interactions (i.e., conversations) between Persons in Authority and Athletes should not occur in any room where there is a reasonable expectation of privacy such as a locker room, restroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such room (i.e. the Rule of Two must be respected)*
- b) *If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required, for reasons including, but not limited to, team communications and/or emergencies*

Photography/Video

8. Any photograph or video involving an Athlete shall respect the following:

- a) Photographs and video may only be taken in public view, must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Athlete
- b) The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited
- c) Examples of photos that shall be edited or deleted include:
 - i. Images with nudity or where undergarments are showing
 - ii. Suggestive or provocative poses
 - iii. Embarrassing images

Physical Contact

9. It is recognized that some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill or tending to an injury. Any physical contact shall respect the following:

- a) Unless it is otherwise impossible because of serious injury or other justifiable circumstance, a Person in Authority must always clarify with an Athlete where and why any physical contact will occur prior to the contact occurring. The Person in Authority must make clear that he or she is requesting to touch the Athlete and not requiring physical contact
- b) Infrequent, non-intentional physical contact during a training session is permitted
- c) Hugs lasting longer than five seconds, cuddling, physical horseplay, and physical contact initiated by the Person in Authority is not permitted. It is recognized that some Athletes may initiate hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance), but this physical contact should always be limited to circumstances where the Person in Authority believes it is in the best interest of the Athlete and when it occurs in an open and observable environment.

Enforcement

Any alleged violations of this Athlete Protection Policy shall be addressed pursuant to the Organization's Discipline and Complaints Policy

9. SAFE SPORT CODE OF CONDUCT AND ETHICS

Purpose

1. *The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of the Organization and its Members by making Individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the applicable organization's core values and policies. The Organization and its Members support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in sport and are treated with respect and fairness.*

Application of this Code

2. *This Code applies to any Individual's conduct during the business, activities, and events of the Organization and its Members including, but not limited to, competitions, practices, evaluations, treatment or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings virtual or in person.*

3. *This Code also applies to Individuals' conduct outside of the business, activities, and events of the Organization and its Members when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization or a Member. Such applicability will be determined by the Organization or a Member (as applicable), at its sole discretion.*

4. *This Code applies to Individuals active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Individual was active in the sport.*

5. *In addition, breaches of this Code may occur when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).*

6. *Any Individual who violates this Code may be subject to sanctions pursuant to the Discipline and Complaints Policy. In addition to facing possible sanctions pursuant to the Discipline and Complaints Policy, an Individual who violates this Code during a competition may be removed from the competition or training area, and the Individual may be subject to further sanctions.*

Responsibilities

7. *Individuals have a responsibility to:*

a) *Conduct themselves in a manner consistent with the True Sport principles*

b) *Maintain and enhance the dignity and self-esteem of members and other individuals by:*

i. *Treating each other with the highest standards of respect and integrity;*

ii. *Focusing comments or criticism appropriately and avoiding public criticism of Athletes, coaches, officials, organizers, volunteers, employees, or other participants;*

iii. *Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;*

iv. *Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory;*

v. *Consistently treating individuals fairly and reasonably; and*

vi. *Ensuring adherence to the rules of the sport and the spirit of those rules.*

c) *Refrain from any behavior that constitutes Harassment, Sexual Harassment, Discrimination, or any form of Maltreatment*

d) *Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force. More specifically, the Organization and its Members adopt and adhere to the Canadian Antidoping Program. The Organization and its Members will respect any sanction imposed on an Individual as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules*

- e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) Refrain from consuming cannabis or recreational drugs while participating in the programs, activities, competitions, or events of the Organization or a Member;
- h) In the case of minors, not consume alcohol, tobacco, or cannabis at any competition or event;
- i) In the case of adults, not consume cannabis in any situation associated with the events of the Organization or a Member (subject to any requirements for accommodation), not consume alcohol during competitions and in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations
- j) When driving a vehicle:
 - i. Not have his or her license suspended;
 - ii. Not be under the influence of alcohol, cannabis, or illegal drugs or substances;
 - iii. Have valid car insurance; and
 - iv. Refrain from using a mobile device.
- k) Respect the property of others and not wilfully cause damage
- l) Promote sport in the most constructive and positive manner possible
- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a para classification, competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition
- n) Adhere to all federal, provincial, territorial, municipal and host country laws
- o) Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of the Organization and its Members (as applicable) and as adopted and amended from time to time
- p) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving an individual to the Organization or to a Member, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method to directors, Committee Members, and Staff

In addition to section 7 (above), Directors, Committee Members, and Staff of the Organization and its Members will have additional responsibilities to:

8.

- a) Function primarily as a Director or Committee Member or Staff of the Organization or a Member (as applicable) and not as a member of any other member or constituency
- b) Ensure their loyalty prioritizes the interests of the Organization or the Member (as applicable)
- c) Act with honesty and integrity and conduct themselves in a manner consistent with the True Sport principles
- d) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- e) Comply with the Screening Policy
- f) Conduct themselves openly, professionally, lawfully and in good faith
- g) Be independent and impartial and not be influenced by self-interest, outside pressure, the expectation of reward, or fear of criticism
- h) Behave with decorum appropriate to both circumstance and position

- i) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws*
- j) Respect the confidentiality appropriate to issues of a sensitive nature*
- k) Respect the decisions of the majority and resign if unable to do so*
- l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings*
- m) Have a thorough knowledge and understanding of all governance documents*

Coaches and Instructors

9. In addition to section 7 (above), coaches and instructors have many additional responsibilities. The coach-Athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the Athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, either consciously or unconsciously. Coaches and instructors will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes*
- b) Prepare Athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm Athletes*
- c) Avoid compromising the present and future health of Athletes by communicating and cooperating with sports medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments*
- d) Support the coaching staff of a training camp, territorial team, or national team, should an Athlete qualify for participation with one of these programs*
- e) Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate*
- f) Provide Athletes (and the parents/guardians of minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete*
- g) Act in the best interest of the Athlete's development as a whole person*
- h) Comply with the Screening Policy*
- i) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions to the Organization or a Member (as applicable), including those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method*
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco*
- k) Respect Athletes competing for other jurisdictions and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes*
- l) Not engage in a sexual or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority*
- m) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights*
- n) Dress professionally*

o) Use inoffensive language, taking into account the audience being addressed

Athletes

10. In addition to section 7 (above), Athletes will have additional responsibilities to:

- a) Adhere to their Athlete Agreement (if applicable)*
- b) Report any medical problems in a timely fashion to the Organization or a Member, when such problems may limit their ability to travel, practice, or compete*
- c) Participate and appear on time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations*
- d) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason*
- e) Adhere to any rules and requirements regarding clothing and equipment*
- f) Dress to represent the sport and themselves with professionalism*
- g) Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers*

Officials

11. In addition to section 7 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rule changes*
- b) Not publicly criticize other officials*
- c) Work within the boundaries of their position's description while supporting the work of other officials*
- d) Act as an ambassador of the sport by agreeing to enforce and abide by national and territorial rules and regulations*
- e) Take ownership of actions and decisions made while officiating*
- f) Respect the rights, dignity, and worth of all Individuals*
- g) Act openly, impartially, professionally, lawfully, and in good faith*
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others*
- i) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals*
- j) Comply with the Screening Policy*
- k) Honor all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or the Organization or the Member at the earliest possible time*
- l) When writing reports, set out the actual facts to the best of their knowledge and recollection*
- m) Dress in proper attire for officiating*

Parents/Guardians and Spectators

12. In addition to section 7 (above), parents/guardians and spectators at events will:

- a) Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence*
- b) Condemn the use of violence in any form*
- c) Never ridicule a participant for making a mistake during a competition or practice*
- d) Respect the decisions and judgments of officials, and encourage Athletes to do the same*
- e) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm*
- f) Respect and show appreciation to all competitors, and to coaches, officials and other volunteers*
- g) Never harass competitors, coaches, officials, parents/guardians, or other spectators*

Clubs

13. Clubs will:

- a) Adhere to all of the Organization's governing documents and, where necessary, amend their own rules to comply or align with those of the Organization
- b) Recognize that their websites, blogs and social media accounts may be seen as extensions of the Organization and must reflect the Organization's mission, vision and values
- c) Ensure that all Athletes and coaches participating in sanctioned competitions and events of the Organizations are registered and in good standing
- d) Have well-defined hiring practices and standards in place including interviews, reference checks, and screening procedures to ensure Athletes have a healthy and safe sport environment
- e) Ensure that any possible or actual misconduct is investigated promptly and thoroughly
- f) Impose appropriate disciplinary or corrective measures when misconduct has been substantiated, regardless of the position or authority of the offender
- g) Advise the Organization immediately of any situation where a complainant has publicized a complaint in the media
- h) Provide the Organization with a copy of all decisions rendered pursuant to the organization's policies for complaints and appeals

Subjecting an Individual to Maltreatment

14. It is a violation of this Code for any Person in Authority to place an Individual in a situation that makes them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and a coach to share a hotel room when traveling, hiring a coach who has a past history of Athlete Maltreatment, assigning guides and other support staff to an Athlete when the guide or support staff has a reputation for Athlete Maltreatment, or assigning such a guide or support staff to an Athlete in the absence of consultation with the Athlete.

10. ABUSE POLICY

Purpose

1. The Organization and its Members is committed to a sport environment free from abuse. The purpose of this Policy is to stress the importance of that commitment by educating Individuals about abuse, outlining how the Organization and its Members will work to prevent abuse, and how abuse or suspected abuse can be reported to and addressed by the Organization and its Members.

Zero Tolerance Statement

2. The Organization and its Members has zero tolerance for any type of abuse. Individuals are required to report instances of abuse or suspected abuse to the Organization or a Member to be immediately addressed under the terms of the applicable policy.

Education – What is Abuse

3. Individuals can be abused in different forms.

4. An abuser may use a number of different tactics to gain access to children, exert power and control over them, and prevent them from telling anyone about the abuse or seeking support. The abuse may happen once, or it may occur in a repeated and escalating pattern over a period of months or years. The abuse may change form over time.

5. Abuse of children or youth in sport can include emotional maltreatment, neglect, and physical maltreatment.

6. Importantly, emotional and physical maltreatment does not include professionally accepted coaching methods (per the NCCP) of skill enhancement, physical conditioning, team building, discipline, or improving athletic performance.

7. Potential warning signs of abuse of children or youth can include:

- a) Recurrent unexplained injuries
- b) Alert behavior; child seems to always be expecting something bad to happen
- c) Often wears clothing that covers up their skin, even in warm weather
- d) Child startles easily, shies away from touch or shows other skittish behavior
- e) Constantly seems fearful or anxious about doing something wrong
- f) Withdrawn from peers and adults
- g) Behavior fluctuates between extremes (e.g., extremely cooperative or extremely demanding)
- h) Acting either inappropriately beyond their age (like an adult; taking care of other children) or inappropriately younger than their age (like an infant; throwing tantrums)
- i) Acting out in an inappropriate sexual way with toys or objects
- j) New adult words for body parts and no obvious source
- k) Self-harm (e.g., cutting, burning or other harmful activities)
- l) Not wanting to be alone with a particular child or young person

Vulnerable Adult Abuse

8. Although individuals may be abused at virtually any life stage – childhood, adolescence, young adulthood, middle age, or old age – the nature and consequences of abuse may differ depending on an individual's situation, disability, or circumstance.

9. Abuse of vulnerable adults is often described as a misuse of power and a violation of trust. Abusers may use a number of different tactics to exert power and control over their victims. Abuse may happen once, or it may occur in a repeated and escalating pattern over months or years. The abuse may take many different forms, which may change over time.

10. Potential warning signs of abuse of vulnerable adults can include:

- a) Depression, fear, anxiety, passivity
- b) Unexplained physical injuries
- c) Dehydration, malnutrition, or lack of food
- d) Poor hygiene, rashes, pressure sores
- e) Over-sedation

Preventing Abuse

11. The Organization and its Members will enact measures aimed at preventing all types of abuse. These measures include screening, orientation, training, practice, and monitoring.

Screening

12. Individuals who coach, volunteer, officiate, deliver developmental programs, accompany a team to an event or competition, are paid staff, or otherwise engage with Vulnerable Individuals involved with the Organization and its Members will be screened according to the organization's Screening Policy.

13. *the Organization and its Members will use the Screening Policy to determine the level of trust, authority, and access that each Individual has with Vulnerable Individuals. Each Coach, Volunteer or Board Member must, every 3 years commencing September 2022:*

a) *Provide a Criminal Record Check (“CRC”) and Vulnerable Sector Check (“VSC”) to Boxing NB Boxe*

14. *An Individual’s failure to participate in the screening process or pass the screening requirements as determined by a Screening Committee, will result in the Individual’s ineligibility for the position sought.*

Orientation and Training

15. *The Organization and its Members may deliver orientation and training to those Individuals who have access to, or interact with, Vulnerable Individuals.*

16. *Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or periods of engagement.*

17. *Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.*

18. *At the conclusion of the orientation and training, Individuals may be required to acknowledge, in written form, that they have received and completed the training.*

Practice

19. *When Individuals interact with Vulnerable Individuals, they may be required to enact certain practical approaches to these interactions. These include, but are not limited to:*

a) *Limiting physical interactions to non-threatening or non-sexual touching (e.g., high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc.)*

b) *Ensuring that Vulnerable Individuals are always supervised by more than one adult*

c) *Ensuring that more than one person is involved with team selection (thereby limiting the consolidation of power onto one Individual)*

d) *Including parents/guardians in all communication (e.g., electronic, telephonic) with Vulnerable Individuals*

e) *Ensuring that parents/guardians are aware that some non-personal communication between Individuals and Vulnerable Individuals (e.g., coaches and athletes) may take place electronically (e.g., by texting) and that this type of communication is now considered to be commonplace, especially with older Vulnerable Individuals (e.g., teenagers). Individuals are aware that such communication is subject to The Organization and its Members’ Code of Conduct and Ethics and Social Media Policy.*

f) *When traveling with Vulnerable Individuals, the Individual will not transport Vulnerable Individuals without another adult present and will not stay in the same overnight accommodation location without another adult present.*

Monitoring

20. *The Organization and its Members will regularly monitor those Individuals who have access to, or interact with, Vulnerable Individuals. The monitoring will be based on the level of risk, as described in the Screening Policy.*

21. *Monitoring may include, but is not limited to: regular status reports, logs, supervisor meetings, supervisor on-site check-ins, feedback provided directly to the organization (from peers and parents/athletes), and regular evaluations.*

Reporting Abuse

22. Reports of abuse that are shared confidentially with an Individual by a Vulnerable Individual may require the Individual to report the incident to parents/guardians, the Organization and its Members or police. Individuals must respond to such reports in a non-judgemental, supportive and comforting manner but must also explain that the report may need to be escalated to the proper authority or to the Vulnerable Individual's parent/guardian.

23. Complaints or reports that describe an element of abuse will be addressed by the process(es) described in the Organization and its Members' Discipline and Complaints Policy and the Investigations Policy - Discrimination, Harassment and Abuse.

11. DISCIPLINE AND COMPLAINTS POLICY

Purpose

1. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, Bylaws, rules and regulations of the Organization and its Members (as applicable). Non-compliance may result in the imposition of sanctions pursuant to this Policy.

Application of this Policy

2. This Policy applies to all Individuals.

3. This Policy applies to matters that may arise during the business, activities, and events of the Organization and its Members (as applicable) including, but not limited to, competitions, practices and training, treatment or consultations (e.g., massage therapy), camps and clinics, travel associated with the activities of the Organization or a Member, and any meetings.

4. This Policy also applies to Individuals' conduct outside of the business, activities, and events of the Organization and its Members (as applicable) when such conduct adversely affects the Organization's and/or a Member's relationships (and the work and sport environment) or is detrimental to the image and reputation of the Organization or a Member. Accordingly, applicability of this Policy will be determined by the Organization or a Member upon its sole discretion.

5. This Policy applies to alleged breaches of the Code of Conduct and Ethics by Individuals who have retired from the sport where any claim regarding a potential breach of the Code of Conduct and Ethics occurred when the Individual was active in the sport. In addition, this Policy will apply to breaches of the Code of Conduct and Ethics that occurred when the Individuals involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).

6. Applicability of this Policy will be determined by the Organization or a Member at its sole discretion and shall not be subject to appeal.

7. In the event that it is considered appropriate or necessary on the basis of the circumstances, immediate discipline or the imposition of a sanction may be applied, after which further discipline or sanctions may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions may be for the duration of the competition, training, activity, or longer if decided by Boxing NB Boxe Harassment Committee after proper investigation.

Minors

8. *Complaints may be brought for or against an Individual who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process.*
9. *Communication from the Harassment Officer, Discipline Chair or Discipline Panel (as applicable), must be directed to the Minor's representative.*
10. *A Minor is not required to attend an oral hearing, if held.*

Reporting a Complaint

11. *Any person may report a complaint to the Organization's Harassment Committee:
Boxing NB Boxe, Harassment Committee email complaints.boxingnb@gmail.com*
12. *At the discretion of the Organization or a Member (as applicable), the Organization or a Member may act as the Complainant and initiate the complaint process under the terms of this Policy.*
13. *Complaints or incident reports should be made in writing and the person making the complaint may contact the Organization's or Member's (as applicable) Harassment Committee for direction. The Harassment Committee may accept any report, in writing or not, at their sole discretion.*

Harassment Officer Responsibilities

14. *Upon receipt of a complaint from an Individual (or Individuals), the Harassment Committee shall determine whether the complaint should be handled by the relevant Club or by the Organization's Harassment Committee.*
15. *The Harassment Committee shall make this determination by taking into consideration whether the incident has occurred within the Club or the Organization's business, activities or events. If the incident has occurred outside of the business, activities or events of any of these organizations, the Harassment Committee will determine which organization's relationships are adversely affected or which organization's image or reputation will be detrimentally affected by the incident.*
16. *The Harassment Committee may direct a complaint to be managed by the Organization's Harassment Committee if the Club is otherwise unable to manage the complaint for valid and justifiable reasons, such as a conflict of interest or due to a lack of capacity.*
17. *If the Organization's Harassment Committee determines that the complaint or incident should be handled by the relevant Club, that Club shall appoint its own Harassment Officer to fulfil the responsibilities listed below. In such instance, any reference to Harassment Officer/Committee below shall be understood as a reference to the Club's Harassment Officer.*
18. *The Harassment Committee may determine that the alleged incident may contain an element of discrimination, harassment, sexual harassment, or abuse. In this case, the Harassment Committee may appoint a Harassment Officer who will investigate the complaint.*
19. *Upon receipt of a complaint, the Harassment Officer has a responsibility to:*
 - a) *Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy;*
 - b) *Determine the appropriate jurisdiction to manage the complaint;*
 - c) *Propose the use of alternate dispute resolution techniques;*
 - d) *Determine that the alleged incident may contain an element of discrimination, harassment, sexual harassment, or abuse. The Harassment Officer may also appoint an Investigator to investigate the complaint; and/or*
 - e) *Choose which process should be followed, and may use the following examples as a general guideline:*

Process #1 - the Complaint alleges the following incidents:

- a) Disrespectful, abusive, racist, or sexist comments or behavior
- b) Disrespectful conduct
- c) Minor incidents of violence (e.g., tripping, pushing, elbowing)
- d) Conduct contrary to the values of Boxing Canada or to a Provincial/Territorial Association
- e) Non-compliance with the organization's policies, procedures, rules, or regulations
- f) Minor violations of the Code of Conduct and Ethics

Process #2 - the Complaint alleges the following incidents:

- a) Repeated minor incidents
 - b) Any incident of hazing
 - c) Behavior that constitutes harassment, sexual harassment, or sexual misconduct
 - d) Major incidents of violence (e.g., fighting, attacking, sucker punching)
 - e) Pranks, jokes, or other activities that endanger the safety of others
 - f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - g) Conduct that intentionally damages the organization's image, credibility, or reputation
 - h) Consistent disregard for the bylaws, policies, rules, and regulations
 - i) Major or repeated violations of the Code of Conduct and Ethics
 - j) Intentionally damaging the organization's property or improperly handling the organization's monies
 - k) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
 - l) A conviction for any Criminal Code offense
 - m) Any possession or use of banned performance enhancing drugs or methods
20. If the Harassment Committee determines the complaint is frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. If the complaint is regarding a member of Boxing NB Boxe Executive Board or Harassment Committee the matter will be heard by Sport NB Dispute Resolution Committee or an independent 3 member Panel. These 3 people must not be in a Conflict-of-Interest situation and must be involved in a similar type of Harassment Board within their own Association.
21. The Harassment Committee's decision to accept or dismiss the complaint may not be appealed.

Process #1: Handled by Discipline Chair

Discipline Chair. Following the determination that the complaint or incident should be handled under Process #1, the Harassment Committee will appoint a Discipline Chair from within the Boxing NB Harassment Committee who may:

- a) Ask the Complainant and the Respondent for either written or oral submissions regarding the complaint or incident; or
- b) Convene the parties to a meeting, either in person or by way of video or teleconference in order to ask the parties questions.

22. Thereafter, the Discipline Chair shall determine if a breach occurred, if so, if one or more of the following sanctions should be applied:

- a) Verbal or written reprimand

- b) Verbal or written apology
- c) Service or other contribution to the Organization or Member
- d) Removal of certain privileges
- e) Suspension from certain teams, events, and/or activities for a designated period
- f) Any other sanction considered appropriate for the offense

23. The Discipline Chair will inform the Harassment Committee and all other Parties of the decision, which will take effect immediately.

24. Records of all sanctions will be maintained by the Organization and the Member. The Member will disclose all decisions to the Organization, which may disclose such decisions at its discretion.

Request for Reconsideration

25. If there is a sanction imposed, the sanction may not be appealed until the completion of a Request for Reconsideration is received by the Harassment Committee. The Respondent may contest the sanction by submitting a Request for Reconsideration to Boxing NB Harassment Committee within fourteen (14) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:

- a) Why the sanction is inappropriate.
- b) All evidence to support the Respondent's position; and
- c) What penalty or sanction (if any) would be appropriate.

26. Upon receiving a Request for Reconsideration, the Harassment Committee may decide to accept or reject the Respondent's suggestion for an appropriate sanction.

27. Should the Harassment Committee accept the Respondent's suggestion for an appropriate sanction, that sanction will take effect immediately.

28. Should the Harassment Committee not accept the Respondent's suggestion for an appropriate sanction, the initial complaint or incident will be handled under Process #2 of this Policy.

Process #2: Handled by Harassment Committee

Harassment Committee

Following the determination that the complaint or incident should be handled under Process #2, the Harassment Committee has a responsibility to:

- a. Ask the Complainant and Respondent for written statements regarding the Complaint or incident;
- b. Convene the parties to a meeting, either in person or by way of video or teleconference in order to ask the party's questions;

29. The Harassment Committee will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.

30. The Harassment Committee will determine if a breach occurred, if so, one or more of the following sanctions should be applied:

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Service or other contribution to the Organization or a Member
- d) Removal of certain privileges
- e) Suspension from certain teams, events, and/or activities
- f) Suspension from certain activities for a designated period
- g) Payment of the cost of repairs for property damage
- h) Suspension of funding from the organization or from other sources
- i) Expulsion from the organization
- j) Any other sanction considered appropriate for the offense

31. *The Harassment Committee delivers its decision to the Boxing NB Boxe Executive Board. Upon review and revision, if applicable, by the Executive Board, a written decision is sent to the Respondent. In the event the Respondent is suspended by a resolution of the Executive Committee, such member may appeal the decision to a chosen 3-member appeal board (see #35-41 for procedure), within 14 days. The 3-member appeal board will be comprised of 3 independent individuals from outside the organization who are also members of their organization's Harassment/Complaints Committee. If this Appeal is denied, the Appellant may at his own expense, lodge an appeal through an independent Arbitrator. The verdict rendered by the Arbitrator shall be final.*

32. *The Harassment Committee will decide the format under which the Appeal will be heard. The format of the Appeal hearing may be an oral in-person hearing, an oral hearing by telephone or another communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Harassment Committee deem appropriate in the circumstances, provided that:*

- a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or another communication medium*
- b) Copies of any written documents which the parties wish to have the 3-member appeal board consider will be provided to all Parties, through the Harassment Committee, in advance of the hearing*
- c) The Parties may engage a representative, advisor, or legal counsel at their own expense*
- d) The 3-member appeal board may request that any other individuals participate and give evidence at the hearing*
- e) The 3-member appeal board may allow, as evidence at the hearing, any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate*
- f) The decision will be made by majority vote of the 3-member appeal board.*

33. *If the Respondent/Appellant acknowledges the facts of the incident, they may waive the hearing, in which case the 3-member appeal board will determine the appropriate sanction. The 3-member appeal board may still hold a hearing for the purpose of determining an appropriate sanction.*

34. *The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.*

35. *If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the current complaint and will be bound by the decision.*

36. *In fulfilling its duties, the 3-member appeal board may obtain independent advice.*

Decision

37. *After hearing the matter, the 3-member appeal board will determine, within 14 days of the hearings' conclusion whether to reject the appeal and confirm the decision being appealed, uphold appeal and refer the matter back to the Harassment Committee for a new decision or uphold the appeal and vary the decision. The decision will be considered a matter of public record unless decided otherwise by the 3-member appeal board. If the Appellant does not agree with the 3-member appeal board decision the Appellant may at their own expense, lodge an appeal through an independent Arbitrator. The verdict rendered by the Arbitrator shall be final. Failure to comply with a sanction as determined by the Arbitrator will result in an automatic suspension until such time as compliance occurs.*

38. *Records of all decisions will be maintained by the Organization and the Member (as applicable). Members will submit all records to the Organization.*
Suspension Pending a Hearing

39. *The Organization or the Member (as applicable) may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of an investigation, criminal process, the hearing, arbitration, or a decision of the 3-member appeal board.*

Criminal Convictions

40. *The Organization or the Member (as applicable) may determine in its sole discretion that an Individual's conviction for a Criminal Code offense can be deemed an infraction under this Policy and could result in expulsion from the Organization or the Member (as applicable). Criminal Code offences may include, but are not limited to:*

- a) Any child pornography offences*
- b) Any sexual offences*
- c) Any offence of physical violence*
- d) Any offence of assault*
- e) Any offence involving trafficking of illegal drugs*

Confidentiality

41. *The discipline and complaints process is confidential and involves only the Organization, the applicable Member(s), the parties, the Harassment Committee, the 3-member appeal board, and any independent advisors. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.*

42. *Any failure to respect the aforementioned confidentiality requirement may result in further sanctions or discipline by the Harassment Committee.*

Timelines

43. *If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Harassment Committee may direct that these timelines be revised.*

Records and Distribution of Decisions

44. *Other individuals or organizations, including, but not limited to, national sport organizations, provincial/territorial sport organizations, sports clubs, etc., may be advised of any decisions rendered in accordance with this Policy.*

12. RECIPROCATION POLICY

Purpose

1. The purpose of this Policy is to ensure enforcement and recognition of all disciplinary sanctions applied by the Organization and its Members.
2. The Organization and its Members a recognizes the importance of safe sport for all participants. Application
3. This Policy applies to the Organization and its Members.

Responsibilities

4. The Organization and its Members will:

- a) Provide copies of discipline and appeal decisions involving Individuals to the Organization and its Members with which the Individual was affiliated, unless determined otherwise by the decision-making panel.
- b) For discipline decisions provided to the Organization and its Members, determine per the Discipline and Complaints Policy whether to initiate further action against the Individual(s) named in the decision
- c) Recognize and enforce the disciplinary sanctions imposed by the Organization and its Members

13. INVESTIGATIONS POLICY

Purpose

1. The Organization and its Members are committed to eliminating all instances of Discrimination, Harassment, Sexual Harassment, and Maltreatment within their operations and activities. This Policy describes how Individuals can report instances of Discrimination, Harassment, Sexual Harassment, and Maltreatment and how the Organization will lead the investigation of those reports.

Determination and Disclosure

2. When a complaint is submitted pursuant to the Discipline and Complaints Policy, the Harassment Committee will determine if such complaint is related to an instance of Discrimination, Harassment, Sexual Harassment, or Maltreatment, or any other matter requiring investigation.
3. The Organization and its Members will adhere to all disclosure and reporting responsibilities required by any government entity, local police force, or child protection agency.

Investigation

4. Complaints that are determined to contain an element of Discrimination, Harassment, Sexual Harassment, and Maltreatment, or any other matter deemed relevant by the Harassment Committee will continue to be addressed by the process(es) described in the Discipline and Complaints Policy.
5. Should the Harassment Committee find that there are possible instances of offence under the Criminal Code, particularly related to Criminal Harassment (or Stalking), Uttering Threats, Assault, Sexual Interference, or Sexual Exploitation, the Organization and or Harassment Committee shall refer the matter to police.
6. The Harassment Committee must also inform the Organization of any findings of criminal activity. The Organization and or the Harassment Committee is required to inform police if there are findings related to the trafficking of prohibited substances or methods (as indicated in the version of the World Anti-Doping Agency's Prohibited List currently in force), any sexual crime involving Minors, fraud against the Organization or any Member(s) (as applicable), or other offences where the lack of reporting would bring the Organization or the Member (as applicable) into disrepute.

Reprisal and Retaliation

7. An Individual who submits a complaint to the Organization or who gives evidence in an investigation may not be subject to reprisal or retaliation from any individual or group. Any such conduct may constitute Maltreatment and will be subject to disciplinary proceedings pursuant to the Discipline and Complaints

Policy. False Allegations

8. An Individual who submits allegations that the Investigator determines to be malicious, false or for the purpose of retribution, retaliation or vengeance (or that otherwise fall within the definition of Maltreatment) may be subject to a complaint under the terms of the Discipline and Complaints Policy and may be required to pay for the costs of any investigation that comes to this conclusion. Any Individual who is liable to pay for such costs shall be automatically deemed to be not in good standing until the costs are paid in full. The Organization or any Member(s) (as applicable), or the Individual against whom the allegations were submitted, may act as the Complainant.

Confidentiality

9. The Investigator will make every effort to preserve the confidentiality of the complainant, respondent, and any other party. However, the Organization and its Members recognize that maintaining anonymity of any party may be difficult for the Investigator during the investigation.

14. DISPUTE RESOLUTION POLICY

Purpose

1. The Organization and its Members support the principles of Alternate Dispute Resolution (ADR) and are committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. ADR also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.

2. The Organization and its Members encourage all Individuals to communicate openly, and to collaborate and use problem-solving and negotiation techniques to resolve their differences. The Organization and its Members believe that negotiated settlements are most often preferable to arbitrated outcomes. Negotiated resolutions to disputes with and among Individuals are strongly encouraged.

Application of this Policy

3. This Policy applies to all Individuals.

4. Opportunities for ADR may be pursued at any point in a dispute when all parties to the dispute agree that such a course of action would be mutually beneficial.

5. If all parties to a dispute agree to ADR, a mediator or facilitator, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.

6. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated and may, if they consider it appropriate, specify a deadline before which the parties must reach a negotiated decision.

7. Should a negotiated settlement be reached, the settlement shall be reported to the Organization or the Member (as applicable). Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending approval of the Organization or the Member (as applicable).

8. Should a negotiated settlement not be reached by the deadline specified by the mediator or facilitator at the start of the process (if set), or if the parties to the dispute do not agree to ADR, the dispute shall be considered under the appropriate section of the Discipline and Complaints Policy or Appeal Policy, as applicable.

Final and Binding

9. Any negotiated settlement will be binding on the parties. Negotiated settlements may not be appealed.

15. APPEAL POLICY

Purpose

1. This Appeal Policy provides Individuals with a fair and expedient appeal process.

Scope and Application of this Policy 2. This Policy applies to all Individuals.

3. Any Individual who is directly affected by a decision made by the Organization or a Member shall have the right to appeal that decision provided that there are sufficient grounds for the appeal under the Grounds for Appeal section of this Policy.

4. An Individual who wishes to initiate an appeal beyond the fourteen (14) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the fourteen (14) day period will be at the sole discretion of the Harassment Committee and may not be appealed.

Grounds for Appeal

5. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Organization or Harassment Committee:

a) Made a decision that it did not have the authority or jurisdiction (as set out in the Organizations governing documents) to make

b) Failed to follow its own procedures (as set out in the Organizations governing documents)

c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)

d) Made a decision that was patently unreasonable

Appeal Decision

6. The Appellant must demonstrate, on a balance of probabilities, that the Organization and or Harassment Committee has made a procedural error as described in the Grounds for Appeal section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

7. There will be a 3-member appeal board chosen from outside Boxing NB Boxe to hear the matter. These 3 people must not be in a Conflict of Interest situation and must be involved in a similar type of Harassment/Complaints Committee within their own organization. This appeal board shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the appeal board will have no greater authority than that of the original decision-maker. The appeal board may decide to:

a) Reject the appeal and confirm the decision being appealed;

b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or

c) Uphold the appeal and vary the decision.

8. The appeal board's written decision, with reasons, will be distributed to all parties. The decision will be considered a matter of public record unless decided otherwise by the appeal board.

Timelines

9. If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Harassment Committee may direct that these timelines be revised.

Confidentiality

10. The appeals process is confidential and involves only the parties, the Harassment Committee, the appeal board, and any independent advisors to the Organization. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

11. Any failure to respect the aforementioned confidentiality requirement may result in further sanctions or discipline by the Harassment Committee.

Final and Binding

12. No action or legal proceeding will be commenced against the Organization, Members, or Individuals in respect to a dispute, unless the Organization or the Member (as applicable) has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents

16. WHISTLEBLOWER POLICY

Purpose

1. The purpose of this Policy is to allow people to have a discrete and safe procedure by which they can disclose incidents of wrongdoing without fear of unfair treatment or reprisal.

Application

2. This Policy only applies to people who observe or experience incidents of wrongdoing committed by other individuals associated with the Organization or its Members.

3. Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals can also be reported under the terms of the Organization or its Member's Discipline and Complaints Policy.

Wrongdoing

4. Wrongdoing can be defined as:

- a) Violating the law;
- b) Intentionally or seriously breaching of the Organization or its Member's Code of Conduct and Ethics;
- c) Committing or ignoring risks to the life, health, or safety of a participant, volunteer, or other individual;
- d) Directing an individual to commit a crime, serious breach of a policy of the Organization or its Members, or other wrongful act; or
- e) Fraud.

Pledge

5. The Organization and its Members pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any person who discloses information or submits, in good faith, a report against a person under the terms of this Policy.

6. Any individual affiliated with the Organization or its Members who breaks this Pledge will be subject to disciplinary action.

Reporting Wrongdoing

7. A person who believes that a person has committed an incident of wrongdoing should prepare a report that includes the following:

- a) Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s);
- b) Identities and roles of other individuals who may be aware of, affected by, or complicit in, the wrongdoing;
- c) Why the act or action should be considered to be wrongdoing; and
- d) How the wrongdoing affects the individual submitting the report (if applicable).

Authority

8. The Organization and its Members has appointed the following Committee to receive reports made under this Policy:

Boxing NB Boxe, Harassment Committee – email complaints.boxingnb@gmail.com

9. After receiving the report, the Harassment Committee member has the responsibility to:

- a) Assure the individual of the Organization and its Member's Pledge
- b) Connect the individual to another Committee Member if the individual feels that he or she cannot act in an unbiased or discrete manner due to the individual's role with the Organization or its Members and/or the content of the report
- c) Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious)
- d) Determine if the Organization or its Member's Whistleblower Policy applies or if the matter should be handled under the Organization or its Member's Discipline and Complaints Policy
- e) Determine if the local police service be contacted
- f) Determine if mediation or alternate dispute resolution can be used to resolve the issue
- g) Determine if the Organization or its Member should or can be notified of the report
- h) Begin an investigation

Investigation

10. An investigation launched by the Harassment Committee should generally take the following form:

- a) Follow-up interview with the person reporting who submitted the report
- b) Identification of participants, volunteers or other individuals that may have been affected by the wrongdoing
- c) Interviews with such-affected individuals
- d) Interview with the person(s) against whom the report was submitted

11. In all stages of the investigation, the investigator will take every precaution to protect the identity of the person who submitted the report and/or the specific nature of the report itself. However, the Organization and its Member recognizes that there are some instances where the nature of the report and/or the identity of the person who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.

12. The Harassment Committee will prepare Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to Boxing NB Boxe Executive Board for review and action.

13. Decisions made under the terms of this Policy may be appealed under the terms of the Organization or its Member's Appeal Policy provided that:

- a) If the person who submitted the initial report is appealing the decision, the person who submitted understands that his or her identity must be revealed if he or she submits and appeal, and
- b) If the person against whom the initial report was submitted is appealing the decision, the person appealing understands that the identity of the person who submitted the report will not be revealed and that the Harassment Committee will act as the Respondent

Confidentiality

13. Confidentiality at all stages of the procedures outlined in this Policy – from the initial report to the final decision – is assured for all individuals. An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.

14.

17. SOCIAL MEDIA POLICY

Preamble

1. The Organization and its Members are aware that Individual interaction and communication occurs frequently on social media. The Organization and its Members caution Individuals that any conduct falling short of the standard of behaviour required by this Social Media Policy and the Code of Conduct and Ethics may be subject to the disciplinary sanctions identified within the Discipline and Complaints Policy.

Application of this Policy

2. This Policy applies to all Individuals.

Conduct and Behaviour

3. The following social media conduct may be subject to disciplinary action in accordance with the Discipline and Complaints Policy:

- a) Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a social medium that is directed at an Individual, at the Organization, at a Member, or at other individuals connected with the Organization or its Members
- b) Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at an Individual, at the Organization, at a Member, or at other individuals connected with the Organization or its Members
- c) Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the Organization or its Members, their stakeholders, or their reputation
- d) Inappropriate personal or sexual relationships over a social medium between Individuals who have a power imbalance in their interactions, such as between Athletes and coaches, Directors and Officers, Committee members and staff, officials and Athletes, etc.
- e) Any instance of cyber-bullying or cyber-harassment between one Individual and another Individual, where incidents of cyber-bullying and cyber-harassment can include, but are not limited to, the following conduct on any social medium, via text message, or via email: insults, negative comments, vexatious or unwelcome behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.

4. All conduct and behaviour occurring on social media may be the subject of a complaint pursuant to the Discipline and Complaints Policy.

Individuals' Responsibilities

5. Individuals acknowledge that their social media activity may be viewed by anyone, including the Organization, Members or other Individuals.

6. If the Organization or a Member unofficially engages with an Individual in social media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask the Organization or the Member to cease this engagement.

7. When using social media, an Individual must model appropriate behaviour befitting the Individual's role and status in connection with the Organization or the Member.

8. Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the Discipline and Complaints Policy.

9. An Individual who believes that another Individual's social media activity is inappropriate or may violate the policies and procedures of the Organization or a Member should report the matter in the manner outlined by the Discipline and Complaints Policy.

18. RISK MANAGEMENT POLICY

Preamble

1. The Organization and its Members is committed to managing risks by ensuring its decisions and actions reflect established standards and organizational values.

Purpose

2. The purpose of this Policy is to provide a guiding statement on how risks will be managed within the Organization and its Members. In general, the Organization and its Members views risk management as a comprehensive approach to improving organizational performance.

3. This policy has other purposes, namely:

a) Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses

b) Performing an educational function for staff and the Board

c) Over the longer term, contributing to enhancing a 'risk management culture' within the Organization and its Members

4. Ultimately, successful risk management has the following benefits:

a) Prevents or limits injury or losses to participants, volunteers and staff

b) Helps to protect the Organization and its Members and its members against unnecessary litigation

c) Ensures that the Organization and its Members are compliant with all applicable laws, regulations and standards

d) Improves the quality and relevance of the programs and services that the Organization and its Members provide to its members, partners and sponsors

e) Promotes improved business management and human resource management practices

f) Enhances the Organization and its Member's brand, reputation and image in the community

g) Overall, enhances the Organization and its Member's ability to achieve its strategic objectives

Scope and Authority

5. Boxing NB Boxe is responsible for the implementation, maintenance, and communication of this Safe Sport policy on a yearly basis to each club registered in NB.

Policy

6. The Organization and its Members acknowledge that risk management is a broad activity and a shared responsibility. All Directors, Officers, staff, and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage and communicate risks to those that they report to including but not limited to, Boxing NB Boxe.

Commitment

7. Risks are identified by members and Directors on an ongoing basis. All minor - moderates risks are managed by Boxing NB Boxe and captured within Organization documents.

Procedures

8. Managing risks involves three steps:

a) Identifying potential risks using an informed, environmental scan approach

b) Assessing the significance of a risk by considering its likelihood and consequences

c) Developing and implementing measures to address those risks deemed significant by reducing likelihood, consequences or both

9. Risks arise from a number of categories of the operations of The Organization and its Members. The following categories will be used when identifying risks:

a) Operational / Program Risks

Risks related to the development, sanctioning, and implementation of programs; management of human resources, including staff and volunteers; organizational capacity to meet member and stakeholder expectations. Technology and intellectual property risks related to the purchase, leasing, use, and storage of all hardware and software, programs, data, records, information including the protection of all intellectual property assets.

b) Compliance Risks

Risks related to failure to comply with existing laws and regulations governing employment, and privacy. Also includes complying with anti-doping policies, Sport Canada, Boxing Canada, other agency standards for funding and accountability, and the fulfillment of contractual obligations.

c) Communication Risks

Risks related to internal and external communications, information management systems, crisis and issues management, media relations, image and reputation management, missed opportunities to promote and exploit successful outcomes, management of intellectual property, social media opportunities and pitfalls, confidentiality.

d) External Risks

Risks that are not in direct control of the organization such as funding frameworks from government and other agencies; relations with governments, games organizations and international federations; security threats/risks, involvement in other sport partnerships; hosting decisions and requirements; changing political priorities.

e) Governance Risks

Risks related to clarity of roles and responsibilities, decision-making and oversight, organizational structure and performance; management of disputes and conflict of interest, planning for diversity and succession of the Board and committees, retention of corporate knowledge, staying current with trends affecting The Organization and its Members.

f) Financial Risks

Risks related to financial monitoring and reporting, flexibility to control and direct funds, sponsorship attraction and retention, currency exchange rates, investment and management of reserve funds, protection of revenue streams, long-term financial sustainability.

g) Health and Safety of Athletes

Risks related to the safety of athletes, abuse and/or harassment of athletes, practice or competition environment, equipment, and progressive training of athletes.

10. All risks faced by The Organization and its Members can be addressed by one or more of the following four general strategies:

- a) *Retain the risk – no action is taken because the possibility and consequence of the risk is low. It may also be that the risk is inherent in the activity itself and thus can be accepted in its present form.*
- b) *Reduce the risk – steps are taken to reduce the possibility of the risk, and/or its potential consequences, through efforts such as improved planning, policies, delivery, supervision, monitoring, or education.*
- c) *Transfer the risk – accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements or other business contracts.*
- d) *Avoid the risk – eliminate the risk by avoiding the activity giving rise to the risk – in other words, simply decide NOT to do something, or to eliminate some activity or initiative.*

11. The above general strategies translate into a variety of risk control measures, which for The Organization and its Members may include, but are not limited to:

- a) *Development of policies, procedures, standards and rules*
- b) *Effective communication*
- c) *Education, instruction, professional development and specialized training*
- d) *Ensuring a core set of organizational values have been identified, defined and communicated throughout the organization*
- e) *Adherence to minimum, mandatory qualifications and/or certifications for key staff and leaders*
- f) *Use of robust and legally sound contracts (i.e., employment agreements, contractor agreements, partnership agreements)*
- g) *Improving role clarity through use of written position descriptions and committee terms of reference*
- h) *Supervision and monitoring of staff, volunteers, participants and activities*
- i) *Establishing and communicating procedures to handle concerns, complaints and disputes*
- j) *Implementing schedules for regular review, maintenance, repair and replacement of equipment*
- k) *Preparing procedures and protocols for emergency response and crisis management*
- l) *Use of warnings, signage, participation agreements and waiver of liability agreements where warranted*
- m) *Purchasing appropriate insurance coverage for all activities and reviewing regularly*

Reporting and Communication

12. To ensure that risk management remains a high priority within The Organization and its Members and to promote an organizational culture that embraces a risk management perspective, risk management will be a standing item on the agenda of every regular Board meeting, so that staff (if applicable) and Directors can provide updates as required.

13. The Organization and its Members recognize that communication is an essential part of risk management. This policy will be communicated to staff, the Board of Directors, Committees and volunteers and The Organization and its Members will encourage all members to communicate their risk management issues and concerns.

Insurance

14. The Organization and its Members maintain a comprehensive insurance program that provides General Liability, Accident and Directors and Officers Errors and Omissions coverage to the directors, officers, staff,

members, volunteers and sponsors of the Organization and its Members. On every review of this policy, the Organization will consult with the insurance provider to determine if there are any emerging gaps, issues, or deficiencies to be addressed through insurance renewal. Not all risks are insurable. However, as part of its commitment to risk management, the Organization and its Members will take all reasonable steps to ensure that insurance coverage is available for essential activities.

19. SCREENING POLICY

Preamble

1. The Organization and its Members understand that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sports organizations that provide programs and services to the sport community.

Application of this Policy

2. This Policy applies to all individuals whose position with the Organization or a Member is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.

3. Not all individuals associated with the Organization or a Member will be required to obtain a Criminal Record Check or submit screening documents because not all positions pose a risk of harm to the Organization, Members, or participants.

The Organization or the Member will determine which individuals will be subject to screening using the following guidelines (the Organization or the Member may vary the guidelines at their discretion):

Level 1 – Low Risk - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals.

Examples: a) Parents, youth, or volunteers who are helping out on a non-regular or informal basis

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Individuals.

Examples: a)

Athlete support personnel

b) Non-coach employees or managers

c) Directors

d) Coaches who are typically under the supervision of another coach

e) Officials

Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and/or who have frequent or unsupervised access to Vulnerable Individuals.

Examples: a) Full-time coaches

b) Coaches who travel with Athletes

c) Coaches who could be alone with Athletes

4. Boxing NB Boxe is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out its duties, Boxing NB Boxe may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

5. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to members of the Organization or its Members.

6. If Boxing NB Boxe determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the Organization, they shall approve the individual's application, subject to their right to impose conditions.

7. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Organization's Board of Directors, which may disseminate the decision as they see fit in order to best fulfil the mandate of the Organization.

8. The decision of Boxing NB Boxe may be appealed in accordance with the Appeal Policy.

How to Obtain

9. Individuals may only obtain a Criminal Record Check and Vulnerable Sector Check by visiting an RCMP office or police station. Fees may also be required.

Records

10. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

11. The records kept as part of the screening process include, but are not limited to:

a) An individual's Vulnerable Sector Check

b) An individual's Criminal Record check

Criminal Convictions

12. An individual's conviction for any of the following Criminal Code offenses may result in expulsion from the Organization and the Member and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization:

a) Any offense of physical or psychological violence

b) Any crime of violence including, but not limited to, all forms of assault

c) Any offense involving trafficking of illegal drugs

d) Any offense involving the possession, distribution, or sale of any child-related pornography

e) Any sexual offense

f) Any offense involving theft or fraud

20. GENDER EQUITY POLICY

Requirements for Gender Equity

1. Gender Equity requires:

- a) Ensuring that everyone has access to a full range of opportunities to achieve the social, psychological and physical benefits that come from participating and leading in sport and physical activity;*
- b) Providing everyone with a full range of activity, program and leadership choices that meet their needs, interests and experiences; and*
- c) Examining organizational practices and policies to ensure they do not hinder participation or leadership based on gender identity.*

2. Gender Equity does not require:

- a) Making the same programs, education, training, resources and facilities available to all individuals. Some may be the same as those offered to one gender, some may be altered, and some may be altogether different to satisfy the requirements for equity.*

3. The Organization and its Member recognize the following benefits of gender equity:

- a) Attracting under represented genders to sport and physical activity enhances the revenue base and increases the market segment to which the sport appeals;*
- b) Fully representing the population base and tapping the resources of every member results in a larger, stronger and more effective organization;*
- c) Being inclusive of all individuals in sport attracts public interest and private investment which in turn attracts more members to the organization;*
- d) Taking the lead in promoting gender equity brings prestige, a stronger reputation and support to the organization;*
- e) Working together, all genders can learn to build equal partnerships, increase knowledge sharing and improve the safety of sport for all;*
- f) Providing opportunities for under represented genders to get involved can enhance both family relationships and the sport or activity;*
- g) Sport and physical activity can provide opportunities for people to understand and respect their bodies which fosters a healthy lifestyle and mitigates health issues; and*
- h) By fulfilling its legal responsibility to treat everyone involved in the organization fairly and making a commitment to gender equity, the organization will be better able to mitigate risk.*

Purpose

- 4. The purpose of this Policy is to ensure the Organization and its Members are committed to Gender Equity in its operations, programming, and governance.**

See: <https://www.caaws.ca/gender-equity-101/what-is-gender-equity/>

Operations

- 5. As part of its commitment to having gender equitable operations, the Organization and its Members will:**
 - a) Ensure that underrepresented genders are portrayed equitably in promotional materials and official publications, and that gender-inclusive language is used in all communications.*
 - b) Ensure that Individuals have no barriers to participation on the basis of gender in the Organization's programs, training, and other opportunities.*
 - c) Encourage gender-balanced representation on the Executive Board and Harassment Committee by trying to ensure that no more than 60% of the elected positions on these Boards are from one gender: and*

- d) Handle any instance of discriminatory behavior on the basis of gender according to the Organization and its Members' policies for complaints and dispute resolution. Programming*
- 6. As part of its commitment to equitable programming for Individuals, the Organization and its members will:*
- a) Commit to the equitable allocation of resources, financial and otherwise.*
 - b) Ensure that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering programs and policies;*
 - c) Provide opportunities for leadership development for underrepresented genders;*
 - d) Collect gender-based data to monitor and evaluate the participation of underrepresented genders; and*
 - e) Ensure Individuals are neither disadvantaged nor denied access to programming on the basis of gender.*

Ongoing Commitment to Gender Equity

- 7. The Organization and its Members resolve to incorporate gender equity matters in its strategies, plans, actions, and operations and will regularly evaluate its progress.*
- 8. If an Individual does not believe the Organization or its Members are demonstrating its commitment to Gender Equity as described in this Policy, the Individual may submit a complaint under the terms of the Organization or its Members' policies for complaints and dispute resolution.*

V. PROVINCIAL TEAM SELECTION

Boxing New Brunswick Boxe team selection is based on these objectives:

To select the best Boxing New Brunswick Boxe team to compete at National Championships. The team will represent the best boxers in the province who meet the requirements of these criteria and that of the technical package for each respective classification of boxers.

To select the coaches and manager who will give the dedication and commitment required to provide the best possible results.

To place in the top half of the team standings.

To place in the medals in all weight classes represented.

1. Team Composition

- *The team size will be determined by the criteria as set out in this and the technical package so as to provide the best competitive results individually and as a team.*

2. Eligibility

- *New Brunswick residents who are registered members with Boxing New Brunswick Boxe, fit the criteria outlined in the respective technical package, and meet the requirements as set forth by the Association.*

3. Procedural Protocol

- *In the case of the "Jeux Canada Games" the NEW BRUNSWICK PROVINCIAL TEAM HANDBOOK will serve as the procedural and critical path plan in the administration, selection, organization and management of Boxing New Brunswick Boxe provincial team.*
- *In the case of "National Championships" the Canadian Amateur Boxing Association Rules and Regulations Manual and this manual will serve as the procedural and critical path plan in the administration, selection, organization and management of Boxing New Brunswick Boxe provincial team.*

4. Selection Procedure

- *The team will be selected using the following criteria:*
 1. *Annual Provincial Championships – Identification in Fall of the Year.*
 2. *Training Camps – Athletes must attend training camps as scheduled by the Provincial Coach. Fitness tests/skill assessments may be administered at specified training camps to monitor and evaluate each boxer. (Absenteeism from training camps and other programs will only be accepted under certain conditions – ie. Family Needs, illness (Doctor Verification required).*
 3. *Pre-National Competition – All Boxers must compete in a minimum of three (3) competitions prior to the dates of a National Championship. The purpose is to gain experience and develop ringcraft.*
 4. *Training Programs – All identified boxers must follow a training program as set forth by the Provincial Coach. The club coach will supervise each eligible boxer by using a training log.*

5. *Final Selection – The final selection of the team will occur with a Box-off. Boxers uncontested will be assessed and evaluated through gymnasium sparring sessions.*
6. *Subjective Factors – Observation of the Boxers and compliance with the Team Philosophy and Code of Conduct will help the Coach and/or Manager judge respective team members on the following factors:*

Coachability – a boxer’s ability to accept comments and modify behaviour accordingly.

Attitude

Discipline

Progress in Performance

Ring Techniques/Tactics/Ringcraft

(These criteria will be adhered to strictly, although the final decision will be that of the Provincial Coach and Manager).

5. Appeal Procedure

- *The appeal procedure is to be used if an athlete feels that he/she has been wrongly not selected to the team or removed from the team for disciplinary reasons.*
 1. *Appeals must be filed to Boxing New Brunswick Boxe executive within 24 hours of team selection or 48 hours of being removed from the team for disciplinary actions.*
 2. *Boxing New Brunswick Box executive shall be convened (President, Vice President, Secretary/Treasurer, Chief Official). None of these people may be related to any of the parties involved. If this is the case any and all related parties will be removed from the appeal process for each and every isolated case.*
 3. *The executive will hear from the appellant and the respective Coach and/or Manager within 72 hours of the filing.*
 4. *The executive then will make a decision based on the reports.*
 5. *The decision reached by the executive shall be final.*

6. Athlete Responsibilities and Obligations

- *Boxers considered for a Provincial Team must follow certain rules and expectations. The following is expected of each individual:*
 1. *To adhere to the Boxer’s Code of Conduct.*
 2. *To follow the Team Philosophy*
 3. *To follow the Team Rules.*

Individual who are named to the Provincial Team must:

1. *Attend designated camps and competitions.*

2. *Do his/her utmost to attain the highest level of physical and psychological preparation in order to fulfil the Team objectives at National Championships.*
3. *Participate in a formalized boxing program at his/her club a minimum of 3 days per week (Club coach to maintain a training log).*

7. Boxer's Code of Conduct

- *Athletes named to the Provincial Team are under an obligation to avoid unsportsmanlike conduct, acts or practices which in the opinion of Boxing New Brunswick Boxe are detrimental to the sport of amateur boxing.*

Such acts include:

1. *Use of alcohol or drugs at any-time*
2. *Inappropriate behaviour:*
 - *Swearing at an official, Coach, spectator or other competitor.*
 - *Making obscene gestures.*
 - *To show unacceptable displays or temper*
 - *To indulge in any action, which in the opinion of Boxing New Brunswick Boxe violates the rules and regulations as set forth by the BOXING CANADA.*

8. Team Philosophy

- *The following principles will be the foundation for which Provincial Teams are built:*
- *Positive Attitude: As a member of the team boxers are responsible for projecting a positive attitude toward the sport of amateur boxing, its officials, coaches and other competitors.*
- *Positive Values: Boxers are responsible to compete with the values of fairplay and sportsmanship.*
- *Personal Qualities: Boxers must show commitment to the team by exemplifying desire, alertness, discipline, punctuality, and a wining attitude.*

9. Team Discipline

- *In the event discipline problems occur, the following guidelines will be enforced to ensure the athlete's rights and maintain a fair process.*
- A. *Possible Penalties*
 1. *Temporary suspension from the team.*
 2. *Removal from the team.*
- B. *The penalty of temporary suspension from the team shall be informed in writing to the boxer, club coach and parent. Reasons for temporary suspensions from the team include:*
 1. *Failure to adhere to the Boxer's Code of Conduct.*
 2. *Chronic tardiness for scheduled events.*
 3. *Curfew infractions.*
 4. *Violation of team rules.*
 5. *Failure to attend scheduled events without a valid excuse.*
- C. *Infractions that warrant total removal from the team are the most serious and would include:*
 1. *A total of two (2) temporary suspensions.*
 2. *Gross violation of either the Team Rules or Code of Conduct.*

3. *Any other serious incident as judged by Boxing New Brunswick Boxe executive.*
- D. *The appeals procedure as outlined in the Selection Procedures are in effect and do apply to decisions made by Boxing New Brunswick Boxe executive regarding team discipline.*

10. Coach and Manager Selection Criteria

Coach:

1. *Boxing New Brunswick Boxe Provincial Team Coach must be certified by the National Coaching Certification Program at a minimum level **3** to be eligible to coach at National Competitions and minimum level 3 to be eligible to coach at the Canada Games.*
2. *The coach must be able to provide the dedication and time required to properly develop the Provincial Team as required.*

Responsibilities:

1. *Identify potential boxers who are eligible for National Championships by means of the Provincial Championships held in the fall of the year and through Boxing New Brunswick Boxe membership list.*
2. *Develop a training camp and competition schedule for the Provincial Team.*
3. *Develop a training program for all boxers to use at their respective clubs. (coordinated with club coaches).*
4. *Communicate Programs to all boxers on the Provincial Team and their respective coaches.*
5. *Set up competitions with other province for the preparation of the Provincial team.*
6. *Maintain performance and fitness records of all boxers on the Provincial Team.*

Manager: (if requires)

1. *The manager must be able to provide the dedication and time required to properly administer and manage the Provincial Team.*

Responsibilities:

1. *Maintain records of boxers' attendance and punctuality to all Provincial Team functions and programs.*
2. *Communicate the policies and selection procedures to the boxers and their respective coaches.*
3. *Administer all correspondence for the preparation, competitive and post-competition periods.*
4. *Coordinate all travel arrangements for all Provincial Team programs.*
5. *Provide a written report on results, boxers' performances and any problems encountered.*

11. Coach, Team Manger and Official from New Brunswick – Code of Conduct

- *Persons selected to any of the above positions with Boxing New Brunswick Boxe Association Team is expected to abide by the following code of conduct:*
 - 1) *To conduct oneself in a professional manner at all times.*
 - 2) *Refrain from the use of alcoholic beverages (Intoxication through the use of alcohol or other substances will not be tolerated)*
 - 3) *Treat all athletes with respect and dignity.*

- 4) *Encourage athletes in a positive manner.*
- 5) *Promote, endorse and exemplify the Fairplay Philosophy of Coaching.*
- 6) *Adhere to Boxing New Brunswick Boxe Code of Conduct & Ethics as outlined in section IV of this manual.*

CONFLICT OF INTEREST POLICY

Purpose

A conflict of interest is defined as an actual or perceived interest by Coaches, Officials, Athletes, Volunteers, Board Members and Executive in an action that results in, or has the appearance of resulting in, financial, personal, organizational, or professional gain. Officers and members of BNB are obligated to always act in the best interest of the organization. This obligation requires that any Coaches, Officials, Athletes, Volunteers, Board Members and Executive, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, Executive Committee and board members are prohibited from using their job title or the organization's name or property, for profit, benefit, or personal gain.

- 1.The Coaches, Officials, Athletes, Volunteers, Board Members and Executive Committee of Boxing New Brunswick should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.*
- 2.No Coaches, Officials, Athletes, Volunteers, Board Members and Executive, or member of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:*
 - 1.The officer or member;*
 - 2.Any member of their immediate family;*
 - 3.Their partner;*
 - 4.An organization in which any of the above is an officer, director or employee;*
 - 5.A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.*

DISCLOSURE

- 3.Any possible conflict of interest shall be disclosed by the person or persons concerned, to the Executive Committee*

EXECUTIVE ACTION

- 4.When a conflict of interest is relevant to any matter requiring action by the Executive Committee, the interested person(s) shall call it to the attention of the Executive. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Executive. If an Executive Member is involved, they will not participate in vote or be involved in matters. If an Executive Members is subject to Conflict of Interest, votes will go to the Board of Directors.*

RECORD OF CONFLICT

5. The official minutes of the Executive shall reflect that the conflict of interest was disclosed, and the interested person (if Executive) did not participate in the final discussion or vote and did not vote on the matter.

7. Failure of any member to disclose a perceived or actual state of conflict may be subject to action under the BNB Discipline and complaints Policy, and will be dealt with by the BNB Executive or Harassment Committee.

Appendix – Forms

