

**BOWLING  
FEDERATION  
Of  
CANADA**

**POLICY STATEMENT  
AND GUIDELINES**

**ON**

**DISCRIMINATION AND HARASSMENT**

**EFFECTIVE November 2012**



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## **POLICY STATEMENT ON DISCRIMINATION AND HARASSMENT**

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The Bowling Federation of Canada is committed to creating and maintaining a sport environment which is free from discrimination and harassment on prohibited grounds, including race, ancestry, place of origin, colour, ethnic origin, citizenship, political opinion, creed, sex, sexual orientation, disability, age, marital/family status, language and any other discrimination or harassment prohibited by applicable law.

## **GUIDELINES on Discrimination and Harassment DEFINITIONS**

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### **“BFC PARTICIPANTS”**

These guidelines apply to all BFC participants, which include all persons engaged in any paid or volunteer capacity with the BFC or otherwise under the jurisdiction of the BFC without limiting the reach of the guidelines, BFC participants include:

- a) All athletes eligible for nomination to, or forming part of, any team participating in sport competitions over which BFC has jurisdiction;
- b) All persons working with those teams or athletes, including coaches, medical and paramedical personnel, and other support persons
- c) BFC employees and persons under contract with BFC; and
- d) BFC directors, members and volunteers.

The BFC Policy and these Guidelines apply to BFC participants at all times, during the course of their work in sport and also during other activities where their conduct may affect the sport environment.

### **“PERSON IN AUTHORITY”**

A person in authority is any BFC participant in a position of authority over, or trusted by, a person who may be experiencing discrimination or harassment, and can include such persons as team leaders, coaches, trainers, medical or paramedical personnel, parents or other volunteers and supervisors.

## **GUIDELINES on Discrimination and Harassment DEFINITIONS**

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### **“DISCRIMINATION”**

Discrimination is any distinction, whether intentional or not but based on prohibited grounds, which has the effect of imposing burdens, obligations or disadvantages on an individual that are not imposed on others, or which withholds or limits access to opportunities, benefits and advantages available to others.

The prohibited grounds of discrimination under the BFC Policy are as follows:

- a) Age (except for athletes, an age that is eighteen years or more and less than sixty-five)
- b) Ancestry
- c) Citizenship
- d) Colour
- e) Creed
- f) Disability
- g) Ethnic origin
- h) Language (but not where a language is a qualification for employment or office.
- i) Marital/family status (defined to include common law relationships, and not preclude anti-nepotism policies)
- j) Place of origin
- k) Political opinion
- l) Race
- m) Sex (defined to include pregnancy)
- n) Sexual orientation

The BFC Policy also applies to any other ground of discrimination prohibited by applicable law.

Nothing in the BFC Policy or these guidelines affects the rules of the BFC’s sport or the selection of teams based on performance.

## **GUIDELINES on Discrimination and Harassment**

### **DEFINITIONS**

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#### "HARASSMENT"

Harassment is a form of discrimination, and refers to conduct associated with a prohibited ground that affects the sport environment or leads to adverse consequences within that environment for the person(s) experiencing the harassment, which the perpetrator knew or ought reasonably to have known would be unwelcome.

Harassment can take many forms but generally involves conduct, comment or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise causes offence, discomfort, or personal humiliation or embarrassment to a person or group of persons. Examples of harassment include:

- a) Unwelcome remarks, jokes, nicknames, innuendo, or taunting linked to a prohibited ground, such as a person's age, sexual orientation, race, ancestry, political opinions, etc.
- b) Written or verbal abuse or threats linked to a prohibited ground.
- c) Racial or ethnic slurs.
- d) Displays, which may cause offence and are related to prohibited grounds, such as sexual, racial, ethnic or religious posters or graffiti.
- e) Use of terminology that reinforces stereotypes based on prohibited grounds.
- f) Vandalism or physical assaults motivated by prohibited grounds.
- g) Condescension, paternalism, or patronizing behavior linked to Prohibited grounds, which undermines self-respect or adversely affects performance or working conditions.

## **GUIDELINES on Discrimination and Harassment**

### **DEFINITIONS**

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Discipline in training is an indispensable part of high performance sport and should not be confused with discrimination or harassment. However, it is of vital importance that those in authority:

- a) Set and communicate non-discriminatory performance standards, selection criteria, rules and regulations to all participants.
- b) Ensure that training involving touching or other physical contact occurs in an appropriate setting, and only after informed consent has been sought and received.
- c) Be consistent in taking any corrective or punitive action without discrimination or harassment based on prohibited grounds.
- d) Use non-discriminatory terminology; address individuals by name and avoid the use of derogatory slang or offensive terms.

## **GUIDELINES on Discrimination and Harassment**

### **DEFINITIONS**

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#### “SEXUAL HARASSMENT”

Sexual harassment is unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature or related to a person's sex when:

- a) Submitting to or rejecting this conduct can affect decisions about the individual;
- b) The conduct has the purpose or effect of interfering with the individual's performance; or
- c) The conduct detrimentally affects the environment.

Specific examples can include:

- a) Criminal conduct such as stalking, and physical or sexual assaults or abuse.
- b) Inappropriate comments about a person's body or appearance.
- c) Inquiries or comments about an individual's sex life, sexual preferences, etc.
- d) Leering or other obscene or suggestive gestures.
- e) Promises or threats contingent on the performance of sexual favours.
- f) Sexual/sexist graffiti or any displaying of sexually explicit material or pictures.
- g) Unwanted physical contact including touching, kissing, petting and pinching.
- h) Unwelcome flirtation, sexual remarks, invitations or requests whether indirect or explicit.
- i) Use of inappropriate or derogatory sexual terms.

## **GUIDELINES on Discrimination and Harassment DEFINITIONS**

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### **“REPRISAL”**

Reprisals or threats of reprisal are an aggravating factor in any situation involving discrimination or harassment, particularly where the reprisal or threat of reprisal is by a person in authority. Examples of reprisal include:

- a) Acts of retaliation designed to punish an individual who has reported discrimination or harassment.
- b) Threats of retaliation designed to dissuade an individual from reporting discrimination or harassment

In sexual harassment situations, reprisals can also include:

- a) Acts of retaliation to punish an individual who has rejected sexual advances.
- b) Threats of retaliation if sexual advances are rejected.

For the purpose of these guidelines, the making of a groundless complaint shall also be deemed a reprisal.

### **“CONDONATIONS”**

If a person in authority knows, or should reasonably have known, that discrimination or harassment may have occurred and fails to take appropriate action, the person in authority has condoned the discrimination or harassment and may be subject to sanctions under these guidelines.

## **GUIDELINES on Discrimination and Harassment PREVENTION AND INTERVENTION**

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Prevention and intervention are key to achieving a sport environment free of discrimination and harassment. The BFC must present a positive role model. BFC participants should:

- a) Communicate the BFC's objective to create and maintain a sport environment free of harassment and discrimination.
- b) Exercise good judgment and initiate appropriate action in consultation with a BFC resource person, if they become aware that discrimination or harassment may have occurred.
- c) follow-up in consultation with a BFC resource person if discrimination or harassment is suspected or rumoured, appreciating that individuals who experience discrimination or harassment are often reluctant to report it.

## **GUIDELINES on Discrimination and Harassment RECORD KEEPING**

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The CEO shall keep a secure record of every report and complaint under these guidelines. The record shall contain all relevant documentation, including:

- a) details of the report(s) and/or a copy of the complaint(s);
- b) the response(s), if any;
- c) the terms of reference of the investigator, if any;
- d) the interim measures, if any;
- e) any witness statements;
- f) the investigation report, if any;
- g) the terms of any informal resolution or written resolution agreement;
- h) the NSF Official's determinations, if any;
- i) the sanctions imposed, if any;
- j) all other correspondence;
- k) any appeal(s) filed;
- l) any material pertaining to an appeal; and
- m) any minutes of the BFC Executive Committee or Board of Directors.

## **GUIDELINES on Discrimination and Harassment CONFIDENTIALITY**

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To the extent possible, reports, complaints, witness statements and other documents produced under these guidelines shall be held in confidence by BFC.

However, no absolute guarantees of confidentiality may be made by BFC. Circumstances in which information may be shared include:

- a) when criminal conduct may be involved.
- b) when child abuse may have occurred.
- c) when it is felt to be necessary to protect others from harassment or discrimination.
- a) when required to ensure fairness or natural justice in the procedures contemplated by these guidelines.
- b) in the course of an investigation by a law enforcement agency.
- c) to protect the interests of the BFC.
- d) when required by law.

## **GUIDELINES on Discrimination and Harassment Breach of Policy**

For any breaches of this Discrimination and Harassment Policy, refer to the Bowling Federation of Canada Discipline Policy.