
**To be used in conjunction with Safe Sport Definitions Conduct and
Definitions Policy**

***Indicates a section that has been adapted from the UCCMS**

Purpose

1. The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and events of Golf Nova Scotia by making Participants aware that there is an expectation, at all times, of appropriate behaviour consistent with Golf Nova Scotia 's core values and policies. Golf Nova Scotia supports equal opportunity, prohibits discriminatory practices, and is 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 Participant's conduct during the business, activities, and events of Golf Nova Scotia including, but not limited to competitions, practices, evaluations, treatment or consultations (e.g., massage therapy), training sessions, travel associated with organizational activities, the office environment, and any meetings.
3. This Code also applies to Participants' conduct outside of the business, activities, and events of Golf Nova Scotia when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of Golf Nova Scotia. Such applicability will be determined by Golf Nova Scotia at its sole discretion.
4. *This Code applies to Participants active in the sport or who have retired from the sport where any claim regarding a potential breach of this Code occurred when the Participant was active in the sport.
5. In addition, breaches of this Code may occur when the Participants 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 Participant(s).

6. Any Participant 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, a Participant who violates this Code during a competition may be removed from the competition or training area, and the Participant may be subject to further sanctions.

Persons in Authority and Maltreatment

7. *When they are a Person in Authority, Participants are responsible for knowing what constitutes Maltreatment. The categories of Maltreatment are not mutually exclusive, nor are the examples provided in each category an exhaustive list. Rather, what matters for the assessment of the Maltreatment is whether the conduct falls into one or more of the categories, not into which category it falls. Abuse, assault, Harassment, bullying, and hazing can be experienced in more than one category of Maltreatment.
8. *Maltreatment can be any of the prohibited behaviours and conduct, provided the Maltreatment occurs in any one or a combination of the following situations. The physical location(s) where the alleged Maltreatment occurred is not determinative.
- a. Within a sport environment;
 - b. When the Participant alleged to have committed Maltreatment was engaging in sport activities;
 - c. When the Participants involved interacted due to their mutual involvement in sport; or
 - d. Outside of the sport environment where the Maltreatment has a serious and detrimental impact on another Participant.
9. *It is a violation of the Code for sport administrators or other Persons in Authority to place Participants in situations that make them vulnerable to Maltreatment. This includes, but is not limited to, instructing an Athlete and coach to share a hotel room when traveling, hiring a coach who has a history of Maltreatment, assigning guides and other support staff to a para-Athlete when the guide or support staff has a reputation for Maltreatment or assigning such a guide or support staff to a para-Athlete in the absence of consultation with the para-Athlete.

Responsibilities

10. Participants have a responsibility to:

- a. *Refrain from any behaviour that constitutes Maltreatment, Discrimination, Harassment, Workplace Harassment, or Workplace Violence.
- b. Maintain and enhance the dignity and self-esteem of other Participants by:
 - i. Treating each other with the highest standards of fairness, honesty, 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; and
 - v. Ensuring adherence to the rules of the sport and the spirit of those rules.
- c. 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, Golf Nova Scotia adopts and adheres to the Canadian Anti-Doping Program (Anti-Doping Notice to Players). Golf Nova Scotia will respect any sanction imposed on a Participant as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.
- d. 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.
- e. Refrain from the use of power or authority in an attempt to coerce another person to engage in appropriate activities
- f. Refrain from consuming tobacco products, cannabis, or recreational drugs while participating in the programs, activities, competitions, or events of Golf Nova Scotia.
- g. In the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event.

- h. In the case of adults, not consume cannabis in the Workplace or in any situation associated with the events of Golf Nova Scotia (subject to any requirements for accommodation), not consume alcohol during training, competitions, in situations where Minors are present, or in the workplace and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations.
- i. When driving a vehicle:
 - i. Have a valid driver's license;
 - ii. Not be under the influence of alcohol or illegal drugs or substances;
 - iii. Have valid car insurance; and
 - iv. Refrain from holding a mobile device.
- j. Respect the property of others and not wilfully cause damage.
- k. Promote sport in the most constructive and positive manner possible.
- l. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a paraclassification, competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.
- m. Adhere to all federal, provincial/territorial, municipal and host country laws.
- n. Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of Golf Nova Scotia as adopted and amended from time to time.
- o. Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving a Participant to Golf Nova Scotia including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method.
- p. Comply with the Golf Nova Scotia Code of Conduct for Players.
- q. Comply with Golf Nova Scotia Dress Code Policy.

Directors, Committee and Council Members, and Staff

- 11. In addition to section 7 (above), Directors, Committee Members, and staff of Golf Nova Scotia will have additional responsibilities to:
 - a. Function as a Director, Committee Member or staff member of Golf Nova Scotia in a manner that is free of conflicts of interest involving other organizations or constituencies.
 - b. Conduct themselves professionally, lawfully and in good faith.
 - c. Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.

- d. Not accept or seek, on behalf of themselves or any other person, any significant service, benefit, or gift from anybody offered as a result of them carrying out their duties for Golf Nova Scotia . In the event they are offered a service, benefit, or gift having a value in excess of \$500 they shall first review the matter with the President of Golf Nova Scotia for approval to accept. If acceptance is approved, then they must complete a Declaration Statement (Appendix 1) and submit the form to HR Committee.
- e. Comply with Golf Nova Scotia's Conflict of Interest Policy.
- f. Comply with the Screening Policy.
- g. Comply with the Employee and Volunteer Drug and Alcohol Policy.
- h. Comply with the Privacy Policy
- i. No political contributions (cash or non-cash) will be made by them on behalf of or in the name of Golf Nova Scotia
- j. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws.
- k. Maintain confidentiality of private organizational information and not use confidential or propriety information for any other purpose other than Golf Nova Scotia business.
- l. Have a thorough knowledge and understanding of all policies and by-laws of Golf Nova Scotia , all of which are posted on the Golf Nova Scotia website. Without restricting the generality of the foregoing, specifically acknowledge that they have read and fully understand and agree that they are aware of the Whistleblower Policy.

Coaches and Instructors

- 12. 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. *Avoid any behaviour that abuses the Power Imbalance inherent in the coaching position to (i) establish or maintain a sexual relationship with an Athlete that he or she is coaching, or (ii) encourage inappropriate physical or emotional intimacy with an Athlete, regardless of the Athlete's age.

- b. 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.
- c. Disclose any sexual or intimate relationship with an Athlete over the age of majority to Golf Nova Scotia . Immediately discontinue any coaching involvement with that Athlete.
- d. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes.
- e. 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.
- f. Avoid compromising the present and future health of Athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments.
- g. Support the coaching staff of a training camp, provincial/territorial team, or national team, should an Athlete qualify for participation with one of these programs.
- h. Accept and promote Athletes' personal goals and refer Athletes to other coaches and sport specialists as appropriate.
- i. Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete.
- j. Act in the best interest of the Athlete's development as a whole person.
- k. Comply with Golf Nova Scotia 's Screening Policy.
- l. Comply with Golf Nova Scotia 's Employee and Volunteer Drug and Alcohol Policy.
- m. Comply with Golf Nova Scotia's Privacy Policy.
- n. Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions to Golf Nova Scotia , including those for violence, child pornography, or possession, use, or sale of any illegal or prohibited substance or method.
- o. 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.
- p. 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.

- q. 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.
- r. Dress professionally and use appropriate language.

Athletes

- 13. In addition to section 7 (above), Athletes will have additional responsibilities to:
 - a. Adhere to their Athlete Agreement with Golf Nova Scotia (if applicable).
 - b. Report any medical problems in a timely fashion, 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. Adhere to rules that govern competition eligibility.
 - e. Adhere to rules and requirements regarding uniform and equipment.
 - f. Act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

Officials

- 14. In addition to section 7 (above), officials will have additional responsibilities to:
 - a. Maintain and update their knowledge of the rules and rules changes.
 - b. Act openly, impartially, professionally, lawfully, and in good faith.
 - c. Refrain from publicly criticizing other officials.
 - d. Work within the boundaries of their position's description while supporting the work of other officials.
 - e. Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations.
 - f. Take ownership of actions and decisions made while officiating.
 - g. Respect the rights, dignity, and worth of all Participants.
 - 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 Participants.

- j. Comply with Golf Nova Scotia 's Screening Policy.
- k. Comply with Golf Nova Scotia's Employee and Volunteer Drug and Alcohol Policy.
- l. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform a supervisor or Golf Nova Scotia at the earliest possible time.
- m. When writing reports, set out the actual facts to the best of their knowledge and recollection.
- n. Dress in proper attire for officiating.

Parents/Guardians and Spectators

- 15. In addition to section 7 (above), parents/guardians and spectators at events will:
 - a. Refrain from any harassment of competitors, coaches, officials, parents/guardians, or other spectators.
 - b. Comply with Golf Nova Scotia 's Code of Conduct for Parents and Spectators.
 - c. Respect the decisions and judgments of officials, and encourage Athletes to do the same.
 - d. Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm from the sport environment.
 - e. Respect and show appreciation to all competitors, and to coaches, officials and other volunteers.
 - f. Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence.
 - g. Condemn the use of violence in any form.

Member Clubs

- 16. Member Clubs will be provided with a copy of Golf Nova Scotia 's Safe Sport Policies and will be requested to:
 - a. Adhere to relevant Golf Nova Scotia governing documents and policies and, where necessary, amend their own rules to comply or align with those of Golf Nova Scotia.
 - b. Ensure that all Athletes and coaches participating in sanctioned competitions and events of Golf Nova Scotia are registered and in good standing.
 - c. Appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment.

SAFE SPORT
GOLF NOVA SCOTIA CODE OF CONDUCT AND ETHICS POLICY

- d. Ensure that any reported misconduct is acted upon in accordance with Golf Nova Scotia's Safe Sport policies.
- e. Impose appropriate disciplinary or corrective measures when misconduct has been substantiated.



Appendix 1

Declaration Statement

Complete this form by referring to the Code of Ethics policy, item No. 11 subsection (d), for any service benefit for gift received in excess of \$500.

Forward to HR Committee at Golf Nova Scotia for inclusion in your personal file.

(Please note that this does not have any tax implications).

Name: _____

Date: _____

Value: _____

Provider: _____

Notes:

Print Name: _____

Signature: _____

To be used in conjunction with the terms defined in Definitions Conduct and Definitions Policy. Additional terms are defined in the UCCMS

Purpose

1. This Appeal Policy and Procedure provides Organizational Participants with a fair and expedient appeal process.

Scope and Application of this Policy

2. This Policy applies to all Organizational Participants.
3. Any Organizational Participant who is directly affected by a decision made by Golf Nova Scotia shall have the right to appeal that decision if there are sufficient grounds for the appeal under the Grounds for Appeal section of this Policy.
4. This Policy will apply to decisions relating to:
 - a. Eligibility
 - b. Selection
 - c. Conflict of Interest
 - d. Discipline
 - e. Membership
5. This Policy will not apply to decisions relating to:
 - a. Matters that are decided by and within the jurisdiction of the general membership of Golf Nova Scotia including enactment and amendment of the by-Laws and election of Directors and Members of Governors Council.
 - b. Decisions made based on the Rules of Golf, Rules of Handicapping or the Rules of Amateur Status, (each of which have their own appeal procedures that must be followed).
 - c. Enactment of and amendment to or repeal of competition rules (Golf Nova Scotia's Terms of Competition and any Local Rules).
 - d. Those decisions which are required of or imposed upon Golf Nova Scotia by outside authorities or agencies (e.g. OSIC, Sport Canada, Coaching Association of Canada, Canadian Centre for Ethics in Sport, World Anti-Doping Agency, Sport Dispute Resolution Centre, etc.).

- e. Disciplinary matters arising during events organized by entities other than Golf Nova Scotia, which are dealt with under the policies of these other entities (Code of Conduct for Players Policy and Code of Conduct for Parents and Spectators Policy).
- f. Volunteer appointments and the withdrawal of those appointments by the Board of Directors and its appointed committees.
- g. Matters of budgeting and budget implementation.
- h. Matters of operational structure, employment and staffing.
- i. Employment.
- j. Infractions for doping offenses.
- k. Commercial matters for which another appeals process exists under a contract or applicable law.
- l. Decisions made under this Policy.

Timing of Appeal

- 6. Organizational Participants who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit electronically, a written notice of their intent to appeal.
- 7. An Organizational Participant who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to permit an appeal beyond the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.
- 8. An administrative fee of \$200 must be submitted with the notice to appeal. This administrative fee will be refunded if the appeal is successful.

Submitting an Appeal

- 9. Appeals of decisions made by a Provincial Golf Association or a Member Club can be submitted internally to be heard pursuant to the terms of the applicable organization's policy for appeals. If a Provincial Golf Association or Member Club does not have a policy for appeals, Golf Canada may hear appeals of decisions made by Provincial Golf Associations or Member Clubs, at Golf Canada's sole discretion.

10. Appeals of decisions made by Golf Nova Scotia can be submitted to Golf Nova Scotia to be heard pursuant to this Policy.
11. Decisions made pursuant to the Discipline and Complaints Policy and Procedure may be appealed to Golf Nova Scotia in accordance with the terms of this Appeal Policy and Procedure.
12. By agreement between the parties, this appeal process may be bypassed, and the appeal may be heard directly before the Sport Dispute Resolution Centre of Canada (SDRCC).
13. Except where an appeal proceeds before the SDRCC, Golf Nova Scotia shall appoint an Appeal Manager and shall follow the process outlined in this Appeal Policy and Procedure.

Grounds for Appeal

14. 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 Respondent:
 - a. Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make.
 - b. Failed to follow its own procedures (as set out in the Respondent's 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 unreasonable.

Appeal Procedure

Written Notice

1. To initiate an appeal, a written notice of intent to appeal must be submitted. The written notice must contain the following:
 - a. Contact information.
 - b. Name and contact information of the Respondent and any Affected Parties, when known to the Appellant.
 - c. Date the Appellant was advised of the decision being appealed.
 - d. A copy of the decision being appealed, or description of decision if a written document is not available.
 - e. Grounds for the appeal.
 - f. Detailed reasons for the appeal.
 - g. All evidence that supports these grounds.
 - h. Requested remedy or remedies.
 - i. An administration fee of two hundred dollars (\$200), which will be refunded if the appeal is successful.

Screening of Appeal

2. The parties may first attempt to resolve the appeal through the Dispute Resolution Policy.
3. Appeals resolved under the Dispute Resolution Policy will result in the administration fee being refunded to the Appellant.
4. Should the appeal not be resolved by using the Dispute Resolution Policy, Golf Nova Scotia will appoint an independent Appeal Manager (who must not be in a conflict of interest or have any direct relationship with the parties) who has the following responsibilities:
 - a. To determine if the appeal falls under the scope of this Policy.
 - b. To determine if the appeal was submitted in a timely manner.
 - c. To decide whether there are sufficient grounds for the appeal.

5. If the Appeal Manager denies the appeal based on insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
6. If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeal Panel composed of three persons (who must not be in a conflict of interest or have any direct relationship with the parties) to hear the appeal. The Appeal Manager will appoint one of the Panel's members to serve as the Chair.
7. In order to confirm the identification of any Affected Parties, the Appeal Manager will engage Golf Nova Scotia. The Appeal Manager, in their sole discretion, may determine whether a party is an Affected Party

Procedure for Appeal Hearing

8. The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.
9. If a party chooses not to participate in the hearing, the hearing will proceed in any event.
10. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods.
11. The hearing will be governed by procedures that the Appeal Manager and the Appeal Panel deem appropriate in the circumstances. The following guidelines will apply to the hearing:
 - a. The hearing will be held within a timeline determined by the Appeal Manager
 - b. The Parties will be given reasonable notice of the day, time and place of an oral in-person hearing or oral hearing by telephone or electronic communications.

- c. Copies of any written documents which any Party wishes to have the Appeal Panel consider will be provided to all Parties in advance of the hearing.
- d. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense.
- e. The Appeal Panel may request that any other individual participate and give evidence at an oral in-person hearing or oral hearing by telephone or electronic communications.
- f. The Appeal Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate.
- g. If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become an Affected Party to the appeal in question and will be bound by its outcome.
- h. The decision to uphold or reject the appeal will be by a majority vote of Appeal Panel members.

12. In fulfilling its duties, the Appeal Panel may obtain independent advice.

Appeal Decision

- 13. The Appellant must demonstrate, on a balance of probabilities, that the Respondent 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.
- 14. The Panel shall issue its decision in writing within seven (7) days after the hearing's conclusion.
- 15. In making its decision, the Appeal Panel will have no greater authority than that of the original decision-maker. The Appeal Panel 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 to make a new decision;or
 - c. Uphold the appeal and vary the decision.

16. The Appeal Panel will also determine whether costs of the appeal, excluding legal fees and legal disbursements of any parties, will be assessed against any party. In assessing costs, the Panel will take into account the outcome of the appeal, the conduct of the parties, and the parties' respective financial resources.
17. The Appeal Panel's written decision, with explanations, will be distributed to all parties, the Appeal Manager, and Golf Nova Scotia. In extraordinary circumstances, the Appeal Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Appeal Panel.

Timelines

18. 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 Appeal Manager and/or Appeal Panel may direct that these timelines be revised.

Confidentiality

19. The appeals process is confidential and involves only the parties, the Appeal Manager, the Appeal Panel, and any independent advisors to the Appeal Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings unless Golf Nova Scotia is required to notify an organization such as an international federation, Golf Canada, Sport Canada or other sport organization (i.e., where a Provisional Suspension or interim measures have been imposed and communication is required to ensure that they may be enforced), or notification is otherwise required by law.

Final and Binding

20. No action or legal proceeding will be commenced against Golf Nova Scotia or Organizational Participants in respect of a dispute, unless Golf Canada has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in governing documents.

To be used in conjunction with the terms defined in Definitions Conduct and Definitions Policy. Additional terms are defined in the UCCMS

Purpose

1. This Athlete Protection Policy describes 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. Golf Nova Scotia requires that the ‘Rule of Two’ is followed for all Persons in Authority who interact with Athletes, to the maximum extent feasible. The ‘Rule of Two’ is a directive that says that an athlete must never be alone one-on-one with an unrelated Person in Authority.
3. Golf Nova Scotia recognizes that abiding by the ‘Rule of Two’ may not be feasible in some instances, given the dynamics of golf participation and golf training.
4. Persons in Authority must comply with the ‘Rule of Two’ to the fullest extent feasible. Compliance with the ‘Rule of Two’ involves adhering to the following guidelines:
 - a. To the maximum extent possible, the training environment should be visible and accessible so that all interactions between Persons in Authority and Athletes are observable.
 - b. Private and one-on-one situations that are not observable by another adult or Athlete should be avoided.
 - c. A Vulnerable Participant may not be alone under the supervision of a Person in Authority unless prior written permission is obtained from the Vulnerable Participant’s parent or guardian.
 - d. Persons in Authority may not invite or host Vulnerable Participants in their home without the written permission from parents or guardians or without parents or guardians having contemporaneous knowledge of the visit.
 - e. If a Person in Authority and an Athlete expect to be away from other Organizational Participants for a lengthy period of time (for example, they will be on the golf course together), they 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. For communication in any form between Persons in Authority and Athletes, following guidelines must be followed:
- a. 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).
 - b. Individual communication with an Athlete must remain professional in tone. Communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such personal communication is unavoidable, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian (i.e., if the Athlete is a Vulnerable Participant).
 - c. Parents/guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or may request that certain information about their child not be distributed in any form of electronic communications.
 - d. All communication between a Person in Authority and Athletes must be between the hours of 6:00am and midnight unless extenuating circumstances justify otherwise.
 - e. Communication concerning drugs or alcohol use is not permitted, unless the communication relates to policies prohibiting its use.
 - f. Communications may not include sexually explicit language, imagery, or content.

Travel

6. For travel involving Persons in Authority and Athletes, adherence to the following guidelines is required:
- a. Teams or groups of Athletes to travel with at least two Persons in Authority with them, to the extent that budget and logistical circumstances allow.
 - b. If two Persons in Authority cannot be present, reasonable efforts should be made to supplement supervision with screened parents or other volunteers.
 - c. To the maximum extent possible, a Person in Authority should not drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian.
 - d. A Person in Authority may not share a hotel room with an Athlete unless the Person in Authority is the Athlete's parent/guardian or spouse.

- e. Room or bed checks during overnight stays must be done by two Persons in Authority.
- f. For overnight travel when Athletes must share a hotel room, roommates must be age appropriate (e.g., within approximately two years of age of one another) and of the same gender identity.

Locker Rooms / Changing Areas

- 7. For locker rooms, changing areas, and other closed meeting spaces, adherence to the following guidelines is required:
 - a. Interactions between Persons in Authority and Athletes should not occur in any area where there is a reasonable expectation of privacy – such as a locker room, washroom or changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such area.

Photography / Video

- 8. For all photography and video of an Athlete, adherence to the following guidelines is required:
 - a. Photographs and video should be taken in public view. Content 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 in any areas where there is a reasonable expectation of privacy – such as locker rooms or washrooms – is strictly prohibited.
 - c. If content featuring an Athlete will be used on any form of public media, an Image Consent Form (Appendix A – Athlete Protection Policy Image Consent Form) must be completed before the content is recorded.

Physical Contact

- 9. 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. For physical contact, adherence to the following guidelines is required:
 - a. A Person in Authority must always request permission to make physical contact from the Athlete in advance and clearly explain where, why and how the physical contact will occur. The Person in Authority must make clear that they are requesting to touch the Athlete and not requiring physical contact.
 - b. Infrequent, incidental physical contact during a training session is not considered a violation of policy.

c. Non-essential physical contact may not be initiated by the Person of Authority. It is recognized that some Athletes may initiate non-essential physical contact such as hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance). This physical contact should always occurs in an open and observable environment.

Enforcement

10. Any illegal violations of this Athlete Protection Policy shall be addressed pursuant to Golf Nova Scotia's Discipline and Complaints Policy.
11. Any violation of this Policy that may be considered "Prohibited Behaviour" or "Maltreatment" (as defined in the UCCMS) when the Respondent is an Organizational Participant who has been designated by Golf Canada as a UCCMS Participant (as defined in the Discipline and Complaints Policy), will be handled pursuant to the policies and procedures of the Office of the Sport Integrity Commissioner ("OSIC"), subject to the rights of Golf Nova Scotia as set out in the Discipline and Complaints Policy and any applicable workplace policies.

Appendix A – Athlete Protection Policy Image Consent Form

Name of Athlete (print): _____

1. I hereby grant to Golf Nova Scotia and the [insert applicable Provincial Golf Association and/or Member Club] (collectively the “Organizations”) on a worldwide basis, the permission to photograph and/or record the Athlete’s image and/or voice on still or motion picture film and/or audio tape (collectively the “Images”), and to use the Images to promote the sport and/or the Organizations through traditional media such as newsletters, websites, television, film, radio, print and/or display form, and through social media including but not limited to Instagram, Facebook, YouTube, and Twitter. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes. This consent will remain in effect in perpetuity.

2. I hereby fully release, discharge, and agree to save harmless the Organizations, for any and all claims, demands, actions, damages, losses or costs that might arise out of the collection, use or disclosure of the Images or taking, publication, distortion of the Images, negatives, and masters or any other likeness or representation of the Athlete that may occur or be produced in the taking of said Images or in any subsequent processing thereof, including without limitation any claims for libel, passing off, misappropriation of personality or invasion of privacy.

3. I UNDERSTAND AND AGREE, that I have read and understood the terms and conditions of this document. On behalf of me, my heirs and assigns, I agree that I am signing this document voluntarily and to abide by such terms and conditions.

Signature of Athlete: _____

OR, if the Athlete is younger than the age of majority

Signature of Parent/Guardian: _____

Date: _____

Purpose

1. This section of the Safe Sport document describes the commitment of Golf Nova Scotia to provide a safe sport environment and adhere to the UCCMS.

Commitment to a Sport Environment Free from Prohibited Behaviour and Maltreatment

2. Golf Nova Scotia makes the following commitments to a sport environment free from Prohibited Behaviour and Maltreatment:
 - a. All Organizational Participants in golf can expect to play, practice and compete, work, and interact in an environment free from inappropriate behaviour, including Prohibited Behaviour and Maltreatment as defined by the UCCMS.
 - b. Addressing the causes and consequences of Prohibited Behaviour and Maltreatment is a collective responsibility and requires the deliberate efforts of all Organizational Participants, sport stakeholders, golfclub administrators and organization leaders.
 - c. Organizational Participants in positions of trust and authority have the general responsibility to protect the health and well-being of all other Organizational Participants.
 - d. Adult Organizational Participants have a specific ethical and statutory duty and the additional responsibility to respond to incidents of Prohibited Behaviour and Maltreatment involving Minors and other Vulnerable Individuals.
 - e. All Organizational Participants recognize that Prohibited Behaviour and Maltreatment can occur regardless of age, sex, sexual orientation, gender identity or expression, race, ethnicity, Indigenous status, or level of physical and intellectual disability and their intersections. Moreover, it is recognized that those from traditionally marginalized groups have increased vulnerability to experiences of Maltreatment.
 - f. All Organizational Participants recognize that individuals who have experienced Maltreatment may experience a range of effects that may emerge at different time points and that can profoundly affect their lives.
 - g. All adults working with children and youth have a duty to prevent or mitigate opportunities for misconduct.

h. In recognition of the historic vulnerability to discrimination and violence amongst some groups, and that continues to persist today, Organizational Participants in positions of trust and authority have a duty to incorporate strategies to recognize systemic bias, unconscious bias, and to respond quickly and effectively to discriminatory practices.

Conduct Standards

3. Golf Nova Scotia has adopted a Code of Conduct and Ethics that describes standards of conduct and behaviour for all Organizational Participants. General standards of conduct apply to all Organizational Participants and specific standards apply to positions within the organization.
4. The Code of Conduct and Ethics indicates that Golf Nova Scotia adopts and adheres to the Canadian Anti-Doping Program. Golf Nova Scotia

Social Media

5. Golf Nova Scotia has adopted a Social Media Policy that describes standards of conduct that are expected on social media by Organizational Participants. The Social Media Policy highlights the importance of responsible coach-athlete interaction on social media.

Athlete Protection

Screening

6. Golf Nova Scotia has adopted a comprehensive Screening Policy that requires some Organizational Participants to pass a screening process before being permitted to interact with athletes.
7. Golf Nova Scotia has developed an Athlete Protection Policy that can be used by coaches, managers, medical personnel, and other Persons in Authority. Golf Nova Scotia provides training on the policy and has taken steps to ensure the policy is being implemented.

Resources

8. Golf Nova Scotia will regularly provide information to Organizational Participants about resources and training related to athlete protection.

Athlete Engagement

9. Golf Nova Scotia 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. Dispute Resolution
10. Golf Nova Scotia has developed a comprehensive suite of dispute resolution policies that include:
 - a. Discipline and Complaints Policy
 - b. Appeal Policy
 - c. Dispute Resolution Policy
 - d. Event Discipline Procedure
 - e. Whistleblower Policy
11. Taken together, the suite of dispute resolution policies includes 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 case managers, decision-makers and/or investigators.
 - e. Protection from reprisal for submitting complaints.
 - f. Anonymity for the complainant in cases of whistleblowers, to the maximum extent possible.
 - g. Independence of appeal procedures when appeals are permitted.
 - h. Opportunity for alternative dispute resolution.
 - i. Investigations of complaints as circumstances merit.
 - j. In-event discipline procedures (when an event does not have its own disciplinary procedures).

Alignment

12. Golf Nova Scotia recognizes the importance of safe sport for Athletes and Organizational Participants across the country. Golf Nova Scotia has developed a Reciprocation Policy that:
- a. Requires Provincial Golf Associations and Member Clubs to report discipline decisions to Golf Canada.
 - b. Requires Golf Canada to distribute discipline decisions to all Provincial Golf Associations and to applicable Member Clubs.
 - c. Requires Golf Canada, Provincial Golf Associations and Member Clubs to recognize and enforce sanctions imposed by Golf Canada, a Provincial Golf Association, or a Member Club or the OSIC.

Obligations – Reporting and Third-Party Case Management

13. The policies of Golf Nova Scotia include requirements that certain complaints must be reported to government entities such as Sport Canada, local police forces, and/or child protection agencies.
14. The policies of Golf Nova Scotia include requirements that complaints must be received by an Independent Third Party that has no conflict of interest or bias.

Records

15. Golf Nova Scotia 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/territorial sport organizations, international sport federations, multi-sport organizations, and government entities.

Governance and Operations

16. Golf Nova Scotia will have a comprehensive plan in which athlete protection and safe sport are top priorities for the organization.
17. Golf Nova Scotia maintains a Risk Management Registry that describes how the organization identifies risks and categorizes them based on the product of likelihood and impact. Golf Nova Scotia 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

18. Golf Nova Scotia continues to develop 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.
19. Golf Nova Scotia continually monitors and evaluates its policies, practices, and procedures.

The terms defined below apply to all policies included in Golf Nova Scotia's Safe Sport Policies. Additional terms are defined in the UCCMS

1. **Abuse** – Includes, but not limited to, Psychological Maltreatment, Physical Maltreatment, Neglect, and/or Grooming of Vulnerable Participants by Persons in Authority and which can have the following warning signs:
 - a. Recurrent unexplained injuries
 - b. Alert behaviour; 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 behaviour
 - 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
2. **Bullying** – Offensive behaviour and/or abusive treatment of an Organizational Participant that typically, but not always, involves an abuse of power.
3. **Discrimination** – Behaviour, policies and/or practices that contribute to differential, inequitable, adverse or otherwise inappropriate treatment of or impact on an individual or class of individuals based on one or more prohibited grounds which include race, citizenship, national or ethnic origin, colour, Indigeneity, religion, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, family status, language, genetic characteristics, or disability and analogous grounds. Behaviour, policies, and/or practices specifically benefitting members of marginalized groups shall not be considered Discrimination.

Discrimination does not include behaviour, policies and/or practices rationally connected to legitimate sport objectives with honest and good faith belief that they are reasonably necessary to accomplish the relevant objectives, provided that accommodation of the needs of an individual or a class of individuals affected would impose undue hardship on the Organizational Participant and/or Golf Nova Scotia that would have to accommodate those needs, considering health, safety, cost and legitimate sport objectives. Discrimination can include overt or subtle forms of harm that uniquely define the adverse or inequitable experiences of marginalized persons. Discrimination does not require an intention to cause harm.

4. **Harassment** – A course of vexatious comment or conduct, which is known or ought reasonably to be known to be unwelcome. Types of behaviour that constitute Harassment include, 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 behaviour 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 behaviour 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 sport environment, which can include:
 - i. Locations where material that is discriminatory is displayed (e.g., sexually explicit posters and racial/racist cartoons)
 - ii. Groups where harassing behaviour is part of the normal course of activities
 - iii. Behaviour that causes embarrassment, awkwardness, endangers a person's safety or negatively affects performance.
- m. Behaviours 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 Golf Canada

5. Maltreatment and Prohibited Behaviours – as defined in the UCCMS

6. Workplace Harassment – Vexatious comment or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:

- a. Bullying;
- b. Workplace pranks, vandalism, bullying or hazing;
- c. Repeated offensive or intimidating phone calls or emails;
- d. Inappropriate sexual touching, advances, suggestions or requests;
- e. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
- f. Psychological abuse

7. Workplace Violence – The use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:

- a. Verbal or written threats to attack;
- b. Sending to or leaving threatening notes or emails;
- c. Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
- d. Wielding a weapon in a Workplace;
- e. Hitting, pinching or unwanted touching which is not accidental;
- f. Dangerous or threatening horseplay;
- g. Physical restraint or confinement;
- h. Blatant or intentional disregard for the safety or wellbeing of others;
- i. Blocking normal movement or physical interference, with or without the use of equipment;
- j. Sexual assault; and
- k. Any attempt to engage in the type of conduct outlined above

The terms defined below apply to all policies included in Golf Nova Scotia's Safe Sport Policies. Additional terms are defined in the UCCMS

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.
2. **Alternate Liaison** – An individual appointed under the Whistleblower Policy in the event the Compliance Officer is unable to act in an unbiased or discrete manner due to their role with the organization and/or the content of the Report.
3. **Appellant** – The Party appealing a decision.
4. **Appeal Manager** – 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 Manager will have responsibilities that include using decision making authority empowered by the Appeal Policy.
5. **Athlete** – An individual who is an Athlete Organizational Participant in Golf Nova Scotia who is subject to the UCCMS and the policies of Golf Nova Scotia.
6. **Athlete Support Personnel** – Any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other person working with, treating or assisting an Athlete participating in or preparing for sports competition.
7. **Board** – The Board of Directors of Golf Nova Scotia.
8. **Committee Member** – an individual elected or appointed to a committee or council of Golf Nova Scotia.
9. **Complainant** – An Organizational Participant or observer who makes a report of an incident, or a suspected incident, of alleged Maltreatment, Prohibited Behaviour or other misconduct that may be a violation of the standards described in Golf Nova Scotia's policies, by-laws, rules or regulations, or the UCCMS.

10. **Compliance Officer** – an individual appointed to receive Reports under the Whistleblower Policy.
11. **Days** – Days including weekends and holidays.
12. **Director** – An individual appointed or elected to the Board of Directors of Golf Nova Scotia. Golf Nova Scotia Definitions – Policy Approved April 2026 *Golf Nova Scotia Safe Sport Policy
13. **Director of Sanctions and Outcomes** – Responsible for overseeing the imposition of Provisional Measures, agreed outcomes, Sanctions and appearing before the Safeguarding Tribunal or the Appeal Tribunal in cases arising from a potential breach of the UCCMS (or other conduct rules, as applicable).
14. **Event** – An event sanctioned by Golf Nova Scotia, which may include a social event.
15. **External Discipline Panel** – A panel of one or three people who are appointed by the Independent Third Party (or designate) to decide on complaints that are assessed under Process #2 of the Discipline and Complaints Policy.
16. **Independent Third Party** – The individual retained by Golf Nova Scotia to receive reports and complaints, and to fulfill the responsibilities outlined in the Discipline and Complaints Policy, Investigations Procedure and Appeal Policy. This individual must not be in a conflict of interest.
17. **Internal Discipline Chair** – an individual appointed by Golf Nova Scotia to decide on complaints that are assessed under Process #1 of the Discipline and Complaints Policy. The Internal Discipline Chair may be a Director, coach, staff member or other individual affiliated with Golf Nova Scotia but must not be in a conflict of interest.
18. **Member Club** – As defined in the By-Laws of Golf Nova Scotia

19. **Minor** – Any Organizational Participant who is under the age of majority at the time and in the jurisdiction where the alleged Maltreatment has occurred. For the purpose of protection in each Canadian province and territory, a Minor is a child younger than the following age:
- a. 16 years old: Newfoundland and Labrador; Saskatchewan; Northwest Territories; Nunavut
 - b. 18 years old: Prince Edward Island; Quebec; Ontario; Manitoba; Alberta
 - c. 19 years old: Nova Scotia; New Brunswick; British Columbia; Yukon
- For the purpose of the UCCMS, an individual who is under the age of 19 years. It is always the responsibility of the adult Organizational Participant to know the age of a Minor.
20. **Organizational Participant** – Refers to all categories of individual members and/or registrants and/or Member Clubs defined in the By-laws of Golf Nova Scotia who are subject to the UCCMS and the policies of Golf Nova Scotia, as well as all people employed by, contracted by, or engaged in activities with, Golf Nova Scotia 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.
21. **OSIC** – Office of the Sport Integrity Commissioner, an independent division of the Sport Dispute resolution Center of Canada (SDRCC) which comprises the functions of the Sport Integrity Commissioner.
22. **Parties** – The groups involved in a 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.
23. **Person in Authority** – Any Organizational Participant who holds a position of authority within Golf Nova Scotia including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and officers.

24. **Provisional Suspension** – means that the Organizational Participant is barred temporarily from participating in any capacity in any Event or activity of Golf Nova Scotia, the Provincial Golf Associations, and its Member Clubs, or as otherwise decided pursuant to the Discipline and Complaints Policy, prior to the decision in a hearing conducted pursuant to the Discipline and Complaints Policy.
25. **Reporting (or Report)** – as defined in the UCCMS or a Report as referred to in the Whistleblower Policy.
26. **Respondent** – The Organizational Participant who is alleged to have engaged in one or more of Prohibited Behaviours.
27. **Social Media** – The catch all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, and Twitter. 28. **UCCMS** – Universal Code of Conduct to prevent and address Maltreatment in Sport, as amended from time to time by the SDRCC.
29. **UCCMS Participant** – An Organizational Participant affiliated with Golf Nova Scotia who has been a) designated by Golf Nova Scotia and b) who has signed the required consent form. UCCMS Participants may include an Athlete, a coach, an official, an Athlete Support Personnel, an employee, a contractual worker, an administrator, or a volunteer acting on behalf of or representing Golf Nova Scotia in any capacity.
30. **Vulnerable Participant** – Persons at increased risk of Maltreatment and/or coercion, often due to age, gender, race, poverty, Indigeneity, sexual orientation, gender identity or expression, disability, psychosocial or cognitive ability, and their intersections. Vulnerable Participants include persons who are not able to provide informed consent.
31. **Worker** – Any person who performs work for Golf Nova Scotia including employees, managers, supervisors, temporary workers, volunteers, student volunteers, part-time workers, the Board of Directors, and independent contractors.

32. **Workplace** – Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the training and competition environment, and work-related conferences or training session



To be used in conjunction with the terms defined in Definitions Conduct and Definitions Policy. Additional terms are defined in the UCCMS

Purpose

1. Organizational Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, by-laws, rules and regulations of Golf Nova Scotia as updated and amended from time to time.
2. Non-compliance with any of Golf Nova Scotia's policies, by-laws, rules or regulations, as applicable, may result in the imposition of sanctions pursuant to this Policy.

Application of this Policy

3. This Policy applies to all Organizational Participants.
4. This Policy applies to matters that may arise during the business, activities, and Events of Golf Nova Scotia, the Provincial Golf Associations, and its Member Clubs, 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 Golf Nova Scotia, and any meetings.
5. This Policy also applies to Organizational Participants' conduct outside of the business, activities, and Events of Golf Nova Scotia, the Provincial Golf Associations, and its Member Clubs when such conduct adversely affects the relationships (or the work and sport environment) of Golf Nova Scotia, is detrimental to the image and reputation of Golf Nova Scotia or is in violation of Golf Nova Scotia policy or conduct expectations.
6. This Policy applies to alleged breaches of the *Code of Conduct and Ethics* by Organizational Participants who have retired from the sport where any claim regarding a potential breach of the *Code of Conduct and Ethics* occurred when the Organizational Participant was active in the sport. In addition, this Policy will apply to breaches of the *Code of Conduct and Ethics* that occurred when the Organizational Participants 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 Organizational Participant(s).

7. Applicability of this Policy will be determined by OSIC, the ITP, or Golf Nova Scotia, as applicable, and shall not be subject to appeal.
8. If it is considered appropriate or necessary based on 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 policies and procedures specific to the competition, if applicable. In such situations, disciplinary sanctions may be for the duration of the competition, training, activity, or Event only.
9. In addition to being subject to disciplinary action pursuant to this Discipline and Complaints Policy, an employee of Golf Nova Scotia who is a Respondent to a complaint may also be subject to consequences in accordance with the employee's employment agreement or Golf Nova Scotia's policies, for human resources, if applicable.
10. A Registered Participant, who is a Worker, who believes that another Worker has committed Wrongdoing (as described in the *Whistleblower Policy*) may report the alleged incident(s) to the Compliance Officer (as further described in the *Whistleblower Policy*).

Minors

11. Complaints may be brought for or against an Organizational Participant who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process.
12. Communication from OSIC, the Independent Third Party, the Internal Discipline Chair or External Discipline Panel (as applicable) must be directed to the Minor's representative.
13. If the Minor's representative is not their parent/guardian, the representative must have written permission to act in such a capacity from the Minor's parent/guardian.

14. A Minor is not required to attend or participate in an oral hearing, if held, or participate in an investigation if conducted. In such circumstances, no adverse inference can be drawn against the Minor.

Reporting a Complaint

UCCMS Participants

15. Incidents that involve Alleged Maltreatment or Prohibited Behaviour that occurred or continued as of March 1, 2023, involving a UCCMS Participant must be reported to the OSIC and will be addressed pursuant to the OSIC's policies and procedures.
16. Incidents that involve alleged Maltreatment or Prohibited Behaviour that occurred before March 1, 2023 may be reported to the *OSIC*; however the *OSIC* shall determine the admissibility of such complaints in accordance with the relevant and applicable OSIC Guidelines regarding the initial review and preliminary assessment, and the matter may only proceed pursuant to the OSIC's procedures with the express consent of the Parties involved where the Parties have not been designated by Golf Canada as a *UCCMS Participant*.
17. If the *Independent Third Party* receives a complaint that they consider would otherwise fall within the above sections, they shall refer the matter to the OSIC and notify the individual(s) that made the complaint of such action.

Organizational Participants

18. Any Complaints involving alleged breaches of Golf Nova Scotia's Policies that do not fall within sections 15 or 16 above may be reported by an *Organizational Participant* to the *Independent Third Party*. For the avoidance of doubt, this includes complaints referred to the *Independent Third Party* by the OSIC following a determination made by the OSIC that a complaint initially reported to it does not fall within its jurisdiction.
19. Notwithstanding any provision in this Policy, Golf Nova Scotia, at its discretion, or upon request by the *Independent Third Party*, may act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, Golf Nova Scotia will identify an individual to represent the organization.

20. A *Complainant* who fears retribution or reprisal or who otherwise considers that their identity must remain confidential may file a complaint with the *Independent Third Party* and request that their identity be kept confidential. If the *Independent Third Party* considers that the *Complainant's* identity must remain confidential, the *Independent Third Party* may ask that Golf Nova Scotia take carriage of the complaint and act as the *Complainant*.
21. In exceptional circumstances, the *Independent Third Party* may direct a complaint to be managed by Golf Canada if a Provincial Golf Association or a *Member Club* (as applicable) is otherwise unable to manage the complaint for valid and justifiable reasons, such as a conflict of interest, due to a lack of capacity or where the Provincial Golf Association or *Member Club* (as applicable) do not have policies in place to address the complaint. In such circumstances, Golf Canada shall have the right to request that a cost-sharing agreement is entered into with the Provincial Golf Association or *Member Club* (as applicable) as a pre-condition to Golf Canada managing the complaint.
22. Where the *Independent Third Party* refers a matter to be managed by a Provincial Golf Association or a *Member Club*, or where a Provincial Golf Association or a *Member Club* is otherwise responsible for managing a matter (i.e., because they received the matter directly), and/or the Provincial Golf Association or the *Member Club* fails to conduct disciplinary proceedings within a reasonable timeline, Golf Canada may, at its discretion, take jurisdiction over the matter and conduct the necessary proceedings. In such circumstances, if the *Internal Discipline Chair* or *External Discipline Panel* decides that the Golf Canada acted reasonably in taking jurisdiction over the matter, Golf Canada's costs to conduct the proceedings, including legal fees, shall be reimbursed by the Provincial Golf Association or *Member Club* (as applicable).

Independent Third Party Responsibilities

23. Upon receipt of a complaint, the *Independent Third Party* has a responsibility to:
- a. Determine whether the complaint falls within the jurisdiction of this *Discipline and Complaints Policy*.
 - b. Determine the appropriate jurisdiction to manage the complaint by considering the following:

- i. Whether the incident occurred within the business, activities, or Events of Golf Canada, a Provincial Golf Association, or a *Member Club*; and
- ii. If the Provincial Golf Association or *Member Club* can manage the complaint process.
- c. Determine whether the complaint is frivolous, vexatious or if it has been made in bad faith
- d. Determine if the alleged incident should be investigated pursuant to Appendix A –Investigation Procedure; and
- e. Choose which process (Process #1 or Process #2, as outlined below) should be followed to hear and adjudicate the matter.

Available Process

There are two different processes that may be used to hear and adjudicate complaints. Subject to Sections 15–17, the *Independent Third Party* will decide which process will be followed, at their discretion, and such decision is not appealable.

Process #1 – The complaint contains allegations involving the following behaviours:

- Disrespectful conduct or comments
- Minor acts of physical violence, unless the physical violence is between a *Person in Authority* and a *Vulnerable Participant*, in which case the matter will be addressed under Process #2.
- Conduct contrary to the values of Golf Canada or a Provincial Golf Association or a Member Club
- Non-compliance with the policies, procedures, rules, or regulations of Golf Canada, or a Provincial Golf Association or a Member Club
- Minor violations of the policies or bylaws of Golf Canada or those of a Provincial Golf Association or a Member Club.

The behaviours identified above are examples only and are not a definitive list of behaviours that may be addressed through Process #1.

Process #2 – The complaint contains allegations involving the following behaviours:

- Repeated Incidents described in Process #1
- Hazing

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- Incidents that constitute *Prohibited Behaviour* under the *Code of Conduct and Ethics* (the “Code”) or the *UCCMS*
- Major incidents of violence (e.g., fighting, attacking)
- Pranks, jokes, or other activities that endanger the safety of others
- Conduct that intentionally interferes with a competition or with any athlete’s preparation for a competition
- Conduct that intentionally damages the image, credibility, or reputation of Golf Canada, a Provincial Golf Association or that of one of its *Member Clubs*
- Consistent disregard for the by-laws, policies, rules, or regulations of Golf Canada, a Provincial golf Association or those of one of its *Member Clubs*.
- Major or repeated violations of the *Code* or any other policies, by-laws, rules or regulations that designate this *Discipline and Complaints Policy* as applicable to address such alleged breaches
- Intentionally damaging the property of Golf Canada, a Provincial Golf Association, or one of its *Member Clubs* or improperly handling any of the aforementioned organizations’ monies.
- Abusive use of alcohol, any use or possession of alcohol by Minors, or use or possession of illicit drugs and narcotics
- A conviction for any *Criminal Code* offense

The behaviours identified above are examples only and are not a definitive list of behaviours that may be addressed through Process #2.

Provisional Suspensions

24. If it is considered appropriate or necessary based on the circumstances, immediate discipline or the imposition of a *Provisional Suspension* or interim measures may be imposed against any *Organizational Participant* by Golf Nova Scotia, after which further discipline or sanctions may be applied according to this Policy.
25. If an infraction occurs at a competition, it will be dealt with by the procedures specific to the competition, if applicable. *Provisional Suspensions* or interim measures may be imposed for the duration of a competition, training, activity, or Event only, or as otherwise determined appropriate by the Independent Third Party or by Golf Nova Scotia, as applicable.

26. Notwithstanding the above, Golf Nova Scotia and/or *The Independent Third Party* may determine that an alleged incident is of such seriousness as to warrant the imposition of a *Provisional Suspension* of a *Respondent* pending completion of an investigation, assessment and/ investigation by the *OSIC*, criminal process, the hearing, or a decision of the *External Discipline Panel*.
27. Any *Respondent* against whom a *Provisional Suspension* or interim measure is imposed may make a request to the *Independent Third Party* or *External Discipline Panel* (if appointed) to have the *Provisional Suspension* or interim measure lifted. In such circumstances, Golf Nova Scotia shall be provided with an opportunity to make submissions, orally or in writing, regarding the *Respondent's* request to have their *Provisional Suspension* lifted. *Provisional Suspensions* or interim measures shall only be lifted in circumstances where the *Respondent* establishes that it would be manifestly unfair to maintain the *Provisional Suspension* or interim measures against them. Any decision not to lift a *Provisional Suspension* or interim measure shall not be subject to appeal.

Procedural Steps

Process #1: Handled by Internal Discipline Chair

Internal Discipline Chair

29. Following the determination by the *Independent Third Party* that the complaint or incident should be handled under Process #1, the *Independent Third Party* will refer the complaint or incident to the *Internal Discipline Chair* designated by Golf Nova Scotia who may:
- Propose alternative dispute resolution techniques, if appropriate; and/or
 - Ask the *Complainant and the Respondent* for either written or oral submissions regarding the complaint or incident. Both Parties shall also have the right to submit to the *Internal Discipline Chair* any relevant evidence, including, but not limited to witness statements, documentary evidence or evidence from other media (i.e., photos, screenshots, videos or other recordings). Each *Party* shall have the right to receive the other *Party's* submissions and evidence, including the *Complainant's* complaint. In the case of oral submissions, each *Party* shall be present when such submissions are made (unless waived by a *Party*); and/or

c. Following receipt of the Parties' submissions, the Internal Discipline Chair may convene the Parties to a meeting, either in person or by way of video or teleconference to ask the Parties questions and to allow the Parties to ask questions of one another.

30. Following their review of the submissions and evidence related to the complaint, the *Internal Discipline Chair* shall determine if any of the incidents listed in Process #1 above have occurred and, if so, determine whether to impose a sanction and, if so, determine the appropriate sanction (see: Sanctions). If, after hearing the *Parties* and reviewing their submissions, the *Internal Discipline Chair* considers that none of the incidents listed in Process #1 above have occurred, they shall dismiss the complaint.
31. The *Internal Discipline Chair* will inform the *Parties* of the *Internal Discipline Chair's* decision, which shall be in writing and include reasons. The *Internal Discipline Chair's* decision will take effect immediately, unless specified otherwise by the *Internal Discipline Chair*. Should the circumstances require a decision to be rendered immediately or within a short timeline, the *Internal Discipline Chair* may render a short decision, either orally or in writing, followed by a written reasoned decision.
32. Any decision rendered by the *Internal Discipline Chair* shall be provided to and maintained in the records of the relevant Provincial Golf Association, *Member Club* and Golf Canada. Decisions will be kept confidential by the *Parties* and the aforementioned organizations and shall be retained and discarded in accordance with the relevant and applicable privacy legislation.

Process #2 – Handled by Independent Third Party and External Discipline Panel

Independent Third Party

33. Following the determination that the complaint should be handled under Process #2, the *Independent Third Party* will propose the use of alternative dispute resolution methods, if appropriate. If the dispute is not resolved using alternative dispute resolution methods, the *Independent Third Party* will appoint an *External Discipline Panel*, of (1) person to hear the complaint. Thereafter, the *Independent Third Party* shall have the following responsibilities:

- a. Coordinate all administrative aspects of the process and set reasonable timelines
 - b. Provide administrative assistance and logistical support to the *External Discipline Panel* as required, including providing the *External Discipline Panel* with any information related to previously imposed disciplinary sanctions against the *Respondent(s)* of the policies of Golf Canada, a Provincial Golf Association or a Member Club that had authority over the Respondent.
 - c. Provide any other service or support that may be necessary to ensure a fair and timely proceeding.
34. The *Independent Third Party* will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
35. If warranted based on the nature of the case, the *Independent Third Party* may, in their sole discretion, appoint an *External Discipline Panel* of three (3) people. When a three-person *External Discipline Panel* is appointed, the *Independent Third Party* will appoint one of the *External Discipline Panel's* members to serve as the Chair.
36. The *Independent Third Party*, in cooperation with the *External Discipline Panel*, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods.
37. The hearing will be governed by the procedures that the *Independent Third Party* and the *External Discipline Panel* deem appropriate for the circumstances. The following procedural directions will apply:
- a. The determination of procedures and timelines, as well as the hearing duration, shall be as expedient and cost-efficient as possible to ensure that costs to the *Parties* and Golf Canada and/or the Provincial Association and/or the *Member Club* are reasonable.

- b. The *Parties* will be given appropriate notice of the day, time, and place of the hearing.
- c. Copies of any written documents which any of the *Parties* wishes to have the *External Discipline Panel* consider will be provided to all *Parties*, through the *Independent Third Party*, in advance of the hearing and in accordance with the timelines set by the *Independent Third Party*.
- d. The *Parties* may engage a representative, advisor, translator, transcription services or legal counsel at their own expense.
- e. The *External Discipline Panel* may request that any other individual participate and give evidence at the hearing.
- f. If not a *Party*, Golf Canada, the Provincial Golf Association and/or the relevant *Member Club* shall be allowed to attend the hearing as an observer and will be provided with access to any documents submitted. With the permission of the *External Discipline Panel*, Golf Canada, the Provincial Golf Association and/or the relevant *Member Club* may make submissions at the hearing or may provide the discipline panel with clarifying information that may be required for the *External Discipline Panel* to render its decision.
- g. The *External Discipline Panel* shall allow any evidence at the hearing filed by the *Parties* and may exclude any evidence that is unduly repetitious or otherwise an abuse of process. The *External Discipline Panel* shall otherwise apply relevant and applicable evidentiary rules in relation to the admissibility and weight given to evidence filed by the parties.
- h. Nothing is admissible in evidence at a hearing that:
 - i. would be inadmissible in a court by reason of any privilege under the law of evidence; or
 - ii. is inadmissible by any statute.
- i. The decision will be by a majority vote of the *External Discipline Panel* when the Panel consists of three people.

38. If the Respondent acknowledges the facts of the incident(s), the Respondent may waive the hearing, in which case the External Discipline Panel will determine the appropriate sanction. The External Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.

39. The process will proceed if a *Party* chooses not to participate in the hearing.
40. 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 complaint, shall be permitted to participate in the proceedings as determined by the *External Discipline Panel*, and will be bound by the decision.
41. In fulfilling its duties, the *External Discipline Panel* may obtain independent advice.

Decision

42. After hearing the matter, the *External Discipline Panel* will determine whether an infraction has occurred and, if so, the sanctions to be imposed. If the *External Discipline Panel* considers that an infraction has not occurred, the complaint will be dismissed.
43. Within fourteen (14) days of the hearing's conclusion, the *External Discipline Panel's* written decision, with reasons, will be distributed electronically to all *Parties*, by the *Independent Third Party*, including to Golf Canada, and to the Provincial Golf Association or *Member Club* as applicable.
44. In extraordinary circumstances, the *External Discipline Panel* may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period.
45. The *External Discipline Panel's* decision will come into effect as of the date that it is rendered unless decided otherwise by the *External Discipline Panel*. The *External Discipline Panel's* decision will apply automatically to Golf Canada, the Provincial Golf Association, and/or its relevant *Member Club* as applicable.
46. Unless the matter involves a *Vulnerable Participant*, once the appeal deadline in the *Appeal Policy* has expired, Golf Canada, the Provincial Golf Association and/or the relevant *Member Club* (as applicable) shall publish on their website the outcome of the case, the provision(s) of the relevant policies that have been violated, the name(s) of the *Organizational Participant(s)* involved and the

46. sanction(s) imposed, if any. If the matter is appealed, the publication provisions in the *Appeal Policy* shall apply. Identifying information regarding *Minors* or *Vulnerable Participants* will never be published by Golf Canada, a Provincial Golf Association, or its *Member Clubs*.
47. If the *External Discipline Panel* dismisses the complaint, the information referred to in Section 44 above may only be published with the *Respondent's* consent. If the *Respondent* does not provide such consent, the information referred to in Section 44 above will be kept confidential by the *Parties* the *Independent Third Party*, Golf Canada, the Provincial Golf Association, and the relevant *Member Club* (including the *Respondent's* Member Club, if applicable) and shall be retained and discarded in accordance with the relevant and applicable privacy legislation. Failure to respect this provision may result in disciplinary action being taken pursuant to this *Discipline and Complaints Policy*.
48. Other individuals or organizations, including but not limited to, *Member Clubs*, and/or Provincial or Territorial sport organizations, shall be advised of the outcome of any decisions rendered in accordance with this Policy.
49. Records of all decisions will be maintained by Golf Nova Scotia in accordance with its *Privacy Policy*.
50. When the *External Discipline Panel* imposes a sanction, the decision shall include, at a minimum, the following details:
- Jurisdiction;
 - Summary of the facts and relevant evidence;
 - Where applicable, the specific provision(s) of Nova Scotia's policies, bylaws, rules or regulations that have been breached;
 - Which *Party* or organization is responsible for the costs of implementing any sanction;
 - Which organization is responsible for monitoring that the sanctioned individual respects the terms of the sanction;
 - Any reinstatement conditions that the *Respondent* must satisfy (if any);
 - Which organization is responsible for ensuring that the conditions have been satisfied; and,
 - Any other guidance that will assist the *Parties* to implement the *External Discipline Panel's* decision.

- i. Any other guidance that will assist the Parties to implement the External Discipline Panel's decision.

51. If necessary, a *Party* – or the organization that is responsible for implementing or monitoring a sanction – may seek clarifications from the *External Discipline Panel* regarding the order so that it can be implemented or monitored appropriately.

Sanctions

52. When determining the appropriate sanction, the Internal Discipline Chair or External Discipline Panel, as applicable, will consider factors (where applicable):
- a. The nature and duration of the Respondent's relationship with the Complainant, including whether there is a Power Imbalance;
 - b. The Respondent's prior history and any pattern of misconduct, Prohibited Behaviour or Maltreatment;
 - c. The respective ages of the individuals involved;
 - d. Whether the Respondent poses an ongoing and/or potential threat to the safety of others;
 - e. The Respondent's voluntary admission of the offense(s), acceptance of responsibility for the misconduct, Prohibited Behaviour or Maltreatment, and/or cooperation in the investigative and/or disciplinary process of Golf Canada;
 - f. Real or perceived impact of the incident on the Complainant, sport organization or the sporting community;
 - g. Circumstances specific to the Respondent being sanctioned (e.g. lack of appropriate knowledge or training regarding the requirements in the *Code of Conduct and Ethics*; addiction; disability; illness);
 - h. Whether, given the facts and circumstances that have been established, continued participation in the sport community is appropriate;
 - i. A Respondent who is in a position of trust, intimate contact or high-impact decision-making may face more serious sanctions; and/or
 - j. Other mitigating and aggravating circumstances.

53. Any sanction imposed must be proportionate and reasonable. However progressive discipline is not required, and a single incident of Prohibited Behaviour or Maltreatment or other misconduct may justify elevated or combined sanctions.
54. The Internal Discipline Chair or External Discipline Panel, as applicable, may apply the following disciplinary sanctions, singularly or in combination:
- a. Verbal or Written Warning – A verbal reprimand or an official, written notice and formal admonition that an Organizational Participant has violated the *Code of Conduct and Ethics* and that more severe sanctions will result should the Organizational Participant be involved in other violations.
 - b. Education – The requirement that an Organizational Participant undertake specified educational or similar remedial measures to address the violation(s) of the *Code of Conduct and Ethics* or the *UCCMS*.
 - c. Probation – Should any further violations of the *Code of Conduct and Ethics* occur during the probationary period, will result in additional disciplinary measures, including, without limitation, a period of suspension or permanent ineligibility. This sanction can also include loss of privileges or other conditions, restrictions, or requirements for a specified period.
 - d. Suspension – Suspension, either for a set time or until further notice, from participation, in any capacity, in any program, practice, activity, Event, or competition sponsored by, organized by, or under the auspices of Golf Nova Scotia. A suspended Organizational Participant may be eligible to return to participation, but reinstatement may be subject to certain restrictions or contingent upon the Organizational Participant satisfying specific conditions noted at the time of suspension.
 - e. Eligibility Restrictions – Restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions.
 - f. Permanent Ineligibility – Permanent ineligibility to participate, in any capacity, in any program, activity, Event, or competition sponsored by, organized by, or under the auspices of Golf Nova Scotia.
 - g. Other Discretionary Sanctions – Other sanctions may be imposed, including, but not limited to, other loss of privileges, no contact directives, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate.

55. The Internal Discipline Chair or External Discipline Panel, as applicable, may apply the following presumptive sanctions which are presumed to be fair and appropriate for the listed Maltreatment:
- a. Sexual Maltreatment involving a Minor Complainant, or a Complainant who was a Minor at the time of the incident complained of, shall carry a presumptive sanction of permanent ineligibility.
 - b. Sexual Maltreatment, Physical Maltreatment with contact, and Maltreatment related to interference or manipulation of process shall carry a presumptive sanction of either a period of suspension or eligibility restrictions.
 - c. While a Respondent has pending charges or allegations of a crime against a person, if justified by the seriousness of the offence, the presumptive sanction shall be a period of suspension until a final determination is made by the applicable process.
56. An Organizational Participant's conviction for certain *Criminal Code* offenses involving harmful conduct shall carry a presumptive sanction of permanent ineligibility from participating with Golf Nova Scotia. *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
57. Failure to comply with a sanction as determined by the External Discipline Panel will result in an automatic suspension until such time as compliance occurs.

OSIC Sanction

58. As a Program signatory to the OSIC, Golf Nova Scotia will ensure that any sanctions or measures imposed by the OSIC's *Director of Sanctions and Outcomes* ("DSO") will be implemented and respected within Golf Canada's jurisdiction (including at the provincial, territorial and club level) once Golf Nova Scotia receives appropriate notice of any sanction or measure from the OSIC.

Appeals

59. The decision of the Internal Discipline Chair or the External Discipline Panel, as applicable, may be appealed in accordance with the *Appeal Policy*.

Confidentiality

60. The discipline and complaints process is confidential and involves only Golf Canada, The Provincial Golf Association (as Applicable), the Member Club (as applicable), the Parties, the Independent Third Party, the Internal Discipline Chair, the External Discipline Panel (as appropriate), and any independent advisors to the External Discipline Panel.
61. None of the parties (or their representatives or witnesses) or organizations referred to in Section 60 will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings, unless Golf Nova Scotia is required to notify an organization such as an international federation, Golf Canada, Sport Canada or other sport organizations (i.e., where a Provisional Suspension or interim measures have been imposed and communication is required to ensure that they may be enforced), or notification is otherwise required by law.
62. Any failure to respect the confidentiality requirement may result in further sanctions or discipline by the Internal Discipline Chair or External Discipline Panel (as applicable).

Timelines

63. 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 Independent Third Party may direct that these timelines be revised.

Statistical Reporting

64. Golf Nova Scotia shall, at least annually, compile a general statistical report of the activity that has been conducted pursuant to the Discipline and Complaints Policy. This report shall not include any information that is confidential under this Policy, or that has been ordered to be kept confidential by a discipline or appeal panel, but may include the number of complaints Reported to the Independent Third Party and statistics regarding the number of cases that were resolved through alternate dispute resolution, the Internal Discipline Chair process, the Discipline Panel process, and the number of appeals filed pursuant to the Appeal Policy and whether the appeals were upheld, partially upheld or dismissed.

Privacy

65. The collection, use and disclosure of any personal information pursuant to this *Discipline and Complaints Policy* is subject to *Golf Nova Scotia's Privacy Policy*.
66. Golf Canada, the Provincial Golf Associations, Member Clubs or any of their delegates pursuant to this *Discipline and Complaints Policy* (i.e., Independent Third Party, Internal Discipline Chair, External Discipline Panel), shall comply with Golf Nova Scotia's *Privacy Policy* in the performance of their services under this Policy.

Appendix A – Discipline and Complaints Policy Investigation Procedure

Determination

1. When a complaint is submitted pursuant to the Discipline and Complaints Policy, the Independent Third Party will determine if the incident(s) should be investigated.

Investigation

2. If the Independent Third Party considers that an investigation is necessary, they will appoint an Investigator. The Investigator must be an independent third-party with experience in investigating. The Investigator must not be in a conflict-of-interest situation and should have no connection to either party.
3. Federal and/or Provincial/Territorial legislation related to Workplace Harassment may apply to the investigation if Harassment was directed toward a worker in a Workplace. The Investigator should review workplace safety legislation, the organization's policies for human resources, and/or consult independent experts to determine whether legislation applies to the complaint.
4. The investigation may take any form as decided by the Investigator, guided by any applicable Federal and/or Provincial/Territorial legislation. The investigation may include:
 - a. Interviews with the Complainant
 - b. Witness interviews
 - c. Statement of facts (Complainant's perspective) prepared by Investigator, acknowledged by the Complainant and provided to the Respondent
 - d. Interviews with the Respondent
 - e. Statement of facts (Respondent's perspective) prepared by Investigator, acknowledged by the Respondent and provided to the Complainant

Investigator's Report

5. Upon completion of their investigation, the Investigator shall prepare a written report that shall include a summary of evidence from the Parties, and any witnesses interviewed. The report shall also include a non-binding recommendation from the investigator regarding whether an allegation or, where there are several allegations, which allegations, should be heard by an External Discipline Panel pursuant to the Discipline and Complaints Policy because they

constitute a likely breach of the Code of Conduct and Ethics, the UCCMS or any other relevant and applicable policy of Golf Canada, a Provincial Golf Association or Member Club policy. The Investigator may also make non binding recommendations regarding the appropriate next steps (i.e., mediation, disciplinary procedures, further review or investigation).

6. The investigator's report will be provided to the Independent Third Party who will disclose it, at their discretion, all or part of the investigation to Golf Canada, a Provincial Golf Association, or a Member Club, (as applicable). The Independent Third Party may also disclose the investigator's report, or a redacted version to protect the identity of witnesses, to the Parties, at their discretion, with any necessary redactions. Alternatively, and only if necessary, other relevant Parties may be provided with an executive summary of the investigator's findings by the Independent Third Party.
7. Should the Investigator find that there are possible Criminal Code offences, the investigator shall advise the Parties, Golf Canada, and where applicable, a Provincial Golf Association or a Member Club and the matter shall be referred by the Independent Third Party to the police.
8. The Investigator must also inform Golf Canada, the Provincial Golf Association or the Member Club, (as applicable) of any findings of criminal activity. Golf Canada, the Provincial Golf Association or the Member Club (as applicable) may decide whether to report such findings to police but 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 Golf Canada, the Provincial Golf Association or the Member Club (as applicable) or other offences where the lack of reporting would bring Golf Canada, the Provincial Golf Association or the Member Club (as applicable) into disrepute.

Reprisal and Retaliation

9. An Organizational Participant who submits a complaint to the Independent Third Party 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 Prohibited Behaviour and will be subject to disciplinary proceedings pursuant to the *Discipline and Complaints Policy* or, as applicable, the policies and procedures of OSIC.

False Allegations

10. An Organizational Participant who submits allegations that the Investigator determines to be malicious, false or for the purpose of retribution, retaliation or vengeance 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. The investigator may recommend to Golf Canada, the Provincial Golf Association, or the Member Club (as applicable) that the Organizational Participant be required to pay for the costs of any investigation that comes to this conclusion.

11. Any Organizational Participant who is liable to pay for such costs shall be automatically deemed not to be in good standing until the costs are paid in full and shall be prohibited from participating in any Golf Canada, Provincial Golf Association or Member Club events, activities, or business. Golf Canada, the Provincial Golf Association, Member Club (as applicable), or the Organizational Participant against whom the allegations were submitted, may act as the Complainant with respect to making a complaint pursuant to this Section 10.

Confidentiality

12. The Investigator will make reasonable efforts to preserve the anonymity of the complainant, respondent, and any other Party. However, Golf Canada recognizes that maintaining full anonymity during an investigation may not be feasible.

13. The collection, use and disclosure of any personal information pursuant to this *Discipline and Complaints Policy* is subject to Golf Nova Scotia's *Privacy Policy*.

SAFE SPORT
GOLF NOVA SCOTIA DISCIPLINE AND COMPLAINTS POLICY AND PROCEDURE

14. Golf Canada, the Provincial Golf Associations, Member Clubs or any of their delegates pursuant to this *Discipline and Complaints Policy* (i.e., Independent Third Party, Internal Discipline Chair, External Discipline Panel), shall comply with Golf Canada's *Privacy Policy* in the performance of their services under this Policy.



To be used in conjunction with the terms defined in Definitions Conduct and Definitions Policy. Additional terms are defined in the UCCMS

Purpose

1. Golf Nova Scotia supports the principles of Alternative Dispute Resolution (ADR) and is 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. Golf Nova Scotia encourages all Organizational Participants to communicate openly, and to collaborate and use problem-solving and negotiation techniques to resolve their differences. Golf Nova Scotia believes that negotiated settlements are most often preferable to arbitrated outcomes. Negotiated resolutions to disputes with and among Organizational Participants are strongly encouraged.

Application of this Policy

3. This Policy applies to all Organizational Participants.
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.

Facilitation and Mediation

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 Golf Nova Scotia. Any actions that are to take place because of the decision shall be enacted on the timelines specified by the negotiated decision, pending approval.

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.

To be used in conjunction with the terms defined in Definitions Conduct and Definitions Policy. Additional terms are defined in the UCCMS

Purpose

1. The purpose of this Policy is to ensure national enforcement and recognition of all disciplinary sanctions applied by Golf Canada and where applicable, Provincial Golf Associations, and Member Clubs.
2. Golf Canada recognizes the importance of safe sport for all participants in the sport of golf throughout the country. Golf Canada also recognizes its obligation to engage an Independent Third Party to handle and/or investigate all matters involving Harassment, Discrimination, Abuse, Workplace Harassment, Workplace Violence, Prohibited Behaviours and Maltreatment.
3. As a Program Signatory to the OSIC, Golf Canada ensures that any sanctions or measures imposed by OSIC's Director of Sanctions and Outcomes ("DSO") will be implemented and respected within Golf Canada's jurisdiction including at the provincial, territorial and Member Club level.

Application

5. Golf Canada, the Provincial Golf Associations and Member Clubs will agree to abide by this Policy.

Responsibilities

6. Golf Canada will:
 - a. Provide copies of discipline and appeal decisions to all Provincial Golf Associations and to Member Club(s) affected or impacted by the decision.
 - b. For discipline decisions provided to Golf Canada by a Provincial Golf Association or by a Member Club, 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 a Provincial Golf Association or Member Club.
7. Provincial Golf Associations will:

- a. Provide copies of discipline and appeal decisions involving Organizational Participants to Golf Canada and to the Member Club(s) affected or impacted by the decision.
- b. For discipline decisions provided to a Provincial Golf Association by Golf Canada or by a Member Club, determine per its own policies whether to initiate further action against the individual(s) named in the decision.
- c. Recognize and enforce the disciplinary sanctions imposed by the OSIC, Golf Canada and/or a Member Club.
- d. Update their governing documents to reference the reciprocation procedures described herein.

8. Member Clubs will:

- a. Provide copies of discipline and appeal decisions involving Organizational Participants to Golf Canada and to the Provincial Golf Association with which the Member Club is affiliated.
- b. Recognize and enforce the disciplinary sanctions imposed by the OSIC, Golf Canada and/or a Provincial Golf Association.
- c. For discipline decisions provided to a Member Club by Golf Canada or by a Provincial Golf Association, determine per its own policies whether to initiate further action against the Participant(s) named in the decision.
- d. Update their governing documents to reference the reciprocation procedures described herein.

Purpose

1. Golf Nova Scotia understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. It is a common practice among sport organizations to take reasonable steps to provide a safe and secure environment for participants in programs, activities, and events. The purpose of screening is to identify individuals who may pose a risk to Golf Nova Scotia and its participants in the course of the individual's involvement.

Definitions

2. The following defined terms appear in this Policy:
 - a. Criminal Record Check (CRC) – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions.
 - b. Enhanced Police Information Check (E-PIC) – A Criminal Record Check plus a search of Local Police Information, available from Sterling Backcheck.
 - c. 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.
 - d. Vulnerable Sector Check (VSC) – A detailed check that includes a search of the CPIC system, Local Police Information, and the Pardoned Sex Offender database.

Application of this Policy

3. This Policy applies to all individuals whose position with Golf Nova Scotia is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Participants.
4. Not all individuals associated with Golf Nova Scotia will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm. Golf Nova Scotia will determine which individuals will be subject to screening using the following guidelines:

Level 1 – Low Risk

Participants 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 Participants.

Examples:

- Parents, youth, or volunteers helping on a non-regular or informal basis.

Level 2 – Medium Risk

Participants in medium-risk assignments who may supervise others, may direct others, may be involved with finances, and/or may have limited access to Vulnerable Participants.

Examples:

- Athlete support personnel
- Non-coach employees or managers
- Volunteer staff who may drive a Golf Nova Scotia vehicle
- Golf Nova Scotia sport staff (including interns and IST support)
- Golf Nova Scotia finance and human resources staff
- Directors and members of work groups
- Senior management and event staff
- Volunteers and committee members at events
- Officials
- Third-party contractors acting on behalf of Golf Nova Scotia

Level 3 – High Risk

Participants in high-risk assignments who occupy positions of trust and/or authority, supervise others, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants.

Examples:

- Golf Nova Scotia contract coaches and management at training centres
- Full-time coaches
- Coaches travelling with athletes
- Coaches who could be alone with athletes

Screening Committee

5. Implementation of this Policy is the responsibility of a Screening Committee (one or three members). Golf Nova Scotia will ensure appointees possess the skills and knowledge to screen documents and make decisions.

6. The Screening Committee reviews all documents and decides whether individuals are appropriate for positions within Golf Nova Scotia. It may consult independent experts (lawyers, police, risk management consultants, etc.).

7–10. The Screening Committee may:

- Request interviews
- Request authorization to contact other organizations
- Request further information more than once
- Draw adverse inferences from a failure to provide information

11. The Screening Committee must assess whether there is reason to believe an individual may pose a risk to Golf Nova Scotia, a Member, or another individual.

12. Past penalties do not prevent prior offences from being considered as part of an application.

13. If no reasonable risk is found, the application will be approved, possibly with conditions.

14. Denials or approvals-with-conditions will be shared with the applicant and the Board of Directors of Golf Nova Scotia.

15. A Participant whose application is denied or revoked may reapply only after two (2) years.

Screening Requirements

16. A Screening Requirements Matrix is provided as Appendix A.

17. When an individual is first engaged by Golf Nova Scotia:

- a. Level 1 individuals will:
 - i. Complete an Application Form (Appendix B) or other written submission
 - ii. Complete a Screening Disclosure Form (Appendix C)
 - iii. Participate in training, orientation, and monitoring as per Appendix
- b. Level 2 individuals will:
 - i. Complete an Application Form or other written submission
 - ii. Complete a Screening Disclosure Form

- i. Complete and provide an E-PIC
- ii. Provide references related to the position, as requested
- iii. Participate in training, orientation, and monitoring as per Appendix A
- iv. Provide a driver's abstract, if requested
- c. Level 3 individuals will:
 - i. Complete an Application Form or other written submission
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC and a VSC
 - iv. Provide references related to the position, as requested
 - v. Participate in training, orientation, and monitoring as per Appendix A
 - vi. Provide a driver's abstract, if requested
- d. If an individual is charged with, convicted of, or found guilty of an offence, they must report this immediately to Golf Nova Scotia and update any changed responses from their Screening Disclosure Form.
- e. If Golf Nova Scotia learns that an individual has supplied false or misleading information, they will be removed from their position and may face discipline under the Discipline and Complaints Policy.

Renewal

18. Unless modified by the Screening Committee, individuals required to submit E-PIC, Screening Disclosure, or Screening Renewal Forms must:
- a. Provide an E-PIC every three (3) years;
 - b. Provide a Screening Renewal Form (Appendix D) every year;
 - c. Provide a VSC every three (3) years.
19. The Screening Committee may reopen a file at any time if new information arises that might affect suitability.

Orientation, Training, and Monitoring

20. The type and amount of orientation, training, and monitoring will be based on the individual's risk level.
21. Orientation may include: presentations, tours, demonstrations, meetings, manuals, and increased supervision initially.

22. Training may include: certification courses, online learning, mentoring, workshops, webinars, demonstrations, and peer feedback.
23. On completion of orientation and training, individuals must acknowledge in writing that they have received and completed it.
24. Monitoring may include: reports, observations, tracking, electronic surveillance (e.g., cameras), and site visits.

How to Obtain an E-PIC or VSC

25. Golf Nova Scotia participates in the Coaching Association of Canada's Responsible Coaching Movement, giving access to discounted E-PICs via: https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/
26. Golf Nova Scotia requires written consent prior to requesting or sharing criminal record checks.
27. VSCs must be obtained at an RCMP office or police station, with two pieces of government-issued ID (one with photo). Fees may apply.
28. Fingerprinting may be required if a gender/date of birth match appears.
29. Golf Nova Scotia may be required to assist individuals in obtaining a VSC (providing letters or forms about the nature of the role).

Screening Procedure

1. Screening documents must be submitted to the Screening Committee.
2. Refusal or failure to provide documents renders the individual ineligible to hold the position until documents are supplied.
3. Recognizing delays in processing E-PICs/VSCs, Golf Nova Scotia may, at its discretion, allow temporary participation which can be withdrawn at any time.
4. The Screening Committee will assess documents (E-PIC, VSC, etc.) using its expertise and discretion.

5. After review, the Screening Committee will decide that:

- a. The individual has passed and may participate;
- b. The individual has passed with conditions;
- c. The individual has not passed and may not participate; or
- d. More information is required.

6. The Committee will consider the type, date, and relevance of any offence.

7. Screening may be failed if the documents reveal:

If imposed in the last ten (10) years:

- a. Any motor vehicle offence (e.g., impaired driving)
- b. Any offence involving public morals
- c. Any theft or fraud offence
- d. Any similar relevant offence

If imposed at any time:

- a. Any offence involving a Minor
- b. Any assault or physical/psychological violence
- c. Any drug trafficking or illegal drug possession offence
- d. Any child pornography-related offence
- e. Any sexual offence

Conditions and Monitoring

Where offences do not automatically result in failure, the Screening Committee may allow participation with conditions, including limitations or monitoring. The Committee has full discretion to impose, monitor, modify, or remove conditions.

Records

8. All records are confidential and disclosed only as required by law or for legal/disciplinary proceedings.

9. Records may include:

- a. VSC results
- b. E-PIC results (three years)
- c. Screening Disclosure Forms (three years)
- d. Screening Renewal Forms (one year)
- e. Records of conditions imposed



Appendix A – Screening Requirements Matrix

Risk Level	Roles (Examples)	Training (Recommended/ Required)	Screening Requirements
Level 1 – Low Risk	Parents, youth, or volunteers acting on a non-regular or informal basis	Respect in Sport for Activity Leaders CAC Safe Sport Training	Complete Application Form (Appendix B) Complete Screening Disclosure Form (Appendix C) Participate in orientation, training, and monitoring as determined by Golf Nova Scotia
Level 2 – Moderate Risk	Athlete support personnel Non-coach employees or managers Volunteer staff who may drive a Golf Nova Scotia vehicle Golf Nova Scotia sport staff (including interns and IST support) Golf Nova Scotia finance and HR staff Directors and members of work Groups Golf Nova Scotia senior management staff	Recommended (based on role): Respect in Sport for Activity Leaders Commit to Kids Required (for specific roles): Respect in Sport – Activity Leaders (e.g., national officials) MED Certified (coaches) CAC Safe Sport Training NCCP Safe Sport Understanding the Rule of Two	All Level 1 requirements Provide an E-PIC Provide one reference related to the position Provide a driver's abstract, if requested

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Risk Level	Roles (Examples)	Training (Recommended/ Required)	Screening Requirements
Level 2 – Moderate Risk (Continued)	Volunteers and committee members at Golf Nova Scotia events Officials Third parties acting on behalf of Golf Nova Scotia		
Level 3 – High Risk	Golf Nova Scotia contract coaches Full-time coaches Coaches travelling with athletes Coaches who could be alone with athletes	Recommended (based on role): Respect in Sport for Activity Leaders Commit to Kids Required: MED Certified CAC Safe Sport Training NCCP Safe Sport Understanding the Rule of Two	All Level 2 requirements Provide a VSC Provide a second reference from a sport organization

Appendix B – Application Form

GOLF NOVA SCOTIA – APPLICATION FORM

Note: Participants applying to volunteer or work with Golf Nova Scotia in positions of trust or authority must complete this Application Form.

A new Application Form must be submitted for each position sought, including when re-applying for a different position within Golf Nova Scotia.

NAME:

First _____ Middle _____ Last _____

CURRENT PERMANENT ADDRESS:

Street _____

City _____ Province _____ Postal Code _____

DATE OF BIRTH: _____ (Month / Day / Year)

GENDER IDENTITY: _____

EMAIL: _____ PHONE: _____

POSITION SOUGHT: _____

Acknowledgement and Consent

By signing this document, I acknowledge and agree to the following:

1. I will adhere to and comply with all current policies and procedures of Golf Nova Scotia, including but not limited to:
 - a. Code of Conduct and Ethics
 - b. Conflict of Interest Policy
 - c. Privacy Policy
 - d. Screening Policy

2. I understand that these policies are publicly available at:

<https://nsga.ns.ca/golfns-policies/>

3.I acknowledge that certain positions may require screening as described in the Screening Policy, and that the **Human Resources Committee** will determine my eligibility to work, volunteer, or participate based on the results of my screening documents.

4.I certify that all information provided on this form and in my screening package is truthful and complete.

5.I understand that Golf Nova Scotia reserves the right to verify any information provided and that misrepresentation or omission may result in immediate disqualification from the application process or termination of my position.

NAME (please print): _____

SIGNATURE: _____

DATE: _____ (Month / Day / Year)

Submission Instructions

Please submit your completed **Application Form** and any required screening documents to **Golf Nova Scotia's Human Resources Committee** by secure email or in a sealed envelope marked *Confidential – Screening Documents*.

Appendix C – Screening Disclosure Form

GOLF NOVA SCOTIA – SCREENING DISCLOSURE FORM

Important: All information provided in this form will be kept strictly confidential and used only for the purpose of screening and determining your suitability to work or volunteer with Golf Nova Scotia.

Failure to disclose accurate and complete information may result in loss of privileges, suspension, or other disciplinary consequences.

NAME:

First _____ Middle _____ Last _____

OTHER NAMES USED (if applicable): _____

CURRENT PERMANENT ADDRESS:

Street _____

City _____ Province _____ Postal Code _____

DATE OF BIRTH: _____ (Month / Day / Year)

GENDER IDENTITY: _____

EMAIL: _____

PHONE: _____

CLUB or ASSOCIATION (if applicable): _____

1. Criminal Convictions

Have you ever been convicted of a criminal offence?

☐ Yes ☐ No

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If "Yes," please complete the following for each conviction (attach additional pages if necessary):

- Offence Type: _____
- Name and Jurisdiction of Court/Tribunal: _____
- Year Convicted: _____
- Penalty/Punishment Imposed: _____
- Additional Details or Explanation: _____

2. Discipline or Sanctions

Have you ever been disciplined, sanctioned, or dismissed by a sport governing body, independent tribunal, government agency, employer, or volunteer organization?

☐ Yes ☐ No

If "Yes," please describe below (attach additional pages if needed):

- Organization/Authority: _____
- Date of Discipline/Sanction: _____
- Reason for Action: _____
- Penalty or Outcome: _____

3. Pending Charges or Investigations

Are you currently facing, or are aware of, any pending criminal charges, investigations, or proceedings, including those by sport, employment, or other organizations?

☐ Yes ☐ No

If "Yes," please provide details below (attach additional pages if necessary):

- Offence or Allegation: _____
- Authority Handling the Matter: _____
- Status/Next Steps: _____

4.Additional Disclosures

Please disclose any other information relevant to your suitability for a position with Golf Nova Scotia, including allegations of wrongdoing, employment terminations for cause, or confirmed misconduct in any capacity.

Privacy Statement

By completing and submitting this form, I consent and authorize Golf Nova Scotia to collect, use, and disclose my personal information—including any Enhanced Police Information Check (E-PIC) or Vulnerable Sector Check (VSC)—for the sole purpose of screening and determining eligibility under the Screening Policy.

Golf Nova Scotia does not distribute, sell, or share personal information for commercial purposes.

Certification

I hereby certify that the information contained in this Screening Disclosure Form is accurate, complete, and truthful to the best of my knowledge.

I further agree to immediately notify Golf Nova Scotia of any changes to the information provided.

I understand that failure to do so may result in disciplinary action or termination of volunteer/staff positions.

NAME (print): _____

DATE: _____ (Month / Day / Year)

SIGNATURE: _____

Submission Instructions

Submit this completed form and supporting documents to:

Sideline Learning Portal – Golf Nova Scotia Executive Director will provide access to the portal.

Appendix D – Screening Renewal Form

GOLF NOVA SCOTIA – SCREENING RENEWAL FORM

Note:

This form is to be completed annually by all individuals who are required to maintain active screening credentials with Golf Nova Scotia.

Failure to complete this renewal truthfully and accurately may result in loss of privileges or removal from your position.

NAME:

First _____ Middle _____ Last _____

CURRENT PERMANENT ADDRESS:

Street _____

City _____ Province _____ Postal Code _____

DATE OF BIRTH: _____ (Month / Day / Year)

GENDER IDENTITY: _____

EMAIL: _____

PHONE: _____

Annual Declaration

By signing this renewal form, I hereby declare the following:

1. There have been no changes to my criminal record since I last submitted any of the following to Golf Nova Scotia:
 - Enhanced Police Information Check (E-PIC)
 - Vulnerable Sector Check (VSC)
 - Screening Disclosure Form (Appendix C)
 - Driver's Abstract (if applicable)

2. There are no outstanding charges, warrants, judicial orders, probation, or prohibition orders against me.
3. There are no applicable non-conviction records, allegations of wrongdoing, disciplinary actions, or employment terminations for cause which have occurred since my most recent screening submission.
4. I have not received any absolute or conditional discharges since my most recent screening submission.
5. I understand that if any of the above information has changed—or if I suspect changes may exist—I am responsible for immediately obtaining and submitting a new E-PIC and/or VSC to the Golf Nova Scotia Screening Committee instead of this form.
6. I understand that submitting this form improperly, or failing to disclose changes, may result in disciplinary action and/or removal from volunteer or employment responsibilities.

Certification

I certify that all information contained in this Screening Renewal Form is accurate, complete, and truthful to the best of my knowledge. I agree to immediately notify Golf Nova Scotia if any changes occur before my next renewal period.

NAME (print): _____

DATE: _____ (Month / Day / Year)

SIGNATURE: _____

Submission Instructions

Submit this completed form to the Golf Nova Scotia Screening Committee by email or sealed envelope marked *Confidential – Screening Renewal*.

Screeninggolfnovascotia@gmail.com

Appendix E – Request for Vulnerable Sector Check

Subject: Vulnerable Sector Check

To Whom It May Concern:

This letter verifies that _____ is in the process of becoming a volunteer with Golf Nova Scotia. He/She/They has completed the Golf Nova Scotia volunteer application process; however, we require that a Criminal Record Check with Vulnerable Sector screening be completed since the individual will be officiating or working at events involving junior golfers and other vulnerable golfers.

Golf Nova Scotia is the Provincial Sport Organization for golf in Nova Scotia.

Regards,

Human Resources Committee Chair

Golf Nova Scotia

To be used in conjunction with the terms defined in Definitions Conduct and Definitions Policy. Additional terms are defined in the UCCMS

Preamble

1. Golf Nova Scotia is aware that Organizational Participant interaction and communication occurs frequently on social media. Golf Canada cautions Organizational Participants 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 Organizational Participants.

Conduct and Behaviour

3. All conduct and behaviour occurring on Social Media must comply with the *Code of Conduct and Ethics*.
4. Any violation of this Policy that may be considered "Prohibited Behaviour" or "Maltreatment" (as defined in the UCCMS) when the Respondent is a Organizational Participant who has been designated by Golf Nova Scotia as a UCCMS Participant (as defined in the *Discipline and Complaints Policy*), will be handled pursuant to the policies and procedures of the Office of the Sport Integrity Commissioner ("OSIC"), subject to the rights of Golf Nova Scotia as set out in the *Discipline and Complaints Policy* and any applicable workplace policies.
5. Organizational Participants may not engage in the following behaviour on social media:
 - a. Posting a disrespectful, hateful, harmful, disparaging, or insulting comment on a social medium that is directed at an Organizational Participant, at Golf Nova Scotia, or at other individuals connected with Golf Nova Scotia.
 - b. Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, embarrassing, suggestive, provocative, or otherwise offensive, and that is directed at an Organizational Participant, at Golf Nova Scotia, or at other individuals connected with Golf Nova Scotia.

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 Golf Nova Scotia or its stakeholders or reputation.

d. Any instance of cyber-bullying or cyber-harassment between one Organizational Participant and another Organizational Participant (including a teammate, coach, opponent, volunteer, or official), 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: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.

6. Violations of this policy may be subject to the *Discipline and Complaints Policy*.

7. If Golf Nova Scotia unofficially engages with an Organizational Participant on Social Media (such as by retweeting a tweet or sharing a photo on Facebook) the Participant may, at any time, ask Golf Nova Scotia to cease this engagement.

8. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Organizational Participant from being subject to the *Discipline and Complaints Policy*.

9. An individual who believes that an Organizational Participant's Social Media activity is inappropriate or may violate policies and procedures should report the matter to Golf Nova Scotia in the manner outlined by the *Discipline and Complaints Policy*.

Golf Nova Scotia Responsibilities

10. Golf Nova Scotia has a responsibility to understand if and how Persons in Authority and Athletes are using Social Media to communicate with each other.

11. Complaints and concerns about the behaviour of a Person in Authority or Athlete in Social Media can be addressed under the *Discipline and Complaints Policy*.

To be used in conjunction with the terms defined in Definitions Conduct and Definitions Policy. Additional terms are defined in the UCCMS

Purpose

1. Golf Nova Scotia is committed to fostering an environment conducive to open communication within the organization regarding Golf Nova Scotia's business practices and to protecting Workers from unlawful retaliation and discrimination for their having properly disclosed or reported illegal or unethical conduct.
2. To further this commitment, this policy:
 - a. Establishes guidance for the receipt, retention and treatment of verbal or written Reports received by Golf Nova Scotia from a Worker regarding actions that (i) are illegal, unethical or contrary to Golf Nova Scotia's policies in respect of accounting, internal controls, disclosure, or business practices or (ii) constitute discrimination, harassment, violence or abuse, whether submitted by Golf Nova Scotia Workers who make a Report;
 - b. Provides Golf Nova Scotia Workers who make a Report with a means to make Reports in a confidential and anonymous manner; and
 - c. Demonstrates Golf Nova Scotia's intention to discipline, any person who commits an act of retaliation or reprisal against a Worker up to and including termination of employment for just cause, in the case of Golf Nova Scotia employees.

Application

3. This Policy only applies to Workers who observe or experience incidents of wrongdoing committed by other Workers.
4. Incidents of wrongdoing or misconduct observed or experienced by Organizational Participants, spectators, parents of Organizational Participants, or other individuals not employed or contracted by Golf Nova Scotia can be Reported under the terms of the *Discipline and Complaints Policy* and/or Reported to Golf Canada's President or CEO to be handled under the terms of the individual Worker's Employment Agreement or Contractor Agreement, as applicable, and/or Golf Nova Scotia's policies for human resources.

5. Matters reported under the terms of this Policy may be referred to be heard under the *Discipline and Complaints Policy*, at the discretion of the Compliance Officer.
6. Any violation of this Policy that may be considered “Prohibited Behaviour” or “Maltreatment” (as defined in the UCCMS) when the Respondent is a Organizational Participant who has been designated by Golf Nova Scotia as a UCCMS Participant (as defined in the *Discipline and Complaints Policy*), will be handled pursuant to the policies and procedures of the Office of the Sport Integrity Commissioner (“OSIC”), subject to the rights of Golf Nova Scotia as set out in the *Discipline and Complaints Policy* and any applicable workplace policies.

Retention

7. Reports filed under this policy will be controlled and documented by the Director and Chair of the Discipline Committee who shall maintain all related documentation for six years (or such longer period as required by law). All Reports and related documentation shall be retained in secured files to which only the Discipline Committee Chair, and any future Chairs and legal counsel shall have full access, subject to legal obligations to otherwise disclose. If a Report is submitted to the Alternate Liaison which names the Chair of the Discipline Committee, the Alternate Liaison shall maintain all related documentation.

Wrongdoing

8. Wrongdoing can be defined as:
- a. Violating the law;
 - b. Intentionally or seriously breaching of the *Code of Conduct and Ethics*;
 - c. Committing or ignoring risks to the life, health, or safety of an Organizational Participant, Worker, or other individual;
 - d. Directing an individual or Worker to commit a crime, serious breach of a policy, or other wrongful act; or
 - e. Fraud

Pledge

9. Golf Nova Scotia pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any Worker who discloses information or submits, in good faith, a report against another Worker under the terms of this Policy.

10. All Reports will be taken seriously and addressed promptly, discreetly and professionally. Reports may be submitted anonymously or the individual submitting the Report may request to remain anonymous. Their desire for anonymity, discussions and any documentation related to the Reports will be respected to the extent appropriate or permitted by law.

Retaliation

11. Retaliation against any Worker who in good faith files a Report or participates in an investigation in connection with a Report is strictly prohibited. Anyone determined to have engaged in retaliatory behaviour or who fails to maintain a Worker's anonymity if requested (and as permitted at law) may be subject to discipline, up to and including termination of employment for just cause, in the case of Golf Nova Scotia employees. Any Worker who feels that he or she has been subjected to any behavior that violates this policy should immediately report such behaviour to his or her supervisor, the Human Resources Manager, the Ethics Commissioner, or the Chair of the Discipline Committee.

12. Anyone who knowingly files a misleading or false Report, or who does not have a reasonable belief as to the truth or accuracy of the Report, may be subject to discipline, up to and including termination of employment for just cause, in the case of a Golf Nova Scotia employee.

13. Any individual affiliated with Golf Nova Scotia who breaks this **Pledge** will be subject to disciplinary action.

Whistleblower Policy Procedure

Reporting Wrongdoing

A Worker who believes that another Worker has committed an incident of wrongdoing should prepare a Report (Appendix A **Whistleblower Policy Complainant Report Form**) to this Policy) 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 or Workers (if any) 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 Worker submitting the report (if applicable).

Authority

1. The Compliance Officer and Alternate Liaison have been appointed to receive reports made under this Policy.
2. After receiving the report, the Compliance Officer has the responsibility to:
 - a. Assure the Worker of the **Pledge**
 - b. Connect the Worker to the Alternate Liaison 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 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) and, if so, inform the Worker that no action will be taken on the report and the reasons why the report has been considered frivolous, vexatious, or not in good faith.
 - d. Determine if the *Whistleblower Policy* applies or if the matter should be handled under the *Discipline and Complaints Policy*.
 - e. Determine if the local police service be contacted.
 - f. Determine if mediation or alternative dispute resolution can be used to resolve the issue.
 - g. Determine if the President or ED should or can be notified of the report.
 - h. Begin an investigation

Alternate Liaison

3. If the Worker feels that the Compliance Officer is unable to act in an unbiased or discrete manner due to the individual's role with the organization and/or the content of the report, the Worker should contact the Alternate Liaison who will act as an independent liaison between the Worker and the Compliance Officer.
4. The Alternate Liaison will not disclose the Worker's identity to the Compliance Officer or to anyone affiliated with Golf Nova Scotia without the Worker's consent.

5. A Worker who is unsure if they should submit a Report, or who does not want to have their identity known, may contact the Alternate Liaison for informal advice about the process.

Investigation

6. If the Compliance Officer determines that an investigation should be launched, the Compliance Officer may decide to contract an external investigator. In such cases, the President or ED may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the Report, or identity of the Worker who submitted the Report being disclosed. Golf Nova Scotia's President or ED may not unreasonably refuse the decision to contract an external investigator.
7. An investigation launched by the Compliance Officer or by an external investigator should generally take the following form:
- a. Follow-up interview with the Worker who submitted the Report, unless submitted anonymously
 - b. Identification of Workers, Organizational Participants, volunteers or other individuals that may have been affected by the wrongdoing.
 - c. Interviews with such-affected individuals.
 - d. Interview with the Worker(s) against whom the Report was submitted.
 - e. Interview with the supervisor(s) of the Worker(s) against whom the Report was submitted, if applicable.
8. The investigator will prepare an Investigator's Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to the President or ED for review and action.

Decision

9. Within fourteen (14) days after receiving the Investigator's Report, the President or ED will take corrective action, as required. Corrective action may include, but is not limited to including:
- a. Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;
 - b. Revision of job descriptions; or

c. Discipline, suspension, termination, or other action as permitted by the By-laws, employment legislation, applicable policies for human resources, and/or the Worker's Employment Agreement or Contractor Agreement.

10. The corrective action, if any, will be communicated to the investigator who will then inform the Worker who submitted the report.

11. Decisions made under the terms of this Policy may be appealed under the terms of the Appeal Policy provided that:

- a. If the Worker who submitted the initial report is appealing the decision, the Worker understands that his or her identity must be revealed if he or she submits an appeal, and
- b. If the Worker against whom the initial report was submitted is appealing the decision, the Worker understands that the identity of the Worker who submitted the report will not be revealed and that Golf Nova Scotia will act as the Respondent.

Confidentiality

12. Confidentiality at all stages of the procedures outlined in this Policy – from the initial report to the final decision – is assured for all individuals (the Worker, the Worker(s), or Director(s) against whom the report is submitted, and the individuals interviewed during the investigation). An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.

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

APPENDIX A

Whistleblower Policy

Complainant Report Form

The following form is recommended for use to Report under the terms of the Whistleblower Policy of Golf Nova Scotia.

Name: _____
(Enter "Confidential" should you wish to submit a confidential Report)

Email Address: _____

Telephone: _____

Role or Position with Golf NS: _____

Description of Issue or Description of alleged Wrongdoing:

Other parties involved in the issue (with contact information, if known):

Do you wish to have the recipient keep your identity confidential?

SAFE SPORT
GOLF NOVA SCOTIA CODE OF CONDUCT AND ETHICS POLICY

