

The Royal New Brunswick Rifle Association
L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

Promoting marksmanship through competition since 1866 • Promouvoir l'adresse au tir grâce à la compétition depuis 1866

Safe Sport Policies for The Royal New Brunswick Rifle Association

April 2022

Contents

Definitions	2
Revision History	2
Section 1 - RNBRA Safe Sport Statement	3
Section 2 - Code of Conduct and Ethics Policy	4
Definitions	4
Purpose	4
Application of the Code	4
Responsibility	4
Volunteers	6
Coaches and Team Officials	7
Athletes	8
Section 3 - Discipline and Complaints Policy	9
Definitions	9
Purpose	9
Application of the Policy	9
Reporting a Complaint	9
Dispute Resolution and Mediation	9
Case Manager	10
Minor Infractions	10
Major Infractions	11
Procedure for Major Out of Competition Infraction Hearing	12
Decision	13
Sanctions	13
Suspension Pending a Hearing	13
Criminal Convictions	14
Confidentiality	14
Timelines	14
Records and Distribution of Decisions	14
Appeals Procedure	14
Section 4 - Social Media Policy	15
Preamble	15
Application of this Policy	15
Conduct and Behaviour	15
Individuals' Responsibilities	16
The Royal New Brunswick Rifle Association's Responsibilities	16

The Royal New Brunswick Rifle Association

L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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Section 5 - Screening Policy	17
Preamble.....	17
Application of this Policy	17
Screening Committee	18
Screening Requirements.....	19
Renewal	19
Orientation, Training, and Monitoring	20
Procedure	20
Conditions and Monitoring.....	21
Records	21
Criminal Convictions	22
Appendix A – Screening Requirements Matrix.....	23
Appendix B – Application Form	24
Appendix C – Screening Disclosure Form	25
Appendix D – Screening Renewal Form	27
Appendix E – Request for Vulnerable Sector Check.....	28

Definitions

1. In this Policy Document for the Royal New Brunswick Rifle Association the following terms mean:
 - a. “Association” – Royal New Brunswick Rifle Association
 - b. “Complainant” – The party alleging an infraction
 - c. “Days” – Any day of the week, including weekends and holidays
 - d. “Individuals” – All categories of membership defined in the Association’s Bylaws, as well as individuals engaged in activities with the Association including, but not limited to, athletes, coaches, managers, officials, volunteers, and committee or board members of the Association
 - e. “NCCP” - National Coaching Certification Program
 - f. “Parties” – The Complainant, Respondent, and any other individuals or persons affected by the complaint
 - g. “Respondent” – The alleged infracting Party
 - h. “Young Person” – Someone who is younger than eighteen (18) years old

Revision History

Revision	Section/Item	Notes	Date
1.0	Section 2 & 3	First draft	2019
1.0	Sections 1,4,5	First draft	April 2022
1.1	Section 2 & 3	General formatting & updates per Sport & Rec recommendations	April 2022

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L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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Section 1 - RNBRA Safe Sport Statement

Revision 1.0

As the Provincial Sport Organization (PSO) for shooting in New Brunswick, the Royal New Brunswick Rifle Association is committed to promoting a safe and welcoming sport environment in which everyone is treated with respect and fairness and inclusion. The RNBRA believes that you, as athlete, coach, official or volunteer, have the right to safely practice the sport of shooting. The RNBRA, through a variety of initiatives, has developed programs and resources to help in your enjoyment of the various disciplines and events.

The Royal New Brunswick Rifle Association

L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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Section 2 - Code of Conduct and Ethics Policy

Revision 1.1

Definitions

1. Definitions are as defined in this document, the Association's Bylaws and the Association's Constitution.

Purpose

2. The purpose of this code is to ensure a safe and positive environment within the Association programs, activities and events by making individuals aware that there is an expectation of appropriate behaviour within the Association's mission and objectives. The Association is committed to providing an environment in which all individuals are treated with respect.

Application of the Code

3. This code applies to individuals' conduct during Association business, activities including communication, and all events sanctioned by the RNBRA, including practices, competitions, workshops and courses, travel associated with Association activities, Executive Committee and Council meetings and any other Association meetings.
4. An individual who violates this code may be subject to sanctions pursuant to the Association's *Discipline and Complaints Policy*.
5. This Code also applies to individuals' conduct outside of the Association's business, activities, and events when such conduct adversely affects relationships within the Association (and its work and sport environment) and is detrimental to the image and reputation of the Association. This application is at the sole discretion of the Association.

Responsibility

6. Individuals have a responsibility to:
 - a. Maintain and enhance the dignity and self-esteem of other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, ethnic origin, race, place of origin, sexual orientation, age, marital status, religion, political belief, disability, or economic status
 - ii. Focusing comments, criticisms or disciplinary actions appropriately
 - iii. Demonstrating the spirit of sportsmanship, sports leadership, and ethical conduct.
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Treating individuals fairly and reasonably
 - vi. Adhering to the Association's rules and policies and the *spirit* of those policies

The Royal New Brunswick Rifle Association

L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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- b. Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comments or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances
 - iii. Unwelcome, remarks, jokes, comments, innuendos, or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - vii. Any form of hazing
 - viii. Retaliation or threats of retaliation against an individual who reports harassment to the Association
 - ix. Bullying
 - x. Offensive or intimidating phone calls or emails or other forms of communication
 - xi. Displaying or circulating offensive pictures, photographs or material in printed or electronic form
 - xii. Psychological abuse
 - xiii. Discrimination in any form
 - xiv. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning, or intimidating
 - xv. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
- c. Refrain from any behaviour that constitutes **sexual harassment** where sexual harassment is defined as unwelcome sexual comments, sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
 - i. Sexist jokes
 - ii. Sexual violence
 - iii. Display of sexually offensive material
 - iv. Sexually degrading words used to describe a person
 - v. Inquiries or comments about a person's sex life
 - vi. Unwelcome sexual flirtations, advances, suggestions, or requests
 - vii. Inappropriate sexual touching, advances, suggestions, or requests
 - viii. Unwanted physical contact, including, but not limited to, touching, petting, pinching, or kissing
 - ix. Physical or sexual assault

The Royal New Brunswick Rifle Association

L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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- d. Refrain from any behaviour that constitutes **violence**, where violence is defined as the exercise of physical force, that causes or could cause physical injury; or a statement or behaviour that is reasonable to interpret as a threat to exercise physical force. Types of behaviour that are applicable to this section include, but are not limited to:
 - i. Verbal threats to attack
 - ii. Sending or leaving threatening notes or emails or communications by any form
 - iii. Making threatening physical gestures
 - iv. Wielding a weapon
 - v. Hitting, pinching, or unwanted touching which is not accidental
 - vi. Throwing an object
 - vii. Blocking normal movement or physical interference, with or without the use of equipment
 - viii. Any attempt to engage in the type of conduct outlined above
- e. Refrain from the use or possession of illegal drugs as defined by the Criminal Code of Canada or the use or possession of performance-enhancing drugs or methods
- f. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g. While acting in the capacity as a coach, team official, or volunteer responsible for supervising activities and/or athletes, refrain from consuming recreational drugs, intoxicants, or alcohol
- h. Respect the property of others and not willfully cause damage
- i. Adhere to all federal, provincial, and federal laws.
- j. Comply at all times with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- k. Treat other coaches with respect
- l. Report to the Association any ongoing criminal investigation, conviction, or existing undertakings involving yourself, including, but not limited to, those for violence, firearms offences, child pornography, or possession, use or sale of any illegal substance.

Volunteers

- 7. Volunteers are a critical part of the Association and the Association's success is directly related to volunteers carrying out their assigned duties. Volunteers will:
 - a. Act with honesty and integrity while carrying out any assigned duties
 - b. Comply with both the letter and the spirit of any training or orientation provided by the Association
 - c. Take responsibility for actions and decisions and follow reporting lines to facilitate the effective resolution of problems
 - d. Prudently manage and allocate assets and resources, both financial and material
 - e. Use inoffensive language
 - f. Dress professionally, neatly, and inoffensively

The Royal New Brunswick Rifle Association

L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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8. Volunteers will not:
 - a. Exceed the authority of assigned position
 - b. Encourage athletes to consume illegal drugs, alcohol, or performance-enhancing drugs
 - c. Engage in a sexual relationship with an athlete under the age of 18 at any time or with an athlete 18 or over where there is perceived to be an imbalance of power

Coaches and Team Officials

9. In addition to Section 6 (above), coaches and team officials 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, consciously or unconsciously. Coaches and Team Officials will:
 - a. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
 - b. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that might harm athletes
 - c. Avoid compromising the present and future health of athlete by communicating and cooperating with sport medicine officials in the diagnosis, treatment, and management of athletes' medical and psychological treatments
 - d. Support the coaching staff of a training camp, provincial team, or national team, should an athlete qualify for participation with one of these programs.
 - e. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
 - f. Act in the best interest of the athlete's development as a whole person
 - g. Meet any coaching credentials, as required by the Association
 - h. Respect athletes playing with other teams, and, in dealings with them, not encroach upon topics or actions that are deemed to be within the realm of "coaching", unless after first receiving approval from the coaches who are responsible for the athletes
 - i. 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.
 - j. Dress professionally, neatly, and inoffensively
 - k. Use inoffensive language

The Royal New Brunswick Rifle Association

L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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10. Coaches will **not**:

- a. Exceed the authority of assigned position.
- b. Provide athletes with, or promote, encourage, or condone the use of illegal drugs, alcohol, or performance-enhancing substances or methods
- c. Engage in a sexual relationship with an athlete under the age of 18 at any time, or with an athlete 18 or older where there is perceived an imbalance of power

Athletes (with the assistance of their caregivers when necessary)

11. In addition to section 6 (above), athletes have additional responsibilities to:

- a. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
- b. Participate and appear on-time and be prepared to participate to the best of their abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d. Adhere to the Association's rules and requirements regarding clothing and equipment
- e. Never ridicule a participant for a poor performance or practice
- f. Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators
- g. Dress in a manner representative of the Association, focusing on neatness, cleanliness, and discretion
- h. Act in accordance with the Association's policies and procedures, when applicable, additional rules as outlined by coaches or managers
- i. Refrain from consuming illegal drugs, alcohol or performance-enhancing substances or methods while participating in competitions.

The Royal New Brunswick Rifle Association
L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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Section 3 - Discipline and Complaints Policy

Revision 1.1

Definitions

1. Definitions are as defined in this document, the Association's Bylaws and the Association's Constitution.

Purpose

2. The Association is committed to providing an environment in which all individuals involved with the Association are treated fairly and with respect. Participation in the Association's activities brings many benefits and privileges. At the same time, individuals are expected to fulfill certain responsibilities and obligations including complying with the Association's policies, bylaws, rules, and regulations, and Code of Conduct and Ethics. Conduct that violates these values may be subject to sanctions pursuant to this policy. Since discipline may be applied, the Association provides individuals with the mechanism outlined in the policy so that complaints are handled fairly, expeditiously, and affordably. Generally speaking in competition infractions will be dealt with by officials and committees responsible at the competition and will be completed during the competition. Complaints received after the completion of the competition or unrelated to it may be considered under the Discipline and Complaints Policy.

Application of the Policy

3. This policy applies to all individuals defined in the Definitions section.
4. This Policy applies to discipline matters that may arise during the Association's business, activities, and events including, but not limited to, competitions, tournaments, practices, tryouts, training camps, travel associated with the Association, the Association Board of Directors meetings, and any other Association meetings.
5. Discipline matters and complaints arising within the business, activities, or events organized by entities other than the Association will be dealt with pursuant to the policies of these other entities unless accepted by the Association in its sole discretion.

Reporting a Complaint

6. Any individual may report a complaint to the Association. Such a complaint must be in writing and signed, and must be filed within twenty-one (21) days of the alleged incident. Complaints and protests related to an ongoing competition are dealt with at the competition. Anonymous complaints may be accepted at the sole discretion of the Association.
7. A complainant wishing to file a complaint outside the twenty-one (21) day period must provide a written statement giving reason for an exemption to this limitation. The decision to accept, or not accept, the complaint outside the twenty-one (21) day period will be at the sole discretion of the Association. The decision may not be appealed.

Dispute Resolution and Mediation

8. Before any complaint proceeds to a formal stage, the dispute must be referred to an Association delegate for review, with the objective of resolving the alternate dispute via dispute resolution (ADR) and/or mediation.

The Royal New Brunswick Rifle Association

L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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Case Manager

9. Should the alternate dispute resolution not resolve the dispute, the Association will appoint a Case Manager to oversee the management and administration of complaints submitted in accordance with this policy and such appointment is not appealable. The Case Manager can be, but is not required to be associated with the Association and will usually be the Executive Vice President or his delegate. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:
 - a. Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. The Case Manager has the authority to conduct an investigation to gather sufficient information to make this determination. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
 - b. Determine if the complaint is a minor or major infraction
 - c. Appoint the Panel, if necessary, in accordance with this Policy
 - d. Coordinate all administrative aspects of the complaint
 - e. Provide administrative assistance and logistical support to the Panel as required
 - f. Provide any other service or support that may be necessary to ensure a fair and timely proceeding
10. The Case Manager will inform the Parties whether the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.
11. This Policy does not prevent an appropriate person having authority, to take immediate, informal, or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.
12. Any infractions or complaints occurring within competition will be dealt with pursuant to the appropriate procedures at that competition. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.

Minor Infractions

13. Minor infractions are **incidents** of failing to achieve accepted standards of conduct that generally do not result in harm or threat of harm to others or to the Association. Examples of minor infractions can include, but are not limited to, an incident of
 - a. Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
 - b. Disrespectful conduct such as outbursts of anger
 - c. Conduct contrary to the values of the Association
 - d. Being late for, or absent from Association events and activities at which attendance is expected or required
 - e. Non-compliance with the Association's policies, procedures, rules, or regulations
 - f. Minor violations of the Association's Code of Conduct and Ethics

The Royal New Brunswick Rifle Association

L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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14. All disciplinary situations involving minor infractions will be dealt with by a person who has authority over both the situation and the individual involved. The person in authority can be, but is not restricted to being, staff, organizers, appropriate committee, or Association decision-makers.
15. Provided that the individual being disciplined is told the nature of the infraction and has the opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person or committee responsible for discipline of such infractions (as noted above).
16. Penalties for minor infractions, which may be applied singularly or in combination, include the following:
 - a. Verbal or written reprimand from the Association to one of the Parties
 - b. Verbal or written apology from one Party to the other Party
 - c. Service or other voluntary contribution to the Association
 - d. Removal of certain privileges of membership for a designated period of time
 - e. Suspension from the competitions, activities, or events
 - f. Restriction of activities
 - g. Fines
 - h. Loss of score, or prizes
 - i. Any other sanction considered appropriate for the offence
17. Minor infractions that result in discipline will be recorded and the records will be maintained by the Association. Repeat minor infractions may result in further such incidents being considered major infractions.

Major Infractions

18. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, or to the Association. Examples of major infractions include, but are not limited to:
 - a. Repeated minor infractions
 - b. Any incident of hazing
 - c. Incidents of physical or sexual abuse
 - d. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
 - e. Pranks, jokes, or other activities that endanger the safety of others
 - f. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - g. Conduct that intentionally damages the Association's image, credibility, or reputation
 - h. Disregard for the Association's bylaws, policies, rules, and regulations
 - i. Major or repeated violations of the Association's Code of Conduct and Ethics
 - j. Intentionally damaging Association property or the property at which the activity takes place or improper handling of the Association's monies
 - k. Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illegal drugs
 - l. Any possession or use of performance-enhancing substances or methods
 - m. Theft of money and/or property of others

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L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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- n. Cheating during a competition
 - o. Dangerous conduct of any kind
19. Major infractions out of competition will be handled using the Procedure for Major Infraction hearing set out in this Policy or in the case of in competition infractions by range officials, the Match Director and Match Committee

Procedure for Major Out of Competition Infraction Hearing

20. The Case Manager will notify the Parties that the complaint is potentially legitimate and the incident will be dealt with as a major infraction. The Case Manager will then decide the format under which the complaint will be heard. The decision is at the sole discretion of the Case Manager and may not be appealed.
21. The Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint, or, in the case of in competition infractions, refer to the Match Committee. At the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.
22. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.
23. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
24. The Case Manager will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager deems appropriate in the circumstances provided that:
- a. The Parties will be given appropriate notice of the day, time, and place of the hearing
 - b. Copies of any written documents which the Parties wish to have the Panel consider will be provided to all parties in advance of the hearing
 - c. The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - d. The Panel may request that any other individual participate and give evidence at the hearing.
 - e. The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
 - f. The decision will be by a majority vote of the Panel members.
25. 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 in question and will be bound by the decision.
26. In fulfilling its duties, the Panel may obtain independent advice.

The Royal New Brunswick Rifle Association

L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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Decision

27. After hearing the matter, the Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within ten (10) days of the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the 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 ten (10) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel. In the case of in competition infractions the Match Committee will function as the Panel and will give its decision within twenty-four (24) hours with written decision within ten (10) days.

Sanctions

28. The Panel may apply the following sanctions, singularly or in combination, for major infractions:

- a. Verbal or written reprimand from the Association to one of the Parties
- b. Verbal or written apology from one Party to the other Party
- c. Service or other voluntary contribution to the Association
- d. Suspension from the Association competitions, activities, or events
- e. Expulsion or dismissal from the Association
- f. Withholding of awards
- g. Payment of the cost of repairs for property damage
- h. Suspension of funding from the Association or from other sources
- i. Fines
- j. Loss of score, points, or prizes
- k. Any other sanction considered appropriate for the offence

29. Unless a Panel decides otherwise, any disciplinary sanction will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension from the Association competitions, activities, or events until such time as compliance occurs.

Suspension Pending a Hearing

30. The Association may determine that an alleged incident is of such seriousness as to warrant suspension of an individual from the Association competitions, activities, or events pending a hearing and a decision of the Panel or completion of criminal proceedings.

The Royal New Brunswick Rifle Association

L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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Criminal Convictions

31. An individual who becomes convicted for any of the following *Criminal Code* offences and is a current member of the Association will be deemed to have committed a major infraction under this Policy and will become ineligible to participate in the Association's competitions, activities, or events upon the sole discretion of the Association:
- a. Any child pornography offences
 - b. Any sexual offences
 - c. Any offence of physical or psychological violence
 - d. Any offence of assault

Confidentiality

32. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Panel, and any advisors to the Parties or the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

33. 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 Panel may direct those timelines be revised.

Records and Distribution of Decisions

34. Minor and major infractions that result in discipline, as well as any decisions of appeals, shall be recorded and maintained by the Association.
35. Decisions and appeals are matters of public interest and shall be publicly available with the names of the individuals redacted. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.

Appeals Procedure

36. The decision of the Panel may be appealed to the Case Manager. The decision of the Case Manager to hear the appeal or not to hear the appeal is final. If the appeal is allowed, the Case Manager will decide the format of the hearing. The format may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The Case Manager may seek advice from an independent advisor if it is deemed necessary to arrive at a decision on the appeal. The appeal decision will be issued in writing and distributed to all parties. This decision is final. No other appeal will be considered. This appeals procedure applies to all decisions rendered Discipline and Complaints Policy of the RNBRA as set out in Article 4.

The Royal New Brunswick Rifle Association
L'Association Royale de Tire à la Carabine du Nouveau-Brunswick

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Section 4 - Social Media Policy

Revision 1.0

Preamble

1. The Association and Individuals are aware that Individual interaction and communication occurs frequently on social media. The Association cautions Individuals that any conduct falling short of the standard of behaviour required by this policy may be subject to the disciplinary sanctions.

Application of this Policy

2. This Policy applies to Individuals' conduct during Association business, activities including communication, and all events sanctioned by the RNBRA, including practices, competitions, workshops and courses, travel associated with Association activities, Executive Committee and Council meetings and any other Association meetings.
3. This Policy also applies to Individuals' conduct outside of the Association's business, activities, and events when such conduct adversely affects relationships within the Association (and its work and sport environment) and is detrimental to the image and reputation of the Association. This application is at the sole discretion of the Association.

Conduct and Behaviour

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

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Individuals' Responsibilities

6. Individuals acknowledge that their social media activity may be viewed by anyone, including the Association or other Individuals.
7. When using social media, an Individual must model appropriate behaviour befitting the Individual's role and status in connection with the Association.
8. Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the RNBRA *Discipline and Complaints Policy*.
9. An Individual who believes that another Individual's social media activity is inappropriate or may violate the policies and procedures of the Association should report the matter in the manner outlined by the RNBRA *Discipline and Complaints Policy*.

The Royal New Brunswick Rifle Association's Responsibilities

10. If the Association unofficially engages with an Individual in social media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask the Association to cease this engagement without reason. The Association will comply with the request of the Individual for disengagement.

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Section 5 - Screening Policy

Revision 1.0

Preamble

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

Application of this Policy

2. This Policy applies to all individuals whose position with the RNBRA is one of trust or authority which may relate to, at a minimum, finances, supervision, or Vulnerable Individuals.
3. Not all individuals associated with the RNBRA will be required to obtain a Criminal Record Check or submit screening documents because not all positions pose a risk of harm to the RNBRA, Members, or participants. The RNBRA will determine which individuals will be subject to screening using the following guidelines (the RNBRA may vary the guidelines at their discretion):
 - a. Level 1 – Low Risk - Individuals involved in low risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Individuals. Examples:
 - i. volunteers who are helping out on a non-regular or informal basis
 - b. Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Individuals. Examples:
 - i. Athlete support personnel
 - ii. Non-coach employees or managers
 - iii. Directors and Officers of the RNBRA Board
 - iv. Coaches who are typically under the supervision of another coach
 - v. Officials, including Range Officers and Safety Officials
 - c. Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and/or who have frequent or unsupervised access to Vulnerable Individuals. Examples:
 - i. Full-time coaches
 - ii. Coaches who travel with Athletes
 - iii. Coaches who could be alone with Athletes
 - iv. President & Treasurer of the RNBRA Board

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Screening Committee

4. The implementation of this policy is the responsibility of the Screening Committee, which is a committee composed of one (1) to three (3) members. The RNBRA will ensure that the members appointed to their respective Screening Committees possess the requisite skills, knowledge and abilities to accurately review screening documents and render decisions under this Policy.
5. The Screening Committee is responsible for reviewing all documents submitted and, based on the review, making decisions regarding the appropriateness of individuals filling positions within the RNBRA, as applicable. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
6. Nothing in this Policy restricts or limits the Screening Committee from requesting that the individual attend an interview with the Screening Committee if the Screening Committee considers that an interview is appropriate and necessary to screen the individual's application.
7. Nothing in this Policy restricts or limits the Screening Committee from requesting the individual's authorization to contact any professional, sporting or other organization in order to assess the individual's suitability for the position that they are seeking.
8. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision on the basis of the information before it.
9. The Screening Committee may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
10. When assessing an individual's screening application, the Screening Committee shall determine whether there is reason to believe that the individual may pose a risk to members of the Organization or its Members.
11. An individual having been previously penalized for a prior offence shall not prevent the Screening Committee from considering that offence as part of the individual's screening application.
12. If the Screening Committee determines on the basis of the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of the Organization, the Screening Committee shall approve the individual's application, subject to the Screening Committee's right to impose conditions.
13. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Organization's Board of Directors, which may disseminate the decision as they see fit in order to best fulfil the mandate of the Organization.
14. An Individual whose screening application has been denied or revoked may not re-apply to participate in the Organization's programs or activities for two (2) years from the date the rejected application was made.

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Screening Requirements

15. A Screening Requirements Matrix is provided as **Appendix A**.
16. It is the policy of the RNBRA and its Members that when an individual is first engaged by the organization:
 - a. Level 1 individuals will:
 - i. Complete an Application Form (**Appendix B**)
 - ii. Complete a Screening Disclosure Form (**Appendix C**)
 - iii. Participate in training, orientation, and monitoring as determined by the organization
 - b. Level 2 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an Enhanced Police Information Check (E-PIC)
 - iv. Provide one letter of reference related to the position
 - v. Participate in training, orientation, and monitoring as determined by the organization
 - vi. Provide a driver's abstract, if requested
 - c. Level 3 individuals will:
 - i. Complete an Application Form
 - ii. Complete a Screening Disclosure Form
 - iii. Complete and provide an E-PIC and a Vulnerable Sector Check (VSC)
 - iv. Provide one letter of reference related to the position and another from an applicable sport organization
 - v. Participate in training, orientation, and monitoring as determined by the organization
 - vi. Provide a driver's abstract, if requested
 - d. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Organization or the Member, as applicable. Additionally, the individual will inform the organization of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.
 - e. If the Organization or the Member learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the Discipline and Complaints Policy.

Renewal

17. Unless the Screening Committee determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, VSC, or Screening Renewal Form, are required to submit the documents as follows:
 - a. An E-PIC every three years
 - b. A Screening Disclosure Form every three years
 - c. A Screening Renewal Form (**Appendix D**) every year
 - d. A Vulnerable Sector Check once

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18. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Screening Committee may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of the Organization or a Member, could affect the assessment of the individual's suitability for participation in the RNBRA's programs, activities, or with any of its members.

Orientation, Training, and Monitoring

19. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of the RNBRA, as applicable.
20. How to Obtain an E-PIC or VSC
- An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm>
21. Individuals may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
22. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
23. The RNBRA understand that they may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix E**) may need to be submitted or other documentation may need to be completed that describes the nature of the organization and the individual's role with Vulnerable Individuals.

Procedure

24. Screening documents must be submitted to the Screening Committee.
25. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
26. The RNBRA understand that there may be delays in receiving the results of an E-PIC or a VSC. At its discretion, the organization may permit the individual to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.
27. The Organization and its Members recognize that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Screening Committee will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
28. Following the review of the screening documents, the Screening Committee will decide:
- The individual has passed screening and may participate in the desired position;
 - The individual has passed screening and may participate in the desired position with conditions;
 - The individual has not passed screening and may not participate in the desired position; or
 - More information is required from the individual.

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29. In making its decision, the Screening Committee will consider the type of offense, date of offense, and relevance of the offense to the position sought. The following examples are considered to be offenses that may cause the individual to not pass the screening requirements or to have conditions imposed on the individual by the Screening Committee:
- a. If imposed in the last ten years:
 - i. Any offense involving the use of a motor vehicle, including, but not limited to, impaired driving
 - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offense involving conduct against public morals
 - iv. Any offense involving theft or fraud
 - b. If imposed at any time:
 - i. Any offense involving a Minor or Minors
 - ii. Any offense of physical or psychological violence
 - iii. Any crime of violence including, but not limited to, all forms of assault
 - iv. Any offense involving trafficking of illegal drugs
 - v. Any offense involving the possession, distribution, or sale of any child-related pornography
 - vi. Any sexual offense

Conditions and Monitoring

30. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Screening Committee may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with conditions imposed. The Screening Committee shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine the means by which adherence to conditions may be monitored.

Records

31. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.
32. The records kept as part of the screening process include, but are not limited to:
- a. An individual's Vulnerable Sector Check
 - b. An individual's E-PIC (for a period of three years)
 - c. An individual's Screening Disclosure Form (for a period of three years)
 - d. An individual's Screening Renewal Form (for a period of one year)
 - e. Records of any conditions attached to an individual's registration by the Screening Committee
 - f. Records of any discipline applied to any individual by the RNBRA, or by another sport organization

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Criminal Convictions

33. An individual's conviction for any of the following Criminal Code offenses may result in expulsion from the Organization and the Member and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization or the Member:
- a. Any offense of physical or psychological violence
 - b. Any crime of violence including, but not limited to, all forms of assault
 - c. Any offense involving trafficking of illegal drugs
 - d. Any offense involving the possession, distribution, or sale of any child-related pornography
 - e. Any sexual offense
 - f. Any offense involving theft or fraud

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Appendix A – Screening Requirements Matrix

Risk Level	Roles <small>*Note Young People Exception</small>	Screening
Level 1 Low Risk	<ul style="list-style-type: none"> Volunteers acting in non-regular or informal basis 	<ul style="list-style-type: none"> Complete an Application Form (Appendix B) Complete a Screening Disclosure Form (Appendix C) Participate in training, orientation, and monitoring as determined by the organization
Level 2 Medium Risk	<ul style="list-style-type: none"> Athlete support personnel Non-coach employees or managers Directors Coaches who are typically under supervision of another coach Officials 	<ul style="list-style-type: none"> Level 1 Requirements Provide an E-PIC Provide one letter of reference related to the position Provide a driver's abstract, if requested
Level 3 High Risk	<ul style="list-style-type: none"> Full-time coaches Coaches who travel with Athletes Coaches who could be alone with Athletes 	<ul style="list-style-type: none"> Level 2 Requirements Provide a VSC Provide a second letter of reference from a sport organization

When screening young people, the Association will:

- a. Not require the young person to obtain a VSC or E-PIC and
- b. In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) letters of reference.

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3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for *each pending charge or sanction*.

Name or Type of Offense _____

Name and Jurisdiction of Court/Tribunal _____

Name of disciplining or sanctioning body _____

Further Explanation _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the Association to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Clubs, and other organizations involved in the governance of sport. The Association and Individuals do not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Association or Individual (as applicable) of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the loss of volunteer responsibilities or other privileges and/or disciplinary action.

Name (print): _____ Date: _____

Signature: _____

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Appendix D – Screening Renewal Form

Name:

First

Middle

Last

Current Permanent Address:

Street

City

Province

Postal Code

Date of Birth: _____
m/d/y

Gender Identity: _____

Phone _____

Email: _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to the RNBRA. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I would obtain or submit on the date indicated below would be no different than the last Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form that I submitted to the Association. I understand that if there have been any changes, or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form to the Screening Committee instead of this form.

I recognize that if there have been changes to the results available from the Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form, and that if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the Screening Committee.

Name (print): _____

Date: _____

Signature: _____

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Appendix E – Request for Vulnerable Sector Check

Note: The Association will be required to modify this letter to adhere to any requirements from the VSC provider.

INTRODUCTION

The Royal New Brunswick Rifle Association (RNBRA) is requesting a Vulnerable Sector Check for [insert individual's full name] who identifies as [insert gender identity] and who was born on [insert birthdate].

DESCRIPTION OF ORGANIZATION

The RNBRA is a not-for-profit provincial organization for the sport of shooting located in New Brunswick.

[Insert additional description]

DESCRIPTION OF ROLE

[insert individual's name] will be acting as a [insert individual's role]. In this role, the individual will have access to vulnerable individuals. Their conduct may include: coaching, chaperoning, driving and/or direct personal support.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

CONTACT INFORMATION

If more information is required from the RNBRA, please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Name (print): _____

Position: _____

Signature: _____

Date: _____