

# ***Special Olympics Yukon***



## **Harassment Policy**

This policy is based in part upon materials published by the Law Society of Upper Canada in their 1992 publication "A Recommended Personnel Policy Regarding Employment-Related Sexual Harassment".

Note: For convenience, this policy uses the term "complainant" to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term "respondent" refers to the person against whom a complaint is made.

## **Policy Statement**

There will be no tolerance of harassment in Special Olympics Yukon. Special Olympics Yukon is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate, play and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

- Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada.
- Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.
- Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.
- Special Olympics Yukon is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

Note: A special provision in criminal law permits a pardon. An individual must apply for a pardon. A criminal who has served her or his sentence is not considered "pardoned".

This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials, and members of Special Olympics Yukon. Special Olympics Yukon encourages the reporting of all incidents of harassment, regardless of who the

offender may be.

This policy applies to harassment which may occur during the course of all Special Olympics Yukon business, activities, and events. It also applies to harassment between individuals associated with Special Olympics Yukon but outside Special Olympics Yukon business, activities, and events when such harassment adversely affects relationships within the Special Olympics Yukon work and sport environment.

Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their territorial human rights commission, even when steps are being taken under this policy.

Note: At this point in the policy, Special Olympics Yukon could also refer to the option of pursuing the matter through an external mediation/arbitration mechanism.

### **Definitions**

Harassment takes many forms but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:

- Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual
- Such conduct has the purpose or effect of interfering with an individual's performance
- Such conduct creates an intimidating, hostile, or offensive environment

Sexual harassment occurs between members of opposite or the same gender.

Types of behaviour which constitute harassment include but are not limited to:

- Written or verbal abuse or threats
- The display of visual material which is offensive or which one ought to know is offensive
- Unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, gender, sexual orientation, physical or mental abilities
- Displaying of racist or other offensive or derogatory material, racial, ethnic or religious graffiti
- Intimidation

- Leering or other suggestive or obscene gestures
- Condescending, paternalistic, or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions
- Practical jokes which create a intimidating, offensive or hostile environment, endanger a person's safety, or negatively affect performance
- Unwanted physical contact including touching, petting, pinching, or kissing
- Unwelcome sexual flirtations, advances, requests, or invitations
- Physical or sexual assault
- False accusations of harassment motivated by malice or mischief, and meant to cause other harm

For the purposes of this policy, retaliation against an individual for having filed a complaint under this policy, having participated in any procedure under this policy or for having been associated with a person who filed a complaint or participated in any procedure under this policy would be considered harassment, and will not be tolerated

### **Responsibility**

The Special Olympics Yukon Board of Directors and Executive Director are responsible for the implementation of this policy. In addition, the President or designated director, Executive Director and harassment advisor(s) are responsible for:

- Discouraging and preventing harassment within Special Olympics Yukon
- Investigating formal complaints of harassment in a sensitive, responsible, and timely manner
- Imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender
- Providing advice to persons who experience harassment
- Doing all in their power to support and assist any employee or member of Special Olympics Yukon who experiences harassment by someone who is not an employee or member of Special Olympics Yukon
- Making all members and employees of Special Olympics Yukon aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy
- Informing both complainants and respondents of the procedures contained in

this policy and That they have rights under the law

- Regularly reviewing the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives
- Appointing advisors and providing the training and resources they need to fulfill their responsibilities under this policy
- Appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy

Every member of Special Olympics Yukon has a responsibility to play a part in ensuring that the Special Olympics Yukon sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy. In addition, any member of Special Olympics Yukon who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify a harassment advisor appointed under this policy.

In the event that either the President or designated director or the Executive Director are involved in a complaint which is made under this policy, the Special Olympics Yukon Board of directors shall appoint a suitable alternate for the purposes of dealing with the complaint.

### **Coach/Athlete Sexual Relationships**

Special Olympics Yukon takes the view that intimate sexual relationships between coaches and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches and on Special Olympics Yukon public image. Special Olympics Yukon, therefore, takes the position that such relationships are unacceptable for coaches coaching at all levels. Should a sexual relationship develop between athlete and coach, Special Olympics Yukon will investigate and take action, which could include reassignment, or if this is not feasible, a request for resignation, or dismissal from employment.

### **Disciplinary Action**

Employees or members of Special Olympics Yukon against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment dismissal or termination of membership in cases where the harassment takes the form of assault, sexual assault, or a sexual offence.

### **Confidentiality**

Special Olympics Yukon understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. Special Olympics Yukon recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

Special Olympics Yukon shall not disclose to outside parties the name of the

complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

### **Advisors and Officers**

Special Olympics Yukon shall appoint at least one person and perhaps two, one male and one female, who may or may not be members or employees of the sport organization, to serve as harassment advisor(s) under this policy. If more than two advisors are appointed, Special Olympics Yukon shall ensure a gender balance.

The role of harassment advisor(s) is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, harassment advisors shall be directly responsible to the Special Olympics Yukon President or designated director and shall be free to consult at any time with harassment officers.

Special Olympics Yukon shall ensure that harassment advisors receive appropriate training and support for carrying out their responsibilities under this policy.

Harassment officers are persons who have received training which enables them to provide guidance to harassment advisors and to convene case review panels and hear formal complaints. These officers may or may not be associated with a particular organization.

### **Complaint Procedure**

A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to this policy.

If confronting the harasser is not possible, or if after confronting the harasser his harassment continues, the complainant should seek the advice of a harassment advisor.

The harassment advisor shall inform the complainant of:

- The options for pursuing an informal resolution of his or her complaint
- The right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible
- The availability of counseling and other support in the community
- The confidentiality provisions of this policy
- The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process
- The external mediation/arbitration mechanisms that may be available
- The right to withdraw from any further action in connection with the complaint at any stage (even though Special Olympics Yukon might continue to

investigate the complaint)

- Other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code

There are four possible outcomes to this initial meeting of complainant and harassment advisor.

(a) The complainant and harassment advisor agree that the conduct does not constitute harassment.

- If this occurs, the harassment advisor will take no further action and will make no written record.

(b) The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.

- If this occurs, the harassment advisor will assist the two parties to negotiate a solution acceptable to the complaint. If desired by the parties and if appropriate, the harassment advisor may also seek the assistance of a neutral mediator.
- If informal resolution yields a result which is acceptable to both parties, the harassment advisor will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.
- If informal resolution fails to satisfy the complaint, the complainant will reserve the option of laying a formal written complaint.

(c) The complainant brings evidence of harassment and decides to lay a formal written complaint

- If this occurs, the harassment advisor will assist the complainant in drafting a formal written complaint, to be signed by the complainant, and a copy given to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.
- The respondent will be given an opportunity to provide a written response to the complaint. The harassment advisor may assist the respondent in preparing this response.

(d) The complainant brings evidence of harassment but does not wish to lay a formal complaint.

- If this occurs, the harassment advisor must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.

- When the harassment advisor decides that the evidence and surrounding circumstances require a formal written complaint, the harassment advisor will issue a formal written complaint and, without delay, provide copies of the complaint to both the complainant and the respondent.

As soon as possible after receiving the written complaint, but within 21 days, the harassment advisor shall submit a report to the Special Olympics Yukon President or designated director and Executive Director, containing the documentation filed by both parties along with a recommendation that:

- No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment
- The complaint should be investigated further

A copy of this report shall be provided, without delay, to both the complainant and the respondent.

In the event that the harassment advisor's recommendation is to proceed with an investigation, the Special Olympics Yukon President or designated director and Executive Director shall within 14 days refer the case to a harassment officer who shall convene a case review panel. This panel shall consist of the harassment officer and 2 other persons. There must be at least one woman and at least one man on the panel. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.

Within 21 days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:

- The complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of the hearing
- The harassment officer shall be the chairperson of the panel
- A quorum shall be all three panel members
- Decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel
- The hearing shall be held in camera

Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed, (unless the complainant decided not to lay a formal complaint, but the officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed.

- The complainant and respondent may be accompanied by a representative or

adviser.

- The harassment advisor may attend the hearing at the request of the panel.

Within 14 days of the hearing, the case review panel shall present its findings in a report to the Special Olympics Yukon President or designated director and Executive Director, which shall contain:

- A summary of the relevant facts
- A determination as to whether the acts complained of constitute harassment as defined in this policy
- Recommended disciplinary action against the respondent, if the acts constitute harassment
- Recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment

If the panel determines that the allegations of harassment are false, vexatious, retaliatory, or unfounded, their report shall recommend disciplinary action against the complainant.

A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.

When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:

- The nature of the harassment
- Whether the harassment involved any physical contact
- Whether the harassment was an isolated incident or part of an ongoing pattern
- The nature of the relationship between complainant and harasser
- The age of the complainant
- Whether the harasser had been involved in previous harassment incidents
- Whether the harasser admitted responsibility and expressed a willingness to change
- Whether the harasser retaliated against the complainant

In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:



- A verbal apology
- A written apology
- A letter of reprimand from the sport organization
- A fine or levy
- Referral to counseling
- Removal of certain privileges of membership or employment
- Demotion or a pay cut
- Temporary suspension with or without pay
- Termination of employment or contract
- Expulsion from membership

Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the harassment advisor's files. These files shall be kept confidential and access to them shall be restricted to the Special Olympics Yukon President or designated director, the Executive Director, and officers.

A copy of the report of the case review panel shall be placed in the personnel or membership file of the respondent where the investigation results in a finding of harassment. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

### **Procedure Where a Person Believes That a Colleague Has Been Harassed**

Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to an advisor, the advisor shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with Section 23.

### **Appeals**

Both the complainant and respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panel's report.

Permissible grounds for an appeal are:

- The panel did not follow the procedures laid out in this policy
- Members of the panel were influenced by bias

- The panel reached a decision which was grossly unfair or unreasonable

In the event that a notice of appeal is filed, the Special Olympics Yukon President or designated director and Executive Director shall together appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in the dispute between them.

The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the reports of the harassment advisor and the case review panel, and the notice of appeal.

Within ten days of its appointment, the appeal body shall present its findings in a report to the Special Olympics Yukon President or designated director and Executive Director. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures.

A copy of the appeal body's report shall be provided, without delay, to the complainant and respondent. The decision of the appeal body shall be final.

### **Renew and Approval**

This policy was approved by Special Olympics Yukon board of directors in June, 1999.

This policy shall be reviewed by Special Olympics Yukon President or designated director and Executive Director on an annual basis.

Effective Date: June 1999

Revised Date: August 2008

**March 2013**

**SPECIAL OLYMPICS YUKON**

**Volunteer Screening POLICY**

Value Statements

- *Special Olympics Yukon understands and wishes to uphold its moral and legal responsibility to exercise reasonable care to protect its athletes and volunteers and the community at large*
- *The Board of Directors, athletes, volunteers and staff will work as equal partners implementing the mission of Special Olympics Yukon.*
- *Sport and non-sport volunteers will be treated with respect and their input will be valued. They will have the opportunity to affect change through their suggestions and input.*
- *Volunteers have the right to access all relevant information and available equipment to properly perform their duties*
- *Special Olympics Yukon reserves the right to refuse to accept the service or assistance of any person as a volunteer when it deems it appropriate to do so, in its sole and absolute discretion*

Process to screen volunteers

*Step One – Application*

*Sport Volunteers (returning or otherwise) MUST fill out the following documents and submit them to the Special Olympics Yukon PROGRAM DIRECTOR:*

- *Special Olympics Yukon Sport Volunteer Registration form*
- *Special Olympics Yukon Sport Volunteer Medical information form*
- *Notice of Acknowledgement form – a form that is signed by the applicant to acknowledge they have read the following policies:*
  - o *Harassment*
  - o *Code of Conduct*
  - o *Risk Management*
  - o *Volunteer Screening (to be added in fall 2013)*
  - o *Access and Equity (to be added in fall 2013)*
  - o *Privacy Policy (to be added in fall 2013)*
- *RCMP Criminal records check forms\**

*\* Sport volunteers must submit an RCMP criminal records check every 2 years.*

*Board of Directors and non-sport volunteers (returning or otherwise) MUST fill out the following documents and submit them to the Special Olympics Yukon EXECUTIVE DIRECTOR:*

- *Special Olympics Yukon Non-Sport Volunteer Registration form*
- *Special Olympics Yukon Non-Sport Volunteer Medical information form*
- *Board of Directors and non-sport volunteers Notice of Acknowledgement form – a form that is signed by the applicant to acknowledge they have read the following policies:*
  - o *Special Olympics Yukon Code of Conduct*
  - o *Special Olympics Yukon Harassment policy*
  - o *Special Olympics Yukon Volunteer Screening policy*

## *Step 2 – Review and approval*

### *Sport Volunteers*

*Upon reviewing an application, the Program Director shall interview the applicant to determine what sport volunteer role best fits the applicant's needs and wants and the role for which the applicant is best suited.*

*Also, once the criminal records check is returned to Special Olympics Yukon from the RCMP, it is reviewed. For those record checks that:*

- *Have returned "none located", meaning there are no convicted criminal offenses related to the applicant: the volunteer is able to be approved to volunteer with Special Olympics Yukon sport programs*
- *Have returned "may or may not have a record", meaning there may be a criminal offense related to the applicant. In this case, the following process is conducted:*
  - o *The Executive Director reviews the application for review with the Special Olympics Yukon President and the Special Olympics Yukon board member who assumes the program portfolio (Territorial Program Chairperson)*
  - o *The above mentioned individuals shall meet with the applicant to discuss what possible next steps and options are available to them:*
    - *Application to a volunteer position that does not require a criminal records check (i.e. Non-Sport Volunteer).*
    - *Consider options with the RCMP (fingerprinting to determine validity of the criminal records check, application for a pardon from the convicted offense).*
    - *Explain that until one of these requirements are met, the individuals application will not be accepted and therefore the individual will not be eligible to volunteer with Special Olympics Yukon.*
- *Voluntary disclosure*

*If an applicant voluntarily chooses to disclose the nature of the convicted offence, Special Olympics Yukon will work with the applicant to assess what options (if any, depending on the offence) exist for the individual to volunteer with Special Olympics Yukon. For example, someone who has been convicted of a "Driving under the Influence" offence, would be approved the applicant to volunteer as a*

*sport volunteer, but would be prohibited the applicant from driving athletes and volunteers to events.*

#### *Non-Sport Volunteers*

*Upon application, The Executive Director holds an interview with the applicant to determine what non-sport volunteer role best fits the applicant's needs and wants.*

January 2017

## SPECIAL OLYMPICS YUKON

### Access and Equity POLICY

#### Policy Statement

In order to encourage participation of all members, Special Olympics Yukon provides access to programs and competitions equally to the best of our ability.

All persons who are members of Special Olympics Yukon that are 12 years of age or older shall have equal and fair access to participate in community based program training sessions and territorial competitions, without regards to ancestry, national origin, ethnic or linguistic background or origin, religion or creed, or religious belief, religious association, or religious activity, age, sex, including pregnancy, and pregnancy related conditions, sexual orientation, physical or intellectual disability, criminal charges or criminal record, political belief, political association, or political activity, marital or family status, source of income or actual or presumed association with other individuals or groups whose identity or membership is determined by any of the grounds listed above, except in a case where there is reasonable cause to restrict such access, (the "Grounds").

All persons who are members of Special Olympics Yukon currently enrolled in a school offering a Special Olympics Yukon School Based program shall have equal and fair access to participate in the said school's program training sessions and competitions, without regards to the Grounds.

All persons who are members of Special Olympics Yukon that are 2-12 years of age shall have equal and fair access to participate in Special Olympics Yukon Youth Development program training sessions, without regards to the Grounds.

All persons who are members of Special Olympics Yukon that are 12 years of age or older shall have equal and fair access to participate in out-of-territory competitions sanctioned by Special Olympics Yukon, without regards to the Grounds and provided they satisfy all eligibility requirements for said competition(s).

#### Equity

Equity means that Special Olympics Yukon will allocate resources, provide opportunities and make decisions without prejudice or favoritism to any one group. For example, gender equity means equity between the sexes, while minority group equity means equity between minority groups.

#### Access

Access means "capable of being used, entered or reached" and "open to the influence of". Access is more than the availability of services. It assumes provision of programs/services in a

way that is both responsive to the needs of the users and open to the participation in planning of programs/services by underserved groups.

Access means that members may participate in Special Olympics Yukon sporting events without regard to skills, talents, qualifications and are neither disadvantaged nor denied on the grounds of their sex, race, ethnicity or mental or physical disability.



# ***Special Olympics*** *Yukon*



## **Coach/Volunteer Code of Conduct**

The athlete /coach and volunteer relationship is privileged one. Coaches play a critical role in the personal as well as athletic development of their athlete. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behaviour of the coach or volunteer. The following code of conduct has been developed to aid coaches in achieving a level of behaviour which will enable them to assist Special Olympics athletes in becoming well-rounded, self confident individuals.

### **Coaches/Volunteers have the responsibility to:**

- Treat everyone fairly regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
- Direct comments or criticism at the performance rather than the athlete.
- Consistently display high personal standards and project a favorable image of sport, coaching and volunteering.
  - Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes.
  - Abstain from the use of tobacco products while in the presence of athletes and discourage their use by athletes.
  - Abstain from drinking alcoholic beverages when working with athletes.
  - Discourage the use of alcohol in conjunction with athletic events.
  - Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athlete and educate athletes as to their responsibilities in contributing to a safe environment.
- Communicate and cooperate with registered medical practitioners in the diagnosis, treatment and management of their athletes' medical and psychological problems. Consider the athletes future health and well being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- Recognize and accept when to refer athletes to other coaches or volunteers.
- Regularly seek ways of increasing professional development and self awareness.

- Treat opponents and officials with due respect both in victor and defeat, encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and spirit of such rules.
- Communicate and cooperate with athletes' parents, legal guardians or support workers involving them in management decisions pertaining to the athletes' development.

### **Coaches/Volunteers Must:**

- Ensure the safety of the athlete(s) with whom they work.
- At no time become intimately and or sexually involved with their athletes. This includes requests for sexual favours or threats or reprisal for the rejection of such requests.
- Reject all sexual requests or advancements by athletes.
- Respect athletes' dignity. Verbal or physical behaviours that constitute harassment or abuse are unacceptable.
- Never advocate or condone the use of drugs or other banned performance enhancing substances.
- Never provide athletes with alcohol.
- Recognize that any physical contact with an athlete may be viewed as sexual contact.
- Never force an athlete or another volunteer to do what they do not wish to do.

### **Definition of Harassment**

Harassment takes many forms but can be generally defined as behaviour including comments and or conduct which is insulting, intimidating, hurtful, malicious, degrading or otherwise offensive to an individual or members of a group which creates an uncomfortable environment.

Harassment may include:

- Slurs based on the persons' disability
- Sexually orientated comments
- Racial or ethnic slurs
- Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc.
- Displays of sexually explicit, racist or other offensive or derogatory material
- Sexual, racial, ethnic or religious graffiti
- Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively effect performance
- Unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation
- Leering (suggestive staring), or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions
- Physical contact such as touching, kissing, patting, pinching, poking, etc.
- Vandalism
- Physical assault

Effective Date: August 1999; Revised Date: August 2008

# ***Special Olympics Yukon***



## **Risk Management Policy**

Risk is the potential of injury, damage, or loss. Sports, and the business of sport, contain elements of risk. It is the goal of Special Olympics Yukon to reduce the chance of injury, damage, or loss by taking steps to identify, measure, and control risks.

Risk management is considered to be a philosophy as well as a discipline and everyone, including participants, coaches, volunteers, and staff, must be prepared to practice risk management. Every risk, now and in the future, may not be assessed. However, Special Olympics Yukon must constantly monitor for the risk and update information, practices, and procedures to minimize the risk.

It is the responsibility of everyone involved with Special Olympics Yukon to ensure that all operations of the association are carried out in a safe environment, and to inform the appropriate individuals of situations, or potential situations, that may expose individuals or the organizations to risk. A total commitment to the process of risk management is required in order to avoid or minimize the risks associated with Special Olympics Yukon involvement.

## **Authority and Responsibility**

It is the responsibility of participants, coaches, officials, volunteers, and staff to practice risk management. The Board of Directors of Special Olympics Yukon has the ultimate authority to establish policies and procedures, which will reduce, or eliminate risk. The Executive Committee of the Board of Directors will periodically review and revise risk management issues and practices. The following is a list of responsibilities.

- To nurture a participation/competitive spirit in the confines of a safe environment.
- To cooperate, where appropriate, with other sport organizations at the community, provincial, national level to promote risk management in sport.
- Be continually aware of risk management and to assess the risk associated with each operation or activity.
- Avoid activities that are inherently unsafe or which could lead to serious accidents or injury.
- Notify Special Olympics Yukon immediately of all accidents and incidents.
- Maintain appropriate records including loss reports, insurance policies, and accident reports.
- Promptly investigate recommendations regarding safety and risk control and take appropriate action.
- Follow the policies and procedures as established by Special Olympics Yukon or relevant policies and procedures as established by other regulatory bodies.

## **Risk Management Education**

Risk Management is a continuous process of evaluating situations to determine the potential of injury, damage, or loss. This continuous evaluation must be practiced by everyone associated with our activities. It is therefore important that educating individuals about risk management be given a high priority.

The following are means by which the territorial office of Special Olympics Yukon can increase the awareness and understanding of risks as they apply to our operations:

- National Coaching Certification program – reinforce athlete safety and the importance of running a safe program. See section 3, NCCP Level 1.
- Workshops and Clinics – continued emphasis on safety and risk management (workshops may be sport specific, task specific ie. coaching, financial management, etc., or general ie. first aid.)
- Special Olympics Yukon newsletter – articles on reducing the risk of injury, loss, and damage.
- Volunteer development – accessing community based programs and information to upgrade the knowledge and skills of volunteers.
- Partnerships with Sport Yukon and/or other sport governing bodies – specific sessions on various aspects of risk management.
- Board – educate the Board of Directors as to the potential risk associated with operations.
- Evaluation of Programs – periodic reviews of programs to determine the quality of programs and the element of risk associated with specific programs.
- Enactment of Policies and Procedures – put into place practices that reduce or eliminate unnecessary risk.
- Continually review practices and policies.

## **Compliance Issues**

Ensure that Special Olympics Yukon is in compliance with:

- The criminal Records review Act
- Revenue Canada financial policies, procedures and reporting requirements
- The Yukon Societies Act and the related policies, procedures and reporting requirements.
- Special Olympics Yukon constitution and bylaws.
- The policies and procedures adopted by the board of Director's, including the harassment policy; volunteer screening policy; athlete, volunteer, codes of conduct, (see SOY policy manual for policy details).
- All legal agreements entered into by the organization.
- All regulatory bodies that have interests in the activities of Special Olympics Yukon.

## **Special Olympics Yukon Position on Harassment**

Special Olympics Yukon is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

It is the responsibility of individuals to ensure that their behaviour, actions, or comments are not unwelcome, unwanted, or offensive to others.

Details of the Special Olympics Yukon harassment policy and procedures are available through the Special Olympics Yukon office.

### **Financial**

The financial policies and practices of an organization often reflect the value an organization places on the funds provided to that organization to meet its mandate. The Board of Directors of Special Olympics Yukon is responsible for funds entrusted to our organization, and to manage the expenditures of these funds appropriately.

Special Olympics Yukon has very little guaranteed funding. Funding is currently provided to us because of the work we do and the integrity of the organization and the individuals within it. As our organization grows, so does the need for increased funding. The responsibility and risk associated with monitoring these funds also increases.

### **Insurance**

Special Olympics Yukon will continually review the needs of the members and the association to ensure the insurance coverage is appropriate. Any inquiries should be directed to:

Special Olympics Yukon  
4061 4<sup>th</sup> Ave.  
Whitehorse, YT  
Y1A 1H1  
Phone: (867) 668-6511  
Fax: (867) 668-4237

### **Liability and Accident Insurance**

Special Olympics Canada purchases insurance coverage that applies to all currently registered athletes and volunteers, up to 70 years of age. (Note: any individual under the age of 18 must have a parent/guardian sign their registration form.) Special Olympics Canada is responsible to review and re-negotiate the terms and conditions on this policy. This policy includes legal liability for injuries or death to third party person, and accident insurance for registered persons who are injured while participating in a practice or event sanctioned by Special Olympics. Details of liability and accident insurance coverage are available through the chapter office.

## **Office and Storage Contents Insurance**

This policy provides coverage on office equipment and storage room contents subject to the terms and conditions of the policy. Details of this insurance coverage are available through the chapter office.

### **Emergency Action Plan**

Special Olympics Yukon has an Emergency Procedure Handbook, which applies to all sports. Any event, program or competition should have an emergency action plan. Where possible, the person in charge should be an individual with specialized training in injury care or first aid. All accidents/incidents require a report be filed with the Executive Director within 24 hours of the incident. Accident/incident reports forms are available through the Territorial chapter office.

Effective Date: August 1999  
Revised Date: August 2008

# Privacy Policy

*This Privacy Statement describes how Special Olympics Yukon (SOY) collects, uses and discloses personal information about our current and potential athletes, volunteers, sponsors, donors, and family members (collectively “you” or “your”). This Privacy Statement, which applies to Canada, informs you how we collect, use and disclose personal information. Special Olympics Yukon will take reasonable steps to protect your privacy in accordance with this Privacy Statement and applicable law.*

## **The Personal Information We Collect**

*Special Olympics Yukon collects personal information when it is voluntarily submitted by you, for example when you register or participate as an athlete, volunteer, sponsor, donor, or family member; participate in a survey, purchase promotional products, or request to be on a mailing list. Where applicable, we may also collect personal information from your coach or family member, where we believe that you have consented for your coach or family member to provide the personal information to us. The type of information we request may include:*

### **Athlete information**

- *contact information;*
- *date of birth;*
- *medical information;*
- *biographical information, including the sports and sporting associations that you participate in;*
- *photographs of you;*
- *information regarding behaviour*

### **Volunteer information**

- *contact information;*
- *volunteer screening information; medical information (coaches only);*
- *biographical information;*
- *coaching certification;*
- *photographs of you;*

### **Sponsor and Donor information**

- *contact information;*
- *Company name (if applicable).*



*Special Olympics Yukon may collect personal information about individuals who are under the age of majority, which is 18 or 19 depending on your province or territory, or who are otherwise not able to give valid consent. At or before the time Special Olympics Yukon collects personal information about an individual that Special Olympics Yukon knows is not able to give consent, SOY will seek the consent of someone who is able to give consent on their behalf, such as a parent or legal guardian.*

### **How We Use and Disclose Your Personal Information**

*Special Olympics Yukon, other Special Olympics accredited organizations in Canada (see Schedule A for complete list) use the personal information that you provide for the purposes for which it was provided, namely to:*

#### **General purposes**

- *establish your identity;*
- *administer and manage our programs and services to athletes, families and volunteers;*
- *communicate with you; and*
- *respond to your inquiries.*

#### **Additional purposes for athlete information**

*In addition to the general purposes described above, if you are a current or potential athlete, your information may be used to:*

- *establish your eligibility for registration as an athlete;*
- *establish your eligibility to participate in our programs or receive our services;*
- *communicate with your immediate family members;*
- *ensure your health and safety needs and enable effective handling of medical emergencies; and*
- *complete statistical analysis for affiliate, program, sport and other development, where your data would be part of an aggregate.*
- *ensure Special Olympics Yukon staff is fully equipped to administer and conduct programs*

*Photographs of Special Olympics Yukon athletes, volunteers, board member and supporters...may appear on the Special Olympics Yukon website and promotional materials.*

#### **Additional purposes for volunteer information**

*In addition to the general purposes described above, if you are a current or potential volunteer, your information may be used to:*

- *establish your eligibility for registration as an volunteer;*
- *establish your eligibility to participate in our programs or receive our services;*
- *complete statistical analysis for affiliate, program, sport and other development, where your data would be part of an aggregate*

### ***Additional purposes for sponsor and donor information***

*In addition to the general purposes described above, if you are a current or potential sponsor or donor, your information may be used to:*

- *process your donation*
- *administer your sponsorship of our programs and services*
- *request financial support*
- *provide information to you about intellectual disabilities, our programs and services, volunteer opportunities and upcoming promotions or events offered by Special Olympics Yukon and our Affiliates.*

*If sponsors or donors prefer that Special Olympics Yukon or its Affiliates not use or disclose their personal information for fundraising or to provide further information, they may opt out of such uses and/or disclosures by writing to: Executive Director, Special Olympics Yukon, 4061 4<sup>th</sup> Avenue, Whitehorse, YT Y1A 1H1*

### ***Consent***

*By providing us with your personal information, you, or if you are a minor or are otherwise not capable of giving consent, your authorized representative, parent or legal guardian, consent to our collection, use and disclosure of that information as described in this Privacy Statement as amended from time to time or as described at or before the time of collection, use or disclosure, as the case may be. If you do not want your personal information to be collected, used or disclosed in this manner, then please either (1) do not submit your personal information to us, or (2) exercise opt-out procedures described above or as may be offered at the time of collection. If you have submitted personal information to us and wish to withdraw your consent to its retention, use or disclosure, please write to the Executive Director at address above in Whitehorse. You may withdraw your consent, subject to legal or contractual restrictions and reasonable notice. If you withdraw your consent, we may not be able to provide some programs or services to you.*

*We will seek your consent to the collection, use or disclosure of personal information that may be considered sensitive in the circumstances, such as athlete's medical information (except in cases of medical emergency).*

*Where permitted or required by law, Special Olympics Yukon may collect, use or disclose your personal information without your consent, for example to maintain contribution records to meet requirements of the Canada Customs and Revenue Agency.*

### **Protection of Personal Information**

*Special Olympics Yukon takes precautions with personal information submitted by you, including physical, organizational and technological measures. However, given that electronically transmitted data is not 100% secure, we make no warranties as to the security of any information that you submit electronically, which you do at your own risk.*

### **How to Access or Correct Your Personal Information**

*Special Olympics Yukon will establish and maintain a file of the personal information that you provide to us. Your file will be kept by Special Olympics Yukon, and only Special Olympics Yukon agents and employees who need to access your file in the course of their duties will have access to your file.*

*If you wish to access or to correct your personal information, please write to Privacy Officer at Special Olympics Yukon, 4061 4<sup>th</sup> Avenue, Whitehorse, Yukon Y1A 1H1. Some information may not be accessed in certain circumstances, for example if it contains personal information of other persons or for legal reasons. To protect your privacy, we will take reasonable steps to verify your identity before granting you access to, or making corrections to, your personal information.*

### **Changes to This Privacy Statement**

*This Privacy Statement was last updated on May 14, 2012 and Special Olympics Yukon may change this Privacy Statement from time to time. If Special Olympics Yukon makes a material change, this Privacy Statement will be updated accordingly and we will make reasonable efforts to notify affected individuals.*

*If you have any inquiries, requests or complaints regarding this Privacy Statement, please write to Privacy Officer at Special Olympics Yukon, 4061 4<sup>th</sup> Avenue, Whitehorse, YT Y1A 1H1.*