

CORNHOLE CANADA POLICIES

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www.cornholecanada.com

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ABUSE POLICY

This policy sets out the principles and practices of Cornhole Canada with regard to abusive behaviour towards athletes, directors, league operators, members and volunteers. It is the policy of Cornhole Canada that there shall be no abuse and neglect, whether physical, emotional or sexual.

STATEMENT OF PURPOSE

Cornhole Canada is part of the sporting community in our country that is committed to seeking better ways to keep everyone safe. Protecting the Canadian Cornhole community from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. Cornhole Canada considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, Cornhole Canada will promote awareness of all forms of abuse and neglect.

RELATIONSHIP TO HARASSMENT POLICY

Some behaviours which are defined as abuse may constitute harassment when directed towards a peer or when perpetrated between adults. Cornhole Canada's *Harassment Policy* covers such behaviours. Together, the two policies address the entire spectrum of abusive and harassing behaviours.

MISSION

The mission of Cornhole Canada is to ensure its athletes, directors, league operators, members and volunteers are provided meaningful opportunities and enjoyable experiences in a safe, sportsmanlike environment. This includes, among other things, a shared responsibility with parents/guardians to nurture the physical and emotional well-being of their daughter/son. Cornhole Canada's interest is the well being of the entire organization.

DEFINITIONS OF ABUSE

Abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage.

- **Emotional Abuse.** A chronic attack on a person's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the person's needs.
- **Physical Abuse.** A person in a position of power or trust purposefully injures or threatens to injure another person. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment.
- **Neglect.** Chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air.
- **Sexual Abuse.** A young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories:
 - **Contact.** Touched or fondled in sexual areas; forced to touch another person's sexual areas; kissed or held in a sexual manner; forced to perform oral sex; vaginal or anal intercourse; vaginal or anal penetration with an object or finger; and sexually oriented hazing.

- **Non-Contact.** Obscene remarks by text/email or in notes; voyeurism; shown pornography; forced to watch sexual acts; sexually intrusive questions and comments; forced to pose for sexual photographs or videos; and forced to self-masturbate or forced to watch others masturbate.

DUTY TO REPORT

Abuse and neglect are community problems requiring urgent attention. Cornhole Canada is committed to help reduce and prevent the abuse and neglect of participants.

Cornhole Canada realizes that persons working closely with children and youth have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure the safety of Canada's young, by knowing their provincial protection acts and following through as required.

It is the policy of Cornhole Canada that any athletes, directors, league operators, members and volunteers who, has reasonable grounds to suspect that a person is or may be suffering or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local police department.

Those involved with Cornhole Canada in providing cornhole opportunities understand and agree that abuse or neglect, as defined above, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby, failure to provide safety may render the person who keeps silent legally liable for conviction.

ACCESSIBILITY POLICY

Cornhole Canada is committed to the principle of equity and access for the disabled as athletes, volunteers, spectators and leaders in our sport. Cornhole Canada shall also endeavour to align itself with organizations for the disabled in order to increase awareness of the opportunities for the disabled in our sport.

The purpose of this Policy is to ensure a safe and positive sport environment by making Individuals aware of requirements set out in *The Accessible Canada Act*.

PROVIDING GOODS AND SERVICES TO PEOPLE WITH DISABILITIES

Cornhole Canada is committed to service excellence for the full range of persons with disabilities, as defined in the *Canadian Human Rights Act*. Whether a person's disability is apparent or not, everyone should be treated with courtesy, made to feel welcome, and have their need for accommodation respected when they interact with an individual representing Cornhole Canada.

COMMUNICATION

Individuals will communicate with a person with a disability in a manner that takes into account their disability. This means individuals will communicate in a manner that enables persons with disabilities to communicate effectively for purposes of accessing Cornhole Canada programs, services and opportunities.

ASSISTIVE DEVICES

Cornhole Canada is committed to serving persons with disabilities who use assistive devices (e.g., prosthetics, adaptive equipment, crutches, wheelchairs, hearing aids, etc.) to obtain, use or benefit from our programs.

USE OF SERVICE ANIMALS AND SUPPORT PERSONS

Persons with disabilities may bring their guide dog or other service animal on the parts of the premises that Cornhole Canada uses for our programs. On rare occasions, it may be determined that a support person is required, or that a service animal cannot enter an area of the premises consistent with other laws. In these instances, we will suggest appropriate alternatives and provide assistance.

Any person with a disability who is accompanied by a support person will be allowed to enter premises that Cornhole Canada uses for our programs with their support person.

TRAINING

Cornhole Canada will provide training to Directors, League Operators and Members about the provision of services to persons with disabilities. Training will include the following:

- An overview of *The Accessible Canada Act*;
- How to interact and communicate with people with various types of disabilities;
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person;

- What to do if a person with a disability is having difficulty in accessing Cornhole Canada programs; and
- How to accommodate spectators with disabilities.

CODE OF CONDUCT POLICY

Cornhole Canada is committed to providing an environment in which all individuals are treated with respect, supports equal opportunity and prohibits discriminatory practices. All persons participating in Cornhole Canada activities are expected to conduct themselves with the values of Cornhole Canada. Conduct that violates these values may be subject to sanctions pursuant to the *Disciplinary Policy*.

ATHLETES, DIRECTORS, MEMBERS, LEAGUE OPERATORS AND VOLUNTEERS

All athletes, directors, league operators, members and volunteers of Cornhole Canada have a responsibility to maintain and enhance the dignity, self-esteem and well-being of all by:

- Demonstrating respect to individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability or economic status;
- Focusing comments or criticism appropriately and avoiding public criticism of athletes, directors, league operators, members and volunteers;
- Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct and practices;
- Ensuring that all programs provide for the safety and the physical, psychological and emotional well-being of athletes;
- Ensuring that the rules of the sport, and the spirit of such rules are adhered to;
- Take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with Cornhole Canada events;
- Abstain from the non-medical use of drugs;
- Respect the confidentiality of personal and privileged information, and share confidential information only with consent;
- Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct that is cruel, intimidating, humiliating, offensive or physically harmful;
- Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature when submitting to or rejecting this conduct influences decisions which affect the individual, such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment; and
- Comply at all times with the Bylaws, Policies, Playing Rules and Regulations of Cornhole Canada, as adopted and amended from time to time, including complying with any contracts or agreements executed with Cornhole Canada.

DIRECTORS

In addition to the athletes, league operators, members and volunteers responsibilities outlined above, directors have many additional responsibilities.

- Function primarily as a member of the board, not as a member of any other member province/territory board;
- Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Cornhole Canada's business;

- Ensure that the financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities;
- Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Cornhole Canada;
- Be independent and impartial and not be influenced by self interest, outside pressure, expectation of reward, or fear of criticism;
- Behave with decorum appropriate to both circumstance and position;
- Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Cornhole Canada is incorporated;
- Respect the confidentiality appropriate to issues of a sensitive nature;
- Respect the decisions of the majority and resign if unable to do so;
- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings; and
- Have a thorough knowledge and understanding of all Cornhole Canada governance documents.

MEMBERS

In addition to the athletes, directors, league operators and volunteers responsibilities outlined above, members have many additional responsibilities.

- Function primarily as a member of your provincial/territorial board, not as a member of any other member province/territory or Cornhole Canada board;
- Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of your province/territory business;
- Ensure that the financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities;
- Conduct themselves openly, professionally, lawfully and in good faith in the best interests of your province/territory;
- Be independent and impartial and not be influenced by self interest, outside pressure, expectation of reward, or fear of criticism;
- Behave with decorum appropriate to both circumstance and position;
- Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Cornhole Canada is incorporated;
- Respect the confidentiality appropriate to issues of a sensitive nature;
- Respect the decisions of the majority and resign if unable to do so;
- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings; and
- Have a thorough knowledge and understanding of all Cornhole Canada governance documents.

LEAGUES OPERATORS

In addition to the athletes, directors, members and volunteers responsibilities outlined above, leagues operators have many additional responsibilities.

- Provides an environment that supports athletes physical and emotional safety, free of bullying, discrimination, etc;
- Committed to providing a safe, accessible and inclusive experience;
- Appreciates diversity to ensure everyone feels safe and that they belong regardless of ability and background;

- Focus on long term participation;
- Has high management and operational structure;
- Has high organizational and leadership skills;
- Has programs, partnerships, and/or other mechanisms to reduce barriers to participation;
- Facilities and equipment are safe, well-maintained, and in good condition;
- Facilities are accessible to athletes of all abilities;
- Registers all athletes with Cornhole Canada;
- Distributes information from Cornhole Canada to its athletes;
- Is diligent, accurate, accessible, transparent, friendly and efficient; and
- Has a clean record with the law.

ATHLETES

In addition to the directors, league operators, members and volunteers responsibilities outlined above, athletes have many additional responsibilities.

- Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements;
- Participate and appear on time, well nourished, and prepared to participate to the best of their abilities in all competitions, practices, training sessions, tryouts, tournaments, and events;
- 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;
- Adhere to the rules and requirements regarding equipment;
- Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, directors, league operators, members, volunteers, parents/guardians or spectators;
- Dress in a manner representative of Cornhole Canada, focusing on neatness, cleanliness, and discretion; and
- Act in accordance with Cornhole Canada policies and procedures.

PARENTS/GUARDIANS AND SPECTATORS

Parents/guardians and spectators also have a responsibility to maintain and enhance the dignity, self-esteem and well-being by:

- Encouraging athletes to play by the rules and to resolve conflicts without resorting to hostility or violence;
- Condemn the use of violence in any form;
- Never ridicule an athlete for making a mistake during a game;
- Provide positive comments that motivate and encourage athletes continued effort;
- Recognize that executives and staff act in good faith, and in the best interests of the athletes and sport as a whole;
- Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm;
- Respect and show appreciation to all athletes, directors, league operators, members and volunteers;
- Refrain from the use of bad language, nor harass athletes, directors, league operators, members, volunteers, other parents/guardians or spectators; and
- Agree to Fair Play standards and Respect in Sport Parent Program enforcement procedures through the signing of the Canadian Centre for Ethics in Sport (CCES) Parents Code of Ethics found in this policy.

CODE OF ETHICS - PARENTS/GUARDIANS

If children are to grow and develop in their sport, an environment of positive communication and respect must exist. Parents should observe the *Code of Conduct* for parents and the following *Code of Ethics* with their child. The following code is taken from a resource manual developed by the Canadian Centre for Ethics in Sport (CCES).

- I will remember that my child plays sport for his or her enjoyment, not for mine;
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence;
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game;
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard;
- I will never ridicule or yell at my child for making a mistake or losing a game;
- I will remember that children learn best by example. I will applaud good players performances by both my child's team and their opponents;
- I will not force my child to participate in sports; and
- I will support all efforts to remove verbal and physical abuse from children's sporting activities.

I agree to Play Fair.

(Print Name)

(Signature)

Enforcement- Respect in Sport for Parents

This document is provided to all parents at the start of each season to sign.

All parents are encouraged to read and take the *Respect in Sport Parent Program*. Please read more here: www.respectgroupinc.com/respect-in-sport/#parent-program.

If a parent violates the *Code of Conduct*, Cornhole Canada mandates that they take the *Respect in Sport Parent Program* before being able to return to their children's games in any capacity.

CONFIDENTIALITY POLICY

This policy applies to athletes, directors, volunteers, league operators and members who have access to confidential information as outlined below.

RESPONSIBILITIES

Athletes, directors, volunteers, league operators and members will not, either during the period of their involvement or any time thereafter, disclose to any person or organization any confidential information about Cornhole Canada acquired during their period of involvement, unless expressly authorized to do so.

Athletes, directors, volunteers, league operators and members will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation, third party or parties any confidential information, without the express written consent of Cornhole Canada.

Athletes, directors, volunteers, league operators and members will not use, reproduce, or distribute such confidential information or any part thereof, without the express written consent of Cornhole Canada.

All files and written materials relating to confidential information of the Cornhole Canada will remain the property of Cornhole Canada and upon request of Cornhole Canada, the athletes, directors, volunteers, league operators and/or members will return all confidential information received in written or tangible form, including copies, or reproductions or other media containing such confidential information, immediately upon request.

CONFIDENTIAL INFORMATION

The term 'confidential information' includes, but it not limited to the following:

- Names, addresses, e-mail, telephone number, cell phone number, date of birth and credit card information of athletes, directors, volunteers, league operators and members;
- Information related to the programs, fundraisers, business or affairs of Cornhole Canada or any athletes, directors, volunteers, league operators and members; and
- Data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, and financial information.

INTELLECTUAL PROPERTY

Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with volunteer involvement with Cornhole Canada will be owned solely by Cornhole Canada, who will have the right to use, reproduce or distribute such material and works, or any part thereof, for any purpose it wishes. Cornhole Canada

may grant permission for others to use such written material or other works, subject to such terms and conditions as Cornhole Canada may prescribe.

ENFORCEMENT

A breach of any provision in this policy may give rise to discipline or dismissal of the athletes, directors, volunteers, league operators and members.

CONFLICT OF INTEREST

PURPOSE

All Directors have a duty to ensure that the integrity of the decision-making processes of the Board are maintained by ensuring that they and other members of the Board are free from conflict or potential conflict in their decision-making. It is inherent in a Director's fiduciary duty that conflicts of interest be avoided. It is important that all Directors and Officers understand their obligations when a conflict of interest or potential conflict of interest arises.

APPLICATION

This policy applies to all Directors and Officers, including ex-officio Directors, and all non-Board members of committees. "Officers" means Officers appointed by the Board including the Chair, a Vice-chair, Secretary, Treasurer and others who perform functions for the organization similar to those normally performed by such Officers.

POLICY

Directors, Officers and non-Board committee members shall avoid situations in which they may be in a position of conflict of interest or perceived conflict of interest. The process set out in this policy shall be followed when a conflict or potential conflict arises.

DESCRIPTION OF CONFLICT OF INTEREST

A conflict of interest arises in any situation where a Director's duty to act solely in the best interests of the organization and to adhere to the Director's fiduciary duties is compromised or impeded by any other interest, relationship or duty of the Director. A conflict of interest also includes circumstances where the Director's duties to the organization are in conflict with other duties owed by the Director such that the Director is not able to fully discharge the fiduciary duties owed to the organization.

The situations in which potential conflict of interest may arise cannot be exhaustively set out. Conflicts generally arise in the following situations:

- **Transacting with the Organization:** When a Director transacts with the organization directly or indirectly. When a Director has a material, direct or indirect, interest in a transaction or contract with the organization.
- **Interest of a Relative:** When the organization conducts business with suppliers of goods or services or any other party of which a relative or member of the household of a Director is a principal, officer or representative.
- **Gifts:** When a Director or a member of the Director's household or any other person or entity designated by the Director, accepts gifts, payments, services or anything else of more than a token or nominal value from a party with whom the organization may transact business (including a supplier of goods or services) for the purposes of (or that may be perceived to be for the purposes of) influencing an act or decision of the Board.
- **Acting for an Improper Purpose:** When Directors exercise their powers motivated by self-interest or other improper purposes. Directors must act solely in the best interest of the organization. Directors who are nominees of a particular group must act in the best interest of the organization even if this conflicts with the interests of the nominating party.
- **Appropriation of Organization Opportunity:** When a Director diverts to the Director's own use, an opportunity or advantage that belongs to the organization.

- **Duty to Disclose Information of Value to the Organization:** When Directors fail to disclose information that is relevant to a vital aspect of the organization's affairs.
- **Serving on the Board of Other Organizations:** A Director may be in a position where there is a conflict of "duty and duty". This may arise where the Director serves as a Director of two organizations that are competing or transacting with one another. It may also arise where a Director has an association or relationship with another entity. For example, if two organizations are both seeking to take advantage of the same opportunity. A Director may be in possession of confidential information received in one boardroom or related to the matter that is of importance to a decision being made in the other boardroom. The Director cannot discharge the duty to maintain such information in confidence while at the same time discharging the duty to make disclosure. The Director cannot act to advance any interests other than those of the organization.

If a Director is potentially in a conflict of interest from the aforementioned situations (or others) and has disclosed the conflict, the Board shall vote to accept or deny the conflict with a majority vote.

DISCLOSURE OF CONFLICTS

A Director, Officer or committee member who is in a position of conflict or potential conflict shall immediately disclose such conflict to the Board by notification to the President. Where the President has a conflict, notice shall be given to the Vice President. The disclosure shall be sufficient to disclose the nature and extent of the interest. Disclosure shall be made at the earliest possible time and, where possible, prior to any discussion and vote on the matter.

Where (i) a Director is not present at a meeting where a matter in which the Director has a conflict is first discussed and/or voted upon, or (ii) a conflict arises for a Director after a matter has been discussed but not yet voted upon by the Board, or (iii) a Director becomes conflicted after a matter has been approved, the Director shall make the declaration of the conflict to the President or Vice President as soon as possible and at the next meeting of the Board.

If an Officer becomes interested in a contract or transaction after it is made or entered into, the disclosure shall be made as soon as possible after the Officer becomes so interested.

A Director or Officer may make a general declaration of the Director's relationships and interests in entities or persons that give rise to conflicts.

ABSTAIN FROM DISCUSSIONS

The Director or Officer who has declared a conflict shall not be present during the discussion or vote in respect of the matter in which the Director or Officer has a conflict and shall not attempt in any way to influence the voting.

PROCESS FOR RESOLUTION OF CONFLICTS AND ADDRESSING BREACHES OF DUTY

All Directors shall comply with the requirements of this policy. A Director may be referred to the process outlined below in any of the following circumstances:

Circumstances for Referral

Where any Director believes that that Director or another Director:

- Has breached the Director's duties to the organization;
- Is in a position where there is a potential breach of duty to the organization;
- Is in a situation of actual or potential conflict of interest; or

- Has behaved or is likely to behave in a manner that is not consistent with the highest standards of trust and integrity and such behaviour may have an adverse impact on the organization.

Process for Resolution:

The matter shall be referred to the following process:

- Refer matters to the President or where the issue may involve the President, to the Vice President.
- The President or Vice President may either (i) attempt to resolve the matter informally, or (ii) refer the matter to either the Board of Directors or for this specific purpose, a sub-committee established by the Board of Directors, which sub-committee shall report to the Board.
- If the President or Vice President elects to attempt to resolve the matter informally and the matter cannot be informally resolved to the satisfaction of the President or Vice President, then the President or Vice President shall refer the matter to the process in (ii) above.
- A decision of the Board by majority resolution shall be determinative of the matter. It is recognized that if a conflict, or other matter referred cannot be resolved to the satisfaction of the Board (by simple majority resolution) or if a breach of duty has occurred, a Director may be asked to resign or may be subject to removal pursuant to the bylaws and applicable legislation.

PERCEIVED CONFLICTS

It is acknowledged that not all conflicts or potential conflicts may be satisfactorily resolved by strict compliance of this policy. There may be cases where the perception of a conflict of interest or breach of duty (even where no conflict exists or breach has occurred) may be harmful to the organization notwithstanding that there has been compliance to this policy. In such circumstances, the process set out in this policy for addressing conflicts and breaches of duty shall be followed.

It is recognized that the perception of conflict or breach of duty may be harmful to the organization even where no conflict exists or breach has occurred and it may be in the best interests of the organization that the Director be asked to resign.

DISCIPLINARY POLICY

This policy applies to all athletes, directors, league operators, members, volunteers and parents/guardians.

All athletes should be treated with respect and consideration and that each should consider the rights and privileges of others. Certain rules have been established to ensure a quality experience for all Cornhole Canada athletes. This standard of behavior is expected of all athletes. Cornhole Canada has initiated this policy to address situations in contradiction of this philosophy.

All athletes share in the responsibility of orderly conduct both during and outside of competition. This includes conducting themselves in the spirit of sport and fair play, respecting others and their property, and conducting themselves in a way that supports the *Code of Conduct Policy* and *Social Media Policy*.

OVERVIEW

This policy applies to written and signed complaints received by Cornhole Canada from athletes, league operators, members, volunteers or parents/guardians of athletes under the age of 18 that may arise during the course of business, activities and events including but not limited to office environment, competitions, practices, travel associated Cornhole Canada activities and any meetings of staff, committees and/or directors. Anonymous complaints may be accepted upon the sole discretion of Cornhole Canada.

PROCEDURE FOR REPORTING A COMPLAINT

1. Any athletes, league operators, members, volunteers or parents/guardians of athletes under the age of 18 may submit a complaint to Cornhole Canada's Board of Directors. Such complaints must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident.
2. Upon receiving a complaint, the directors will review it within seven (7) days. If any director is not able to act in this capacity because of a conflict of interest, the remaining directors will review it.
3. The directors will determine whether the complaint is frivolous or vexatious. If it is determined to be frivolous or vexatious, the complaint will be dismissed immediately.
4. If a complaint is determined to be legitimate, the complaint will be designated as a minor or major complaint and dealt with according to the appropriate sections of this policy. It will be at the sole discretion of the directors to determine whether a complaint is to be dealt with as a major or minor complaint.
5. A complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept outside the fourteen (14) day period will be at the sole discretion of the board of directors. This decision may not be appealed.
6. This policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major complaint provided the individual(s) being disciplined is told the nature of the complaint. Further sanctions may be applied, but only after review of the matter in accordance with the procedures set out in this policy for major or minor complaints.

MINOR COMPLAINTS

Minor complaints are incidents of misconduct that generally do not result in harm to others.

PROCESS AND PROCEDURE

1. If the directors determine the complaint is legitimate, the secretary of the board will notify the individual(s) and will provide them with a copy of this policy.
2. The individual(s) will receive a written report of the nature of the complaint and is provided an opportunity to respond within seven (7) days.
3. Once all information has been received, the board of directors will come to a conclusion on any sanctions, if any, to the individual(s).
4. The board's decision is final and cannot be appealed.
5. A record will be maintained on the *Cornhole Canada Registry* for minor complaints that result in a sanction.

EXAMPLES OF MINOR COMPLAINTS

Examples of minor complaints include, but are not limited to:

- An incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others;
- Conduct contrary to the ideals of respect such as angry outbursts or argument; and/or
- An incident of being late for or absent from events and activities at which attendance is expected or required.

EXAMPLES OF MINOR SANCTIONS

Sanctions for minor complaints, which may be applied singly or in combination include, but are not limited to:

- Verbal or written reprimand;
- Verbal or written apology;
- Service or other voluntary contribution to Cornhole Canada;
- Suspension from the current activity; and/or
- Any other similar sanction considered appropriate for the offense.

MAJOR COMPLAINTS

Major complaints are instances of misconduct that result, or have the potential to result, in harm to other persons or Cornhole Canada.

PROCESS AND PROCEDURE

1. If the directors determine the complaint is legitimate, a hearing is required. The secretary of the board will notify the individual(s) and will provide them with a copy of this policy.
2. The individual(s) will receive a written report of the nature of the complaint and a hearing date is set within thirty (30) days.
3. Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the directors shall decide to conduct the hearing in-person or by means of telephone conference.
4. The directors will conduct a preliminary meeting which may include but are not limited to:
 - Format (in-person or telephone conference);
 - Date and location of the hearing;
 - Timelines for the exchange of documents;

- Clarification of issues in dispute;
 - Any procedural matters including order and procedure of the hearing;
 - Remedies sought;
 - Evidence to be brought before the hearing;
 - Identification of any witnesses; and/or
 - Any other procedural matter that may assist in expediting the hearing.
5. The directors will govern the hearing fairly and as it sees fit, provided that:
 - All documentary submissions are received seven (7) day before the hearing;
 - The president shall be the chairperson; and
 - A quorum of fifty percent (50%) of the board where the president will have the tie-breaking vote is achieved;
 6. Directors will refrain from communicating with the parties except in the presence of, or copy to, the other parties.
 7. The individual(s) being disciplined may be accompanied by a representative.
 8. The individual(s) being disciplined will have the right to present evidence and argument.
 9. Any party potentially affected by the matter may be made party to the hearing by the directors.
 10. The directors may request that any witness be present at the hearing or submit written evidence in advance of the hearing.
 11. If the individual(s) being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed.
 12. The hearing will be held in private.
 13. Each party will bear their own costs.
 14. The directors will have the authority to abridge or extend timelines associated with any aspect of the hearing.
 15. After hearing the matter, the directors will determine whether or not the individual(s) will be sanctioned, and if so, will determine the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The directors written decision, with reasons, will be distributed to all parties, within seven (7) days of the conclusion of the hearing.
 16. Where the individual(s) acknowledges the facts of the incident, he or she may waive the hearing, in which case the directors will determine the appropriate disciplinary sanction. The directors may hold a hearing for the purpose of determining an appropriate sanction.
 17. The board's decision is final and cannot be appealed.
 18. A record will be maintained on the *Cornhole Canada Registry* for major complaints that result in a sanction.

EXAMPLES OF MAJOR COMPLAINTS

Examples of major complaints include, but are not limited to:

- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others;
- Incidents of physical abuse;
- Angry outbursts or arguing;
- Repeated incidents of being late for or absent from events and activities at which attendance is expected or required;
- Pranks, jokes or other activities that endanger the safety of others;
- Conduct which results in harm to the image, credibility or reputation of Cornhole Canada and/or its sponsors;

- Abusive use of alcohol where abuse means a level of consumption that impairs the individual's ability to speak, walk or drive; causes the individual(s) to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- Any use of alcohol by minors;
- Any use of illicit drugs and narcotics; and/or
- Any use of banned performance enhancing drugs or methods.

EXAMPLES OF MAJOR SANCTIONS

Sanctions for major complaints, which may be applied singly or in combination include, but are not limited to:

- Verbal or written reprimand;
- Verbal or written apology;
- Service or other voluntary contribution to Cornhole Canada;
- Suspension from the current activity;
- Removal of certain privileges of membership;
- Suspension from certain events and/or activities;
- Suspension of Cornhole Canada funding;
- Payment of a financial fine in an amount to be determined by the directors;
- Suspension from all Cornhole Canada activities for a designated period of time;
- Expulsion from membership;
- Publication of the directors decision; and/or
- Any other similar sanction considered appropriate for the offense.

Unless the directors decide otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the directors will result in automatic suspension of membership in Cornhole Canada until such time as compliance occurs.

In applying sanctions, the directors may have regard to the following aggravating or mitigating circumstances:

- The nature and severity of the incident;
- The extent to which others have been harmed by the incident;
- The cooperation of the individual(s) being disciplined in the proceedings under this policy;
- Whether the incident is a first offense or has occurred repeatedly;
- The individual's acknowledgment of responsibility;
- The individual's remorse and post-complaint conduct;
- The age, maturity or experience of the individual(s);
- Whether the individual(s) retaliated, where the incident involves harassment; and/or
- The individual's prospects for rehabilitation.

SERIOUS INFRACTIONS

The board of directors may determine that an alleged incident is of such seriousness as to warrant suspension of the individual(s) pending further investigation, a hearing and a decision of the board.

Where it is brought to the attention of the board of directors, that a Cornhole Canada representative has been charged with an offence under the *Criminal Code*, or has previously been convicted of a criminal offence, the directors may suspend the representative pending further investigation, a hearing or a decision of the board.

Notwithstanding the procedures set out in this policy, any Cornhole Canada representative who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault will face automatic suspension from participating in any activities of Cornhole Canada for a period of time corresponding to the length of the criminal sentence imposed by the court, and may face further disciplinary action by Cornhole Canada in accordance with this policy.

CONFIDENTIALITY

Where the conduct reported is of a sensitive or confidential nature, Cornhole Canada will keep all proceedings under this policy confidential, except where disclosure is directed by the directors as part of a sanction, is required by law or is in the best interests of the public.

DISPUTE RESOLUTION POLICY

The purpose of this policy is to review final decisions and to deal with such appeals fairly, expeditiously and affordably, within Cornhole Canada without recourse to formal legal and court-like procedures.

Any athlete of Cornhole Canada shall have the right to appeal a dispute, difference or question arising from a decision by Cornhole Canada or any member where the Bylaw, Regulation, Playing Rule or Policy under which such decision was made grants such a right of appeal. No such appeal to Cornhole Canada may be taken until the athlete has exhausted all rights of appeal within the member Province/Territory in which the athlete resides.

Any athlete of Cornhole Canada shall have the right to appeal when a member to which the athlete belongs, makes a ruling affecting such athlete and, in that athlete's opinion:

- is in conflict with the member's or Cornhole Canada's Articles, Bylaws or Regulations;
- the member committed a procedural error, and/or failed to provide the aggrieved party with a fair hearing;
- the member did not have the authority or jurisdiction to make the decision; or
- there was a misapplication of a rule (Please record the playing rule section and number from the official Cornhole Canada Rulebook).

All appeals shall be sent to the member province/territory within forty-eight (48) hours of the incident. If the appeal is unresolved at the provincial/territorial level then it shall be sent to Cornhole Canada within ten (10) Days of the initial incident with a payment of five hundred dollars (\$500). Shall the appellant win the appeal, two hundred dollars (\$200) will be reimbursed.

BOARD AUTHORITY

The board may make final decisions and rulings on any matters that may be brought before it, including the interpretation of the Articles, Bylaws, Regulations, Playing Rules and Policies of Cornhole Canada, or any of the matters referenced above. Any decision of the board is absolutely final and binding on all members and athletes and any other affected or interested parties, including Cornhole Canada. There is no further appeal from that decision.

EXCLUSIVE JURISDICTION

The procedures outlined in this policy shall be the sole recourse available to any athlete. No athlete, or anyone acting on behalf of, or for the benefit of, such athlete, shall pursue any recourse in the courts of any jurisdiction prior to exhausting all rights, remedies and rights of appeal under the Articles, Bylaws, Regulations, Playing Rules or Policies of Cornhole Canada and its members, if applicable.

PENALTIES FOR NON-COMPLIANCE

Any athlete who fails to comply with a decision of the board or the National Appeals Committee acting on behalf of the board shall be suspended indefinitely from all Cornhole Canada activities.

Any recourse to the courts of any jurisdiction by, on behalf of, or for the benefit of, any athlete, prior to the exhaustion of all rights, remedies and rights of appeal under the Articles, Bylaws, Regulations, Playing Rules or Policies of Cornhole Canada, shall result in an automatic and indefinite suspension of such athlete from all games and other activities under the jurisdiction of Cornhole Canada. Such

athletes shall also be liable for all legal costs and disbursements incurred by Cornhole Canada in connection with defending and/or responding to such court action.

Any athlete who, having exhausted all rights, remedies and rights of appeal within Cornhole Canada, proceeds with court action against Cornhole Canada or its constituent bodies shall be liable for all legal costs and disbursements incurred by Cornhole Canada or its constituent bodies should the courts rule in favour of Cornhole Canada or its constituent bodies.

The president may suspend any athlete who fails to pay the costs and disbursements described in this policy in a timely manner.

NATIONAL APPEALS COMMITTEE (NAC)

The Board may delegate its decision making authority described in this policy to the NAC whose decisions shall be final and binding.

The NAC shall be composed of an odd number of individuals appointed by the president with the minimum being three (3) individuals. It shall be the duty of the NAC to rule upon appeals submitted to it. The individuals shall be a Cornhole Canada league operator, member or athlete.

The NAC, acting in place of the board may provide for special dispensation from the Articles, Bylaws and Regulations of Cornhole Canada. Any decision as to what qualifies for special dispensation shall rest solely with the NAC in its absolute and unfettered discretion, and the decision of the NAC on special dispensation shall be final and binding upon all parties. Each decision of special dispensation shall be made on its individual merits.

HARASSMENT POLICY

This policy sets out the principles and practices of the Cornhole Canada with regard to harassment towards athletes, directors, league operators, members and volunteers.

POLICY

It is the policy of Cornhole Canada that harassment in all its forms will not be tolerated during the course of any Cornhole Canada activity or program. Accordingly, athletes, directors, league operators, members, volunteers and parents/guardians are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behaviour, responding promptly and informally to minor incidents of harassment and following Cornhole Canada's policy guidelines for reporting or responding to more serious complaints of harassment. All persons are expected to refrain from harassing behaviour and are encouraged to report incidents of harassment.

STATEMENT OF PURPOSE

Cornhole Canada is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination which is prohibited by human rights legislation in Canada. Cornhole Canada supports the right of all its athletes, directors, league operators, members and volunteers to participate in all Cornhole Canada activities free from any form of harassment. Furthermore, Cornhole Canada emphasizes the importance of eliminating harassment in cornhole as a key element in ensuring the safety of all persons. A sports environment which actively discourages harassment and builds relationships based on trust and mutual respect, is an environment which discourages abuse and encourages the overall development of the individual(s).

In order to further these aims, Cornhole Canada will make every reasonable effort to promote awareness of the problem of harassment among all and to respond swiftly and effectively to complaints or disclosures of harassment.

RELATIONSHIP TO ABUSE POLICY

Some behaviours which might be described as harassment when directed towards an adult, may constitute abuse when directed towards a child or youth by any person with power or authority over the person harassed.

Cornhole Canada's *Abuse Policy* covers such behaviours. Together, the two policies address the entire spectrum of abusive and harassing behaviours.

DEFINITION OF HARASSMENT

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual(s), and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers or between someone in a position of power or authority and an adult in a subordinate position.

The following is a non-exhaustive list of examples of harassment:

- unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation etc;
- condescending, patronizing, threatening or punishing actions which undermine self-esteem;
- practical jokes which cause awkwardness or embarrassment, or may endanger a person's safety;
- any form of hazing;
- unwanted or unnecessary physical contact including touching, patting, pinching;
- unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might on reasonable grounds be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or advancement; and
- sexual assault or physical assault.

It is important to note that the behaviours described in the last three (3) items, when directed towards a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviours, for example, certain hazing practices. In such cases, the duty to report provisions of the *Abuse Policy* come into effect.

RESPONSE AND REMEDIES

It is the position of Cornhole Canada that harassment cannot be tolerated. Harassment is unacceptable and harmful. Cornhole Canada recognizes the serious negative impact of all types of harassment on personal dignity, individual(s) and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time, Cornhole Canada recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviours, and the response to harassment must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigation and settlement of any complaint of harassment must be fair to all parties, allowing adequate opportunity for the presentation of a defence to the charges.

Minor incidents of harassment should be corrected promptly and informally, taking a constructive approach and with the aim of bringing about a change in negative attitudes and behaviour.

Serious incidents should be dealt with according to the relevant policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.

Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous will be subject to discipline.

Procedures for the handling of complaints brought against athletes, directors, league operators, members and volunteers are detailed below entitled Harassment Complaint Procedures.

HARASSMENT COMPLAINT PROCEDURES

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.

APPLICATION

This policy applies to all Cornhole Canada athletes, directors, league operators, members and volunteers. It applies to harassment that may occur during the course of all Cornhole Canada business, activities and events.

MINOR INSTANCES OF HARASSMENT

This policy does not prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behaviour that, in their view, constitutes a minor incident of harassment.

REPORTING HARASSMENT

A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to the policies of Cornhole Canada.

If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should request a meeting with the Cornhole Canada president.

Once contacted by a complainant the role of the president is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the president considers that he or she is unable to act in this capacity, the complainant will be referred to the vice president.

Where a person believes that an athlete, director, league operator, member or volunteer has experienced or is experiencing harassment and reports this belief to the president, the president will meet with the person said to have experienced harassment and proceed in accordance with these procedures.

Where the president believes there is sufficient evidence to warrant laying a formal complaint but the complainant does not wish to do so, the president may lay a formal complaint and proceed in accordance with these procedures.

COMPLAINT PROCEDURE

There are three possible outcomes to a meeting of complainant and the president:

- It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;
- The complainant may decide to pursue an informal resolution of the complaint, in which case a mediator as agreed to by both the complainant and the respondent will assist the two parties to negotiate or mediate an acceptable resolution of the complaint; or
- The complainant may decide to lay a formal written complaint, in which case the president will receive the written complaint and will advise the board of directors, who will appoint an independent individual to conduct an investigation of the complaint.

The investigator will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the president, which will include a recommendation that:

- No further action be taken because the complaint is unfounded or the conduct cannot be reasonably be said to fall within the Cornhole Canada's definition of harassment; or
- The complaint has merit and should proceed to a hearing.

If the investigator recommends a hearing, the president shall call a hearing with the board of directors within seven (7) days of receiving the written report. If any director is not able to act in this capacity because of a conflict of interest, they shall be removed from hearing.

HEARING

The directors will govern the hearing as it deems appropriate in the circumstances, provided that:

- The president shall be the chairperson;
- A quorum of fifty percent (50%) of the board where the president will have the tie-breaking vote is achieved;
- Directors will refrain from communicating with the parties except in the presence of, or copy to, the other parties;
- The parties may be accompanied by a representative;
- The hearing will be held in private;
- The parties will be given thirty (30) days written notice of day, time and place of the hearing;
- The respondent will receive a copy of the formal complaint;
- The complainant and respondent will each receive a copy of the investigator's report;
- Both the complainant and respondent will be present at the hearing to respond to the investigator's report, give evidence and to answer questions of the directors;
- The hearing may proceed in the absence of either or both parties;
- The investigator may attend the hearing at the request of the directors;
- The directors may request that witnesses to the incident be present or submit written evidence;
- The directors have the authority to abridge or extend timelines associated with all aspects of the hearing;
- Each party will bear their own costs; and
- The directors shall decide to conduct the hearing in-person or by means of telephone conference.

DECISION

The director's written decision, with reasons, will be distributed to all parties, within seven (7) days of the conclusion of the hearing. The decision will contain:

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

If the directors determine that the allegations of harassment are false, vexatious, retaliatory or frivolous, its report may direct that there be disciplinary sanctions against the complainant.

Unless the directors decide otherwise, any disciplinary sanctions applied shall take effect immediately.

The decision of the directors will be final and binding upon the complainant, the respondent and Cornhole Canada.

A record will be maintained on the *Cornhole Canada Registry* for harassment that results in a sanction.

CONFIDENTIALITY

Cornhole Canada recognizes the sensitive nature of harassment matters and in particular, the difficulties associated with coming forward with a complaint of harassment and with being accused of harassment. Cornhole Canada recognizes the interests of both the complainant and the respondent in keeping any matter being dealt with under this policy confidential, except where disclosure is required by a disciplinary proceeding or by law.

INCLUSION POLICY

Cornhole Canada is committed to providing opportunities for every individual in sport to reach his or her maximum potential in fitness and excellence. Cornhole Canada is committed to providing a sport and work environment that provides fair and equitable opportunities.

PURPOSE

Equity is the belief and practice of treating persons in ways that are fair, equal and just, regardless of their age, colour, disability, ethnic origin, gender, marital/family status, place of origin, race, religion, sexual orientation, or socio-economic status.

Cornhole Canada is committed to ensuring accessible and available sport in Canada. Cornhole Canada will take clear initiatives to encourage full participation in the sport. Cornhole Canada will ensure that equity is a key consideration when developing, updating or delivering Cornhole Canada policies and programs.

Equity does not necessarily mean that all persons must be treated exactly the same. People may need to be treated differently in order to be treated fairly. Cornhole Canada will take a leadership position by making a clear commitment to full and equitable participation in all levels of the organization.

APPLICATION

Cornhole Canada will provide members with an equitable range of opportunities within which to participate and lead.

Any athlete, director, volunteer, league operator, members or parent/guardian within Cornhole Canada is invited to appeal decisions of Cornhole Canada if, in their belief, the decision does not reflect equity. The process is outlined in the *Dispute Resolution Policy*.

LIMITATIONS

Cornhole Canada shall in no way solicit nor accept sponsorship from companies which discriminate against persons by age, colour, disability, ethnic origin, gender, marital/family status, place of origin, race, religion, sexual orientation, or socio-economic status.

PRIVACY POLICY

PURPOSE

Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act (PIPEDA). This policy describes the way Cornhole Canada collects, uses, retains, safeguards, discloses and disposes of personal information, and states Cornhole Canada commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and Cornhole Canada interpretation of these responsibilities.

Cornhole Canada respects and protects your privacy. This means that:

- Cornhole Canada will not sell, exchange, loan or make available to other organizations any personal information that you have provided to us;
- Cornhole Canada will keep all personal information confidential and we will have safeguards to protect that information whether in print, electronic or other form; and
- Cornhole Canada will make available to you upon request, your personal information that we have on file and we will correct, amend or delete information at your request.

PERSONAL INFORMATION AND PURPOSE TO COLLECT:

The PIPEDA governs privacy of information. Personal information is the information that relates to you as an individual. Personal information does not include business information (an individual's business address and telephone number).

Cornhole Canada will only collect personal information to meet and maintain the highest standard of organizing and programming the sport of cornhole. Cornhole Canada collects personal information from athletes, directors, volunteers, league operators, members and parents/guardians for purposes that include but are not limited to the following:

- Registration for programs, activities and events; travel administration and purchasing equipment, and other products;
- Receiving communications from Cornhole Canada in regards to fundraising, programs, events, and activities;
- Determining eligibility, age group and appropriate level of competition;
- Criminal record checks and related personal reference material for implementing Cornhole Canada's screening policies;
- Award nominations, biographies, published articles and media relations;
- Outfitting uniforms and various components of athlete selection;
- Credit card information for purchasing products and for registration at event and activities;
- Education, sport promotion, media publications and posting on Cornhole Canada website, live streaming platforms, event videos, event photographs, displays and posters;
- Scores and rankings of athletes for record keeping, publishing, competing and identifying athletes;
- Names, ages, and signatures for the purpose of participant agreements, permission where medical treatment is concerned and collection of waivers;
- Name and contact information for the purpose of communication within and between athletes, directors, volunteers, league operators and members; and

- Emergency contacts, medical history for use in the case of classification, medical emergency or reports relating to medical or emergency issues and managing insurance claims.

CONSENT

Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use and disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. Cornhole Canada may collect personal information without consent where reasonable to do so and where permitted by law.

By providing personal information to Cornhole Canada, individuals are consenting to the use of information for the purposes identified in this policy.

In determining the form of consent to use, Cornhole Canada will take into account the sensitivity of the information.

Cornhole Canada will not, as a condition of a product or service, require an individual to consent to the collection, use, and disclosure of information beyond that required to fulfill the specified purpose.

An individual may withdraw consent to the collection, use, or disclosure of personal information at any time, subject to legal or contractual restrictions, providing the individual gives one week of notice of such withdrawal to Cornhole Canada. The president of Cornhole Canada will advise the individual of the implications of such a withdrawal.

LIMITED COLLECTION

All personal information will be collected fairly, by lawful means, and for the purpose as specified in this policy. Cornhole Canada will not use any form of deception to obtain personal information.

LIMITING USE, DISCLOSURE AND RETENTION

Personal information will not be used or disclosed by Cornhole Canada for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.

Information may be forwarded to volunteers of other organizations for the purpose of programming and competition with whom Cornhole Canada deals with.

Information disclosed to a third party with consent from the individual shall be protected by a third party agreement to limit use and disclosure.

Personal information will be retained for certain periods of time in accordance with the following:

- Program registration data and athlete information will be retained indefinitely for the sake of historical record and tracking purposes;
- Registration data for programs, camps, competitions, may be retained indefinitely after the event for record purposes;
- Marketing information will be immediately destroyed upon compilation and analysis of collected information; and

- Credit Card information will be destroyed immediately upon completion of a financial transaction.

Our volunteers are committed to respecting the personal information we hold in our files. Our board members have been trained in the proper and respectful use of personal information. Directors, volunteers, league operators and members who receive personal information in order to carry out the work of the organization will be notified with regard to the safekeeping of such information.

ACCURACY

Cornhole Canada will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual.

SECURITY

All information held by Cornhole Canada is subject to strict internal security to prevent unauthorized access and improper usage. Electronic records are subject to limited access by authorized board members who must use security measures. Print records containing personal information are accessible only to authorized board members.

WEBSITE

When you visit Cornhole Canada's website, we take steps to respect and protect your privacy. We may collect generic, non-personal information about visits to our website. Cornhole Canada does not collect personal information such as names, ages, phone numbers, addresses or email addresses from visitors to our website.

We reserve the right to collect selected visitor information such as IP addresses, return visits from past guests, referring pages, pages visited and time spent on the website. This non personally identifiable information is collected in order to obtain statistical analysis of website traffic patterns, administer our website and servers, and improve our services.

We collect data in aggregate form and data is not recorded or stored about individual visitors. Cookies are small text files that a web browser transfers to and from your hard drive for record keeping purposes. The use of cookies is an Internet standard. We reserve the right to use cookies to serve you better. We do not use cookies to retrieve personal data from your hard drive or to obtain your email address or other personal information. A cookie is information about how and when you use a site and it is created at the time you visit a site.

The information on Cornhole Canada's website is provided as a resource to those interested in cornhole. Cornhole Canada disclaims any representation, or warranty, express, or implied, concerning the accuracy, completeness or fitness for a particular purpose of the information. Persons accessing this information assume full responsibility for the use of the information and understand and agree that Cornhole Canada is not liable for any claim, loss or damage arising from the use of this information. Reference to specific products, processes, or services does not constitute or imply

recommendation or endorsement by Cornhole Canada. Cornhole Canada also reserves the right to make changes at any time without notice.

The website is created and controlled by Cornhole Canada in the province of Ontario. As such, the laws of the province of Ontario will govern these disclaimers, terms and conditions, without giving effect to any principles of conflict of laws.

SCREENING POLICY

Cornhole Canada is committed to screening all volunteers, paid staff, guests and directors for the purpose of competitions, travel and any other events Cornhole Canada organizes as applicable.

Cornhole Canada has a responsibility to children, young adults, parents and volunteers in its programs and is committed to adhering to the following policy to support the provision of sound, safe and healthy experience at Cornhole Canada league play and organized events. Educating athletes, volunteers, paid staff, guests and directors about abuse and harassment is very important through the *Abuse Policy* and *Harassment Policy*. Cornhole Canada recognizes its responsibility to appropriately screen any person who will have access to vulnerable people.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities organized by Cornhole Canada and its member leagues, volunteers, paid staff, guests and directors will be required to undergo a screening process based on the duties assigned by Cornhole Canada or its member leagues. This policy applies to all athletes, directors, league operators, members and volunteers.

All volunteers, paid staff, guests and directors will be required to complete a *Police Record Check* and more specifically a *Police Vulnerable Sector Check*.

For the purposes of this policy, persons who will be subject to a *Police Record Check* and a *Police Vulnerable Sector Check* are those who work closely with children and who occupy positions of trust and authority. Such positions include but not limited to:

- volunteers
- paid staff
- guests
- board of directors

Cornhole Canada accepts police checks as being valid for a period of three (3) years, with a new check required in the fourth year. All police check information is confidential and will only be released to the Cornhole Canada President or local league operator. The police check policy is as follows:

- Each person subject to this policy must apply directly to their local police department;
- Applicants will submit the original copy of their police checks to the Cornhole Canada president or the local league operator;
- Cornhole Canada president or the local league operator will review all police checks received and will determine whether the police checks reveals a relevant offence;
- If a person's police record does contain a relevant offence, Cornhole Canada president or the local league operator will notify the person that they are not eligible to act as volunteer, paid staff, guest or director;
- The results of the completed police check are recorded on a screening log along with date of the original check and date of future renewal required; and
- The original police check is returned to the applicant, Cornhole Canada or its member league does not retain the records, however they will retain dated records of its communications with

the person submitting the police check. 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 a legal or disciplinary proceeding.

SELECTION POLICY

PROVINCIAL/TERRITORIAL CHAMPIONSHIPS

Cornhole Canada shall conduct annually an inter-league competition in men's, women's, boys and girls for the Championship of each Province/Territory. Such competition shall be under the control and direction of the Cornhole Canada and the Canadian Cornhole Leagues.

Only players and/or teams which have participated in league competition and/or league tournaments during the cornhole season shall compete in the Championships. For league competition, players and teams shall qualify through the league playoffs.

Players and teams must declare their intention to compete in the Championships fourteen (14) days before the scheduled date of the tournament.

It is Cornhole Canada's responsibility to verify the eligibility of all individuals and teams entering the Championships. This is done through the *Cornhole Canada Registry*.

NATIONAL CHAMPIONSHIPS

Athletes have an opportunity to compete in the National Championships hosted by Cornhole Canada.

Players and teams qualify by winning their Provincial/Territorial Championships. There are instances where finalists may be asked to attend.

Provincial/Territorial Champions attend the National Championships in the same year in which they won.

NEW DIVISIONS

If a new division is developed in which Provincial/Territorial competitions have not taken place a qualifying tournament is held with the winner(s) qualifying for the National Championships.

All players and teams must have participated in league competition during the cornhole season to attend the qualifying tournament.

SOCIAL MEDIA POLICY

Cornhole Canada supports the use of social media as a way to connect with others and to promote and celebrate the sport, our programs, events and activities.

Social media use includes engagement on current and future online platforms including, but not limited to, Facebook, Instagram, TikTok, Twitter along with blogs, emails, file sharing, group chats, portals and webcasts whether the individual(s) is the content author or shares/likes other people's comments.

Unacceptable social media activity will not be tolerated by Cornhole Canada. This includes, but is not limited to, communication that:

- Is hurtful, malicious, degrading or otherwise offensive to an individual(s);
- Is damaging to Cornhole Canada's reputation and/or relationships with our stakeholders and funding partners;
- Divulges confidential or proprietary information;
- Fails to respect the privacy of others by disclosing personal information without consent;
- Fails to respect *Copyright Law* by using logos, photos, not owned by Cornhole Canada or source referenced; and
- Includes explicit pictures and/or inflammatory language.

This policy is applicable to all athletes, directors, league operators, members, volunteers, family members and supporters. Cornhole Canada recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. Cornhole Canada also respects the right of all members to express their views publicly. At the same time we must be aware of the dangers social media can present.

GUIDELINES

- Cornhole Canada holds the entire Canadian Cornhole community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- Comments or remarks of an inappropriate nature which are detrimental to athletes, directors, league operators, members and volunteers including league play, tournaments and activities will not be tolerated and will be subject to disciplinary action through the *Disciplinary Policy*.
- It should be recognized that social media and comments through 'texting' are on the record and can be instantly published and available to the public and media. Conducting oneself in an appropriate and professional manner at all times is important.
- Please refrain from divulging confidential information of a personal nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- Use best judgment at all times. Pause before posting or sending. Once comments are posted or sent they cannot be retracted. Ultimately, you are solely responsible for your comments.

VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of Cornhole Canada's *Social Media Policy* and may be subject to disciplinary action.

- Any statement deemed to be publicly critical of or detrimental to the welfare of athletes, directors, league operators, members and volunteers including league play, tournaments and activities.
- Divulging confidential information that may include, but is not limited to, the following:
 - game strategies;
 - player injuries; and/or
 - any other matter of a sensitive nature to an athlete, director, league operator, member and/or volunteer.
- Negative or derogatory comments about an athlete, director, league operator, member and/or volunteer.
- Any form of bullying, harassment, intimidation or threats against an athlete, director, league operator, member and/or volunteer.
- Photographs, video or comments promoting negative influences or criminal behaviour, including, but not limited to:
 - alcohol abuse;
 - drug use;
 - hazing;
 - public intoxication; and/or
 - sexual exploitation.
- Online activity that contradicts the current policies of Cornhole Canada.
- Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with Cornhole Canada's policies and regulations on these matters.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

PROCEDURE FOR REPORTING A VIOLATION

1. Any athlete, league operator, member, volunteer and/or parent/guardian of an athlete under the age of 18 may report a violation to Cornhole Canada's board of directors. Such reported violations must be signed and in writing, and must be filed within fourteen (14) days of the alleged violation.
2. Upon receiving a reported violation, the directors will review it within seven (7) days. If any director is not able to act in this capacity because of a conflict of interest, the remaining directors will review it.
3. The directors will determine whether the reported violation is frivolous or vexatious. If it is determined to be frivolous or vexatious, the reported violation will be dismissed immediately.
4. A complainant wishing to file a reported violation beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, outside the fourteen (14) day period will be at the sole discretion of the directors. This decision may not be appealed.
5. This policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes a violation provided an individual(s) being disciplined is told the nature of the violation. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in the *Disciplinary Policy*.

DISCIPLINARY ACTION

If the directors determine that a violation has occurred, disciplinary action will be carried as outlined in the *Disciplinary Policy*.

SUMMARY

When using social media, the Cornhole Canada community should assume at all times they are representing Cornhole Canada. All athletes, directors, league operators, members and volunteers should remember to use the same discretion with texting, social media and networking as they do with other traditional forms of media.

Should the identity or image of any athletes, directors, league operators, members and volunteers be used in social media and networking without authorization it is considered identity theft. Please notify the board of directors immediately. Any use of athletes, directors, league operators, members and volunteers image or likeness without the written consent from Cornhole Canada is strictly prohibited.

WHISTLEBLOWER POLICY

PURPOSE

The purpose of this policy is to allow athletes, directors, volunteers, league operators, and members to have a discreet and safe procedure by which they can disclose incidents of wrongdoing without fear of unfair treatment or reprisal.

APPLICATION

This Policy applies to all athletes, directors, volunteers, league operators, and members that observe or experience incidents of wrongdoing and report such incidents or observations under the expectation of privacy.

WRONGDOING

Wrongdoing may include but is not limited to:

- Violating the law;
- Intentionally or breaching of Cornhole Canada's bylaws, regulations, playing rules and policies;
- Committing or ignoring risks to the life, health, or safety of an athlete, director, volunteer, league operator, or member;
- Directing an individual or organization to commit a crime, a breach of a Cornhole Canada policy, or other wrongful act; or
- Fraud.

PLEDGE

Cornhole Canada pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any individual who discloses information or submits, in good faith, information under the terms of this Policy.

Any individual affiliated with Cornhole Canada's who breaks this pledge will be subject to disciplinary action.

REPORTING WRONGDOING

An athlete, director, volunteer, league operator, or member which believes an incident of wrongdoing has occurred should prepare a report that includes the following:

- Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s);
- Identities and roles of other individuals who may be aware of, affected by, or complicit in, the wrongdoing; and
- Why the act or action should be considered to be wrongdoing.

AUTHORITY

The President shall receive reports made under this Policy. After receiving the President has the responsibility to:

- Assure the individual of Cornhole Canada's pledge;
- Connect the individual to an alternate liaison if the individual feels that he or she cannot act in an unbiased or discrete manner due to the individual's role with Cornhole Canada and/or the content of the report;

- Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious);
- Determine if Cornhole Canada's *Whistleblower Policy* applies or if the matter should be handled under Cornhole Canada's *Disciplinary Policy* or other applicable policy;
- Described the implications and requirements of the use of other Cornhole Canada policies;
- Determine if the local police should be contacted;
- Determine if mediation or alternate dispute resolution can be used to resolve the issue; and
- Begin an investigation.

CONFIDENTIALITY

Confidentiality at all stages of the procedures outlined in this policy is required. An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.