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# POLICIES AND PROCEDURES

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# POLICIES AND PROCEDURES

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# POLICIES AND PROCEDURES

## 1. Section 1 MEMBERSHIP

### 1.1. Membership

Membership of the Central Alberta Softball Umpire Association (CASUA) is defined in the CASUA Bylaws, Section 2.

### 1.2. Directory

CASUA maintains a directory of its members. The names, addresses, phone numbers and email addresses of CASUA members are confidential, and for the use of the Executive, Assignor, or other members for the purpose of conducting umpire-related business.

Personal information is provided to the Alberta Softball Umpires Association (ASUA) for registration, insurance and other required uses by the ASUA, Softball Alberta or Softball Canada.

### 1.3 Honorary Membership

As per the CASUA Bylaws, Section 2.8, the CASUA may recognize individuals who have made significant contributions to the Association and softball umpiring in central Alberta over an extended period. Any past umpire, or current CASUA member no longer actively working on-diamond may be awarded an honorary lifetime membership by majority vote of the CASUA executive.

Honorary lifetime membership includes the CASUA covering the registration each season the recipient continues to volunteer in an off-field capacity. No more than 2 individuals may have their registration fee covered each season.

To nominate an individual for a Life Membership:

1. Nomination must come from a current Member.
2. Nomination must include an outline of the nominee's contributions to the CASUA and umpiring in general in central Alberta.
3. Nominations will be reviewed annually by the Executive.
4. Members acknowledged with the honour of a Lifetime Membership will be recognized at the Annual General Meeting and on the CASUA website.



## 2. Section 2 FINANCIAL MATTERS

### 2.1. Registration Fees

Each member of the CASUA pays an annual registration fee. The fee covers CASUA membership fee, ASUA membership fee, Softball Alberta fee and insurance. Softball Canada fee, and Clinic costs and resources. The Registration Fee is comprised of the following elements:

- **CASUA Membership:** \$25 (includes rulebook, and helps cover annual operating expenses including web, postage, bank, awards etc)
- **Clinic Expenses:** \$25 (lunch, facility rental)
- **ASUA/ Softball Alberta fee and insurance/ Softball Canada fee**
  - o First year/ Level 1 Umpire = \$65
  - o Level 2 Umpire = \$80
  - o Level 3 Umpire = \$90
  - o Level 4 Umpire = \$100
  - o Level 5 Umpire = \$110

Based on the amounts outlined above, the CASUA Registration Fee is: First year/ Level 1 = \$115; Level 2 = \$130; Level 3 = \$140; Level 4 = \$150; Level 5 = \$160

**For 2022, the theory portion of the certification clinic is being held online, which eliminates clinic facility expenses. Therefore, for 2022 the Registration Fee is reduced to the following: First year/ Level 1 = \$90, Level 2 = \$105, Level 3 = \$115, Level 4 = \$125.**

The registration fee is to be paid by the member at the annual clinic, or arrangements made prior to the clinic.

### 2.2 Administration Fees

- 2.2.1 For regular season or league games assigned by the CASUA, a \$5 administration fee is assessed per umpire per game. The administration fee is applied towards the Assignor's honorarium and the RAMP assignor platform fee.
- 2.2.2 No administration fees are assessed for tournament games assigned by CASUA.
- 2.2.3 No administration fees are assessed for provincial championships assigned by CASUA.

### 2.3 Game Fees

Umpire fees for regular season and league games assigned by the CASUA Assignor are:

- 2.3.1 Minor Fastpitch
  - 2-umpire: \$40 per game (umpires receive \$35, after administration fee collected)
  - 1-umpire: \$50 per game (umpire receives \$45, after administration fee collected).
- 2.3.2 Red Deer Ladies Fastpitch League
  - 3-umpire: \$30 per game (umpires receive \$25, after admin fee collected)
  - 2-umpire: \$45 per game (umpires receive \$40, after admin fee collected)
  - 1-umpire: \$55 per game (umpire receives \$50, after admin fee collected)
- 2.3.3 Hwy 21 Men's Fastpitch League
  - 2-umpire: \$75 per game (umpire receives \$70, after administration fee collected)
  - 1-umpire, \$100 per game (umpire receives \$95, after administration fee collected)
  - Rumsey games (add an additional \$25 per umpire for travel)
  - Championship tournament: \$75 for first game each day, \$45 for subsequent games



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- 2.3.4 Slopitch, 1-umpire: \$45 per game
- 2.3.5 Any leagues, locations or levels of softball not specified above will have fees negotiated by the Executive.
- 2.3.6 Tournament Fees (for events sanctioned by CASUA)
  - Minor Fastpitch: \$35 per game per umpire
  - Ladies Fastpitch: \$40 per game per umpire
  - Provincial Championships: as per the Softball Alberta handbook, and the contract signed with the Host.
  - For all tournaments, the CASUA arranges with the host for meals and water for working officials.

## 2.4 Vehicle Mileage Allowance

- 2.4.1 Wherever possible, umpires will be assigned to games within proximity to their home.
- 2.4.2 If an umpire is required to travel more than 20 km from his/her identified home community for an assignment, the umpire will be reimbursed for all mileage travelled. Where possible, umpires will travel together for assignments.
- 2.4.3 Mileage allowance (round-trip):
  - 2.4.3.1 Minor league games – 35 cents per km per vehicle
  - 2.4.3.2 Tournaments – 35 cents per km per vehicle; 50 cents per km (for a holiday trailer and camping at the event) per vehicle
  - 2.4.3.3 Hiway 21 Men's league, mileage is included in the game fee.
  - 2.4.3.4 Red Deer Ladies league (for games outside of Red Deer), 25 cents per km round trip per umpire unless they travel together.

## 2.5 Junior Incentive Fund

The CASUA Junior Incentive Fund supports and rewards second and/ or third year Association returning members who demonstrate competence and a willingness to learn and represent the CASUA in a positive manner. The Junior Incentive Fund is financed by voluntary contributions from Association members and external donations.

Each season, up to \$250 will be divided amongst up to 5 recipients, with funds allocated to the purchase of official uniform items.

Applications are due by May 15 and are reviewed by the CASUA executive. Recipients will be informed by June 1.

### Application Criteria

1. Member in good standing with the CASUA for the current season.
2. Umpired regularly through the CASUA during the previous season and umpiring during the current season.
3. Submit a short essay (maximum 250 words) outlining your accomplishments and aspirations as an umpire, the equipment/ clothing to be purchased (and why).



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## 3. Section 3 CLOTHING AND EQUIPMENT

### 3.1 Uniform

- 3.1.1 All members of the CASUA are to wear the appropriate uniform as specified by Softball Canada.
- 3.1.2 First and second-year umpires: Powder or light blue, or navy blue collared shirt, grey or navy blue long pants, blue hat, and closed toed shoes (preferably dark blue or black). Umpires are encouraged, where possible, to obtain official crested Softball Canada uniforms. For umpires working a provincial championship, Softball Canada crested clothing is required.
- 3.1.3 All other umpires: official Softball Canada crested shirts and hats, and appropriate navy blue or grey pants.
- 3.1.4 Plate umpires must wear a belt and a ball bag.
- 3.1.5 No umpire may wear shorts.
- 3.1.6 At tournaments, umpires should dress in street clothes (not their uniform) when not scheduled on the diamond.

### 3.2 Equipment

- 3.2.1 All members of the CASUA are to wear the proper safety equipment.
- 3.2.2 Plate Umpire: Required equipment includes a mask (regular or goalie-style), chest protector, protective cup, shin pads, and shoes (preferably steel-toed). As well, a ball bag, whisk and umpire indicator are required. Plate umpire should also have a watch to determine when time limit has been reached. The watch should not be worn on the wrist but should be kept in a pocket or your ball bag.
- 3.2.3 Base Umpire: Umpire indicator and whisk; no ball bag.
- 3.2.4 Some minor associations provide protective equipment, such as a mask and chest protector, for their local umpires. Please consult with your association.
- 3.2.5 Umpires are encouraged to obtain their own protective equipment, to ensure proper fit and condition. Check with other umpires, second-hand sports stores, or the CASUA if you are looking for good, used equipment.



## 4. Section 4 GAME POLICIES

### 4.1. Arrival Times

- 4.1.1.** It is important that umpires are at the diamond well in advance of the game's start time. If you are scheduled to do the plate, it lets your partner know you are there. It also allows you to complete a pre-game meeting with your partner and reassures the teams that they have officials.
- 4.1.2.** League games: minimum of 25 minutes prior to scheduled start time. If you are working with a partner, confirm that you have arrived.
- 4.1.3.** Tournament games: minimum of 45 minutes prior to scheduled start time. Check in with the tournament UIC upon arrival. If you are late, the UIC may fill your spot with another available umpire.

### 4.2. Weather and Other Issues

The safety of all participants is the prime concern of all umpires when it comes to inclement weather, temperatures, air condition, fitness of field conditions, or other circumstances/ conditions. Prior to the start of each season, associations will be reminded by the CASUA that the home team for each game has certain responsibilities as follows:

- 4.2.1.** Decide by 5 pm on the day of the game as to whether conditions allow for the game to start. If it is judged the conditions are unsafe/unsuitable to start the game, the home team is to notify the CASUA and the visiting team that the game has been cancelled. Factors to be considered include:
- Rain is heavy, has caused water to pool on the diamond, and/or caused unsafe field conditions.
  - Forecasted temperature in the host community at the start of the game is less than 10 degrees Celsius.
  - Environment Canada has indicated significant air quality issues by setting the air quality index at 7 or above on a scale of 10 in the host community area.
  - Other circumstances (for example, tornado or thunderstorm warnings, natural disaster)
- 4.2.2.** Once a game is underway (at the conclusion of the plate conference), the decision on whether a game continues is the responsibility of the plate umpire. The plate umpire's decision to stop and/or end a game will be based on the following factors:
- Temperature dips significantly.
  - Rain is hard enough that it causes a visibility issue, water starts to pool, or field conditions become unsafe.
  - Thunder is heard 30 seconds or less after seeing lightning. Game is delayed until 30 minutes after the last occurrence.
  - Field conditions become unsafe for any reason.
  - Wind causes visibility issues or other hazards.
  - Any other situation that develops during the game which the plate umpire deems to impact the safety of the participants.

If more than one diamond is being used at the same facility, if the decision is made by an CASUA umpire to stop a game on one diamond due to weather issues, all other diamonds staffed by CASUA umpires should stop as well.



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## 4.3 Cancellations

- 4.3.1 If a league or teams are cancelling a game, they must provide written notification, via text or email, to the CASUA Assignor no later than 5 pm on the day of the game. If a game is cancelled, umpires are notified through the RAMP system, and with an email or phone call from the Assignor.
- 4.3.2 If you have not heard from the Assignor, you are expected to attend your scheduled game.
- 4.3.3 If weather looks questionable, please do not call the Assignor to inquire about the status of your game. You will be informed as soon as, or if, a decision is made to cancel your game.

## 4.4 Smoking/ Vaping

CASUA has a no smoking/ vaping policy for umpires in change rooms, on or around the diamond, and anywhere where smoking is prohibited. Should an umpire want to smoke/ vape, please use a designated smoking area or a location removed from the diamond.

## 4.5 Rule of Two

- 4.5.1 Wherever possible, umpires will be assigned to work in pairs, in part to ensure umpires are not placed in potentially vulnerable situations
- 4.5.2 It is important that when umpires are being mentored or evaluated, there is another adult present in addition the mentor/ evaluator.
- 4.5.3 When two minors are assigned to a game, if a coach approaches the minor umpires, it is important that a coach from the other team also is present to ensure the umpires are comfortable/ confident in addressing the coach's question.

For more details, see Appendix A





## 5. Section 5 RESPECT THE GAME

The Respect The Game program was created to raise awareness of abuses in softball and encourage fair play and respect. The main objective is to encourage mutual respect among participants to reduce abusive situations. The program is endorsed by Softball Alberta and the Alberta Softball Umpires Association.

### 5.1 Mission Statement

To educate stakeholders in softball, thereby creating awareness of abuses in the game and building mutual respect amongst participants, while introducing no tolerance policies to reduce abusive situations at all levels in all components of the game, thus reversing the decline in leadership roles within the sport.

### 5.2 Zero Tolerance

Under the Respect The Game philosophy, there is zero tolerance for any abuse or harassment by any participant or spectator towards an umpire or any other participant in the game.

All members of the CASUA are expected to demonstrate professional behaviour both on and off the diamond. This includes appropriate interactions with members of both teams, spectators and fellow umpires.

The CASUA expects all players, team staff and spectators to demonstrate professional and respectful behaviour towards the umpires.

If a situation of abuse or harassment toward an umpire occurs, the umpire must report it to a member of the Executive. Where applicable, the situation will be referred to the Discipline Committee for investigation and action.

### 5.3 Ejections

The President or Vice President must be advised of all ejections that occur during a game. Further investigation will be undertaken if the ejection involved:

- Physical contact
- Verbal or physical threats
- Harassment after the game
- Harassment after an ejection



## **6. Section 6 BULLYING, ABUSE, HARASSMENT AND DISCRIMINATION (BAHD)**

### **6.1. Policy**

The CASUA is committed to providing a sport and work environment that is safe, welcoming, inclusive and respectful.

The CASUA does not tolerate bullying, abuse, discrimination or harassment; therefore, members that are found to have demonstrated BAHD behaviour toward another individual will be subject to discipline. Depending on the circumstance and tempered by the factor of common sense, such discipline may include reprimands, suspension and/or expulsion.

### **6.2 Bullying**

Bullying is a form of abuse at the hands of peers that can take different forms at different ages. It is targeted and repeated. It involves power, aggression, intimidation and shame. It preys on vulnerability and exposes both people who bully, and those who are bullied, to a number of social and mental health problems and a lifetime pattern of abuse. Any abuse - in particular the kind of abuse that can lead a person to contemplate suicide - is anything but harmless.

### **6.3 Abuse**

Abuse is a behaviour that scares, isolates, or controls another person. Abuse may be a pattern or a single incident. Abuse includes the following forms:

- physical, including assault and forcible confinement
- sexual, including sexual contact without consent
- psychological/emotional, including threats and intimidation
- financial, including fraud and extortion
- neglect, consisting of the failure to provide the necessities of life, which can cause serious harm

### **6.4 Harassment**

Harassment is a form of discrimination and takes many forms, but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals that is known, or ought to be known, to be unwelcome.

Behaviours that constitute harassment include, but are not limited to: Written or verbal abuse or threats; the display of audio or 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, sex or sexual orientation, or abilities; leering or other suggestive or vulgar gestures; condescending, paternalistic or patronizing behaviour that undermines self-esteem, diminishes performance, or adversely affects working conditions; practical jokes that cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance; unwanted physical contact including touching, petting, pinching or kissing; unwelcome sexual flirtations, advances, requests, invitations, questions or discussions; use of homophobic or other derogatory sexual terms; any form of hazing; behaviours such as those described above that are not directed towards individuals or groups but that have the effect of creating a negative, hostile or poisoned environment; criminal conduct such as stalking and physical or sexual assault or abuse; or retaliation or threats of retaliation against an individual who reports harassment.



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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; or such conduct has the purpose or effect of interfering with an individual's performance; or such conduct creates an intimidating, hostile or poisoned environment.

Behaviours that constitute sexual harassment include but are not limited to sexist jokes; display of sexually offensive material; sexually degrading words used to describe a person; inquiries or comments about a person's sex life; unwelcome sexual flirtations, advances or propositions; persistent unwanted contact; or sexual assault.

## 6.5 Discrimination

Discrimination is a distinction, based on grounds relating to personal characteristics of an individual or group which, whether intended or not, has the effect of imposing disadvantages on that individual or group not imposed on others, or withholding or limiting access to advantages available to others. Distinctions that constitute discrimination include, but are not limited to: Age, Physical or mental disability, Ancestry, Place of origin, Colour, Race, Disability, Religious beliefs, Family status, Sexual orientation, Gender or Marital status.

## 6.6 Application

This policy applies to all CASUA members relating to discrimination and harassment that may occur during the course of all CASUA business, activities and events.

Harassment and discrimination arising within the business, activities and events of clubs, leagues, associations, affiliates or partners of CASUA will be dealt with using the policies and mechanisms of such other organizations. Where applicable, CASUA Executive will provide support and advice to any member who believes s/he has experienced discrimination or harassment while in an official capacity representing the CASUA.

## 6.7 Procedure

If you are being harassed:

- Tell the harasser that their behaviour is unwelcome and ask them to stop.
- Make a complaint. If, after asking the harasser to stop their behaviour, the harassment continues, promptly report the conduct to any member of the CASUA executive or another person in a position of trust.
- Keep a written record of details about the incidents that you consider constitute harassment (date, times, locations, possible witnesses, what happened, your response). You do not have to have a record of events in order to make a complaint, but a record can strengthen your case and help you remember details over time.

**For more details, see Appendix B.**

## 6.8 Complaints

Receipt of a complaint must be timely and will be held in confidence. Information regarding a complaint will be communicated to only those individuals who must have knowledge of the complaint for the purposes of investigation or the imposition of discipline.

Once a written complaint, signed by the Complainant, is received, an investigation will be undertaken, and all necessary steps taken to resolve the problem. If appropriate, action taken may include



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conciliation. Except in the case where the President is the subject of the complaint or is the Complainant, it is the responsibility of the President to convene the Discipline Committee and ensure the complaint is fully investigated. Where the President is the Complainant or the subject of the complaint, the Executive shall appoint another person to be in charge of the investigation.

If you witness a child being abused or maltreated **it is your legal duty to report suspected child abuse**. You do not need proof, just a reasonable suspicion. You do not need permission to report, nor can anyone prevent you from reporting. The report must come from the person who receives the information first hand, not a third party unless for our purposes it is a parent of the minor that witnessed the abuse or maltreatment.

**For more details, see Appendix C.**

## 6.9 Investigation

Both the Complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.

The investigation will be carried out in a timely manner and at the conclusion of the investigation a written report will be provided to the President. This report will make findings and where the complaint is substantiated, will set forth recommendations of appropriate discipline.

If the evidence does not support a complaint which has been made with sincerity and without malice, the Executive will undertake all reasonable steps to ensure that no one suffers because of the allegations.

If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. The President may determine that the alleged conduct is of such seriousness as to warrant immediate suspension of the Member.

Harassment and discrimination complaints arising during competition may be dealt with immediately by a CASUA representative in a position of authority. In such instances, disciplinary sanctions will be for the duration of the event only. Further sanctions may be applied but only after a review of the matter in accordance with the procedures in this policy. This review does not replace the appeal provisions of this policy.

## 6.10 Discipline

Discipline sanctions that may be imposed include the following, singly or in combination, depending on the nature and severity of the case:

- Verbal or written apology;
- Letter of reprimand;
- Suspension from membership for a defined period of time;
- Indefinite suspension from membership to be reviewed at a future time;
- Termination of membership;
- Any other sanction considered appropriate under the circumstances.

Any sanctions applied will take effect immediately. Failure to comply with a sanction will result in automatic suspension of membership in CASUA until such time as the sanction is fulfilled.

A member who is sanctioned under this Policy has the right to appeal, as per Article 3.2 (CASUA Bylaws).



## 7. Section 7 CHAMPIONSHIPS

The CASUA takes great pride in mentoring and developing its members, with a goal towards having them officiate at provincial and post-provincial championship events for which they meet the qualifications established by the ASUA and/or Softball Canada.

### 7.1. Post-Provincial Championships

Any qualified CASUA member may apply to attend a post-provincial (Western or Canadian) championship. Applications, accompanied by recent on-field evaluations, are submitted to the CASUA President for review and recommendation. The President then submits the applications to the Provincial Umpire in Chief. All umpires eligible for working a post-provincial event will be informed annually of the deadlines for submitting an application.

Members interested in attending a post-provincial should include a work plan of tournaments they plan to work to prepare for the event. This plan often will need to include appropriate tournaments hosted outside of Zone 4.

### 7.2 Evaluator Tournaments

Any qualified CASUA member may apply to attend an ASUA Evaluator tournament. Full details regarding the requirements for attending an Evaluator tournament are available on the ASUA website ([asua.ca](http://asua.ca)).

Applications, accompanied by recent on-field evaluations, are submitted to the CASUA President for review and recommendation.

The President then submits the applications to the Provincial Umpire in Chief. All umpires eligible for working an Evaluator event will be informed annually of the deadlines for submitting an application.

Members interested in attending an Evaluator event should be prepared to work appropriate tournaments to prepare themselves for the Evaluator.

### 7.3 Provincial Championships

When Provincial Championships are hosted in Zone 4, the CASUA is responsible for securing umpires for the tournament. Qualified CASUA members will be contacted by the tournament UIC and given first opportunity to work.

When provincial championships are hosted in other zones, the UIC may request assistance to staff the event. Eligible CASUA members will be contacted and, if interested, be put in contact with the UIC.



## 8. Section 8 SCHEDULING OF GAMES

### 8.1. Regular Season Scheduling

The CASUA uses the RAMP online platform for scheduling and assigning of all games during the regular season.

All assignment notifications are received via email; each member must provide a working email address that is checked regularly. RAMP is free to access on a computer, or via an app on a phone/tablet.

Specific instructions for using RAMP will be provided. In general, the following will occur:

- Members block dates when they are not available to be assigned.
- Based on availability as indicated in Arbiter, the Assignor will assign members to work games that have been scheduled by leagues and associations.
- The Assignor usually assigns games in 2-3-week segments.
- Notifications of assignments are sent out via email. Members must check their account and confirm their availability for games assigned.
- Members will be given a deadline to confirm availability or turn back the assignment(s) - usually 2-4 days. If a member has not confirmed availability by the deadline indicated in the Assignor's notification, the Assignor will reassign the games to available members.
- Each member is responsible for ensuring his/her contact information is correct within the RAMP scheduling platform. An incorrect mailing address may result in delays in cheques being distributed.

### 8.2. Tournament Scheduling

RAMP is not used for scheduling of games during tournaments. However, members must use RAMP to block weekends (or parts of weekends) when they are not available. A list of available umpires for each tournament weekend will be compiled by the Assignor and Tournament Coordinator, and umpires allocated to the tournament(s) scheduled each weekend.



## 9. Section 9 SOCIAL MEDIA

### 9.1 Overview

The use of Social Media has become an integral aspect of communications throughout the softball community in Alberta. CASUA has a Facebook page and utilizes social media channels to promote the organization, its programs, and general information about softball and officiating.

CASUA members are to conduct themselves in appropriate and professional manners at all times when using social media. Ultimately, each individual member is solely responsible for his/her comments.

### 9.2 Guidelines

- Use your best judgment – THINK before posting or sending.
- Comments of an inappropriate nature which are detrimental to the CASUA, a team, fellow officials or any individual or organization are not tolerated and are subject to disciplinary action.
- Do not divulge confidential information about an individual or team, including strategy that could give someone else a competitive advantage.
- Respect your audience. The public in general and our Members reflect a diverse set of customs, values and points of view. Language on social networking sites is very casual; don't use comments, contents or images that are disparaging, discriminatory, harassing, libellous, or engage in any conduct that would not be acceptable in a normal workplace. Show proper consideration for other's privacy and for topics that may be considered objectionable or inflammatory.

### 9.3 Consequences

Unacceptable content, if brought to the attention of CASUA, may give rise to discipline in accordance with CASUA's Bylaws or Policies and Procedures. Any member disciplined under the Social Media Policy has the right to appeal, as per Article 3.2 (CASUA Bylaws).



## 10. Section 10 BACKGROUND SCREENING

### 10.1 Introduction

Background screening of identified individuals is a vital part of providing a safe sporting environment and is a common practice among organizations that provide programs and services to the community in general and for youth specifically. A significant portion of the CASUA membership is under the age of 18 years, and a majority of the officiating assignments filled by CASUA members involve players under the age of 18.

### 10.2 Requirements

Each adult member of the CASUA (age 18 years or older as of May 1 of the current season) shall obtain a Police Information Check and Vulnerable Sector Check or complete a Screening Disclosure Form each year as a requirement of membership. There are no exceptions. The Police Information Check, Vulnerable Sector Check and/or Screening Disclosure Form shall be submitted to the CASUA President by May 31 each year and must have been completed within the current calendar year.

It is the member's responsibility to obtain and pay associated costs of a Police Information Check and a Vulnerable Sector Check. For CASUA members, a Police Information Check is good for five (5) years, subject to no crimes or charges being identified each year on the Screening Disclosure Form. Submission of a Vulnerable Sector Check is only required once. A Screening Disclosure Form must be submitted each year a Police Information Check is not required. The form is available on the CASUA website.

Upon request, the CASUA President will provide a letter that can be presented at your police detachment to assist in having any costs waived associated with Background Screening.

When a positive result for a charge or conviction pertaining to a relevant offence (see Section 10.3) appears on a Police Information Check or Vulnerable Sector Check, the individual may be declared ineligible for membership in the CASUA or may be declared ineligible from holding certain positions of responsibility within the CASUA.

Failure to participate in the screening process will make the individual ineligible for CASUA membership.

### 10.3 Relevant Offences

For the purposes of this Policy, examples of a 'relevant offence' may be any of the following:

If imposed in the last 5 years:

- Any offence involving the use of a motor vehicle, including but not limited to impaired driving
- Any violation for trafficking and/or possession of drugs and/or narcotics
- Any offence involving conduct against public morals

If imposed in the last 10 years:

- Any crime of violence including, but not limited to, all forms of assault
- Any offence involving a minor

If imposed at any time:

- Any offence involving the possession, distribution, or sale of any child-related pornography
- Any sexual offence involving a minor
- Any offence involving theft or fraud





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## 10.4 Process

All Police Information Checks, Vulnerable Sector Checks, and/or Screening Disclosure Forms will be submitted to the Vice-President, for review by the CASUA Screening Committee, which will determine whether the documents reveal a relevant offence.

Based on its reviews, the Committee will identify any relevant offences, and make decisions regarding the eligibility of any individual for membership in the CASUA. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police officers, risk management consultants, or volunteer screening specialists.

The Screening Committee will:

- Confirm an individual's membership in the CASUA; or
- Declare the individual ineligible; or
- Confirm an individual's membership, but subject to terms and conditions as the Screening Committee deems appropriate, that may preclude the member from holding certain positions.

After rendering its decision, the Screening Committee will provide notice of its decision to the Individual and, if applicable, to the Assignor. If the individual is declared ineligible for membership, no registration fees will be returned.

CASUA will not knowingly allow an individual who has a conviction for a relevant offence to hold a position of trust in the CASUA. However, when the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position of trust without adversely affecting the safety of a participant, the Screening Committee may approve an individual's placement.

If a member subsequently receives a conviction for, or is charged with, a relevant offence, s/he must report this circumstance immediately to the CASUA President.

If a member provides falsified or misleading information, his/her CASUA membership will be suspended and s/he may be subject to further discipline.

If a member fails to provide the required screening documents by May 31, s/he will not be assigned to work any games scheduled by the CASUA, until the required documents are submitted and reviewed. Where extenuating circumstances exist, such as a delay in obtaining results from the police, the member must contact the President with details of the circumstances and request a deadline extension.

Decisions by the Screening Committee are eligible to be appealed, as per Article 3.2 (CASUA Bylaws).

## 10.5 Records

The CASUA and the Screening Committee will retain no copies of Police Information Check or Vulnerable Sector Check documents. Original documents will be returned to the individual or deleted (where an electronic copy was provided) once the Screening Committee has completed its review. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

The CASUA will maintain records indicating the year in which each member submitted a Police Information Check and Vulnerable Sector Check, was declared eligible or ineligible for membership in the CASUA, and the year, if applicable, the individual is eligible to be considered for membership.



# POLICIES AND PROCEDURES

It is the responsibility of the President to inform each member of the screening documentation required each year, including when the five-year period has expired, and a new Police Information Check is required.

## **10.6 How to Obtain a Police Information Check and Vulnerable Sector Check**

Police Information Checks are done at police detachments. A Vulnerable Sector Check can only be done by the RCMP detachment where you are a resident. Please consult your local detachment for details and costs. Two pieces of government-issued identification are required, one must be photo ID. You will need to provide proof of address. In certain situations, you may be required to undergo a fingerprint search. It may take several weeks to receive your reports, depending on the volume of requests RCMP receive. If you are required to submit fingerprints, there is an additional wait time, which will vary depending on your individual circumstances.

For more information, please visit the RCMP Criminal Record and Vulnerable Sector checks page <http://www.rcmpgrc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>.



## 11. Section 11 COMMITTEES

The CASUA has a number standing committees, including Discipline, Tournament, Social Club, Screening and Nomination. As well, the Executive reserves the right to appoint ad-hoc committees as needed. The President is an ex-officio member of all committees.

### 11.1 Discipline Committee

The Discipline Committee consists of the Vice President, Past President (or Director at Large), and one other member of the CASUA. The Discipline Committee is responsible for reviewing:

- Complaints brought forward from leagues or associations regarding CASUA members
- Any ejections that occur during games officiated by CASUA members
- Complaints brought forward from umpires regarding behaviour of players, team staff or spectators/ parents during games officiated by CASUA members.
- Allegations of harassment or discrimination by a CASUA member.

### 11.2 Social Club Committee

The Social Club Committee shall consist of at least one executive member and duly named members of the CASUA. The Social Club Committee is responsible for the annual year-end gathering, and any other functions that may be identified.

### 11.3 Tournament Committee

The Tournament Committee is responsible for ensuring that each tournament within CASUA's coverage area has a UIC assigned, and sufficient umpires in place to work the tournament. The committee shall include the Tournament Coordinator, Assignor, and all members who are serving as tournament UICs.

### 11.4 Nomination Committee

The Nomination Committee is responsible for accepting and coordinating nominations for Executive officers up for election each year. The Past President shall chair the committee and select two other members to comprise the committee. Composition of the Nomination committee will be confirmed no less than 60 days prior to the Annual General Meeting.

### 11.5 Screening Committee

The Screening Committee is responsible for implementing and overseeing the CASUA's Screening Policy. The President shall chair the committee and select two other members to comprise the committee.

# Purpose of Rule of Two

To protect minor athletes and coaches in potentially vulnerable situations by ensuring more than one adult is present



Coaching Association of Canada  
Association canadienne des entraîneurs

# REPORTING ABUSE OR MALTREATMENT

What to do when you suspect abuse, or a child discloses to you



## STEP 1

Your first priority should always be to **protect the young person** and if necessary, help them out of immediate danger, by intervening only if it's safe for you to do so, or calling the police immediately if it's not.

## STEP 2

**Beware of your initial reaction.** For the benefit of the youth set aside personal feelings of fear, disbelief, anger, or sadness and stay calm. Initial reactions are critical for the young person's path to healing.

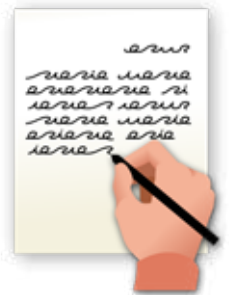


## STEP 3

**Listen and believe.** Whether you suspect abuse and ask the child about it, or they disclose to you, as soon as the child starts talking about it, stop asking questions. Let the child continue to talk. Keep providing support, but don't prompt or ask further questions. Reassure the child that telling you was the right thing to do. Explain that you believe them and will need to tell someone who can help them.

## STEP 4

**Document any comments, word for word.** This includes those made by the child, parent, caregiver, other leader, or anyone else relevant to the situation. Document the time, date, and who was involved. Make notes immediately after your discussion with the child while the conversation is still fresh in your mind.



## STEP 5

**Report your concerns immediately.** Always report incidents to your organization contact your local child protection agency or local police service. As we discussed earlier, it is your legal duty to report suspected child abuse. You do not need proof, just a reasonable suspicion. You do not need permission to report, nor can anyone prevent you from reporting. The report must come from the person who receives the information first hand, not a third party.

## SIGNS AND SYMPTOMS OF ABUSE

**Verbal Abuse:** Consider the possibility of verbal abuse when a child:

- Seems fearful of adults, including parents or caregivers.
- Has a sudden change in behavior, like an outgoing child becoming withdrawn or angry.
- Lashes out verbally at other children.

**Physical Abuse:** Consider the possibility of physical abuse when a child:

- Has unexplained injuries, faded bruises or noticeable marks especially to the head, upper arms or back.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, e.g.; long-sleeved shirts on hot days.

**Sexual Abuse:** Consider the possibility of sexual abuse when a child:

- Has difficulty walking or sitting.
- Makes strong efforts to avoid a specific person, without any obvious reason.
- Exhibits unusually sophisticated behavior or sexual knowledge for their age.

**Neglect:** Consider the possibility of neglect when a child:

- Wears filthy clothes or is underdressed for the weather.
- Has bad hygiene, e.g.; regularly unbathed, matted and unwashed hair or body odor.
- Has illnesses or physical injuries that go untreated. Lacks dental care or medical needs.

**Emotional Abuse:** Consider the possibility of emotional maltreatment when the child:

- Consistently shows low self-esteem and lack of confidence.
- Makes suicidal remarks.
- Is excessively withdrawn, fearful, or anxious.

***Remember that emotional abuse is present in all forms of abuse and neglect.***