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## Boxing Ontario Policies and Procedures Manual

1. Membership Policy .....	2
2. Finance Policy .....	5
3. Governance Policy .....	11
4. Conflict of Interest Policy .....	13
5. Technical Policy .....	15
6. Discipline Policy .....	23
7. Zero Tolerance Policy .....	28
8. Screening Policy .....	29
9. Code of Conduct .....	33
10. Dispute Resolution Policy .....	39
11. Regional Boundaries .....	40
12. Sanctioned Contests .....	41
13. Safe Weight Management .....	45
14. Equity and Inclusion Policy .....	46
15. Confidentiality Policy .....	47
16. Privacy Policy .....	49
17. Harassment Policy .....	55
18. Appeal Policy .....	61
19. Social Media Policy .....	64
20. Emergency Medical Response Policy .....	66
21. Accessibility Standards for Customer Service Policy .....	68
22. Human Resources Policy .....	73
23. Coaching Commission .....	81
24. Officials Commission .....	83
25. High Performance Committee .....	84
26. Female Development Committee .....	86
27. Nominations Committee .....	88
28. Governance Committee .....	90
Appendix A – Position Descriptions .....	86
Appendix B – CABA Combative Sport Policy .....	92
Appendix C – Boxing Ontario Contact Info .....	93

## 1. Membership Policy

### Policy Summary - This policy contains:

- Policy Statement
- Categories of Membership
- Voting Rights
- Admission and Dues
- Termination of Membership

### Purpose

Describes Categories, Conditions and Voting Rights of Members -- This policy establishes the criteria for membership in Boxing Ontario as outlined in its Bylaws and specifies the voting rights of members and membership dues.

### Policy Statement

Maintains Non-Profit Status and Fulfills Constitution of Boxing Ontario – This policy ensures that Boxing Ontario meets the membership requirements under its Bylaws and Ontario Corporations Act and that the membership has the qualifications and ability to fulfill the objects of Boxing Ontario's Constitution.

**Ensures Fairness of Process** – Boxing Ontario is committed to ensuring applicants are assigned to the correct membership category, admission and termination of members are based solely on the criteria stated in this policy and voting rights are clearly defined.

### Criteria for Membership

Admission Is Conditional on Meeting Requirements – Applicants, whether an individual or a Club must meet the conditions of membership stated in this policy:

- Application for membership must follow procedures.
- The application for admission must be approved.
- Dues are paid.

### Membership Dues

Dues Determined by Board – The Board of Directors shall determine:

- the membership year;
- the dues for all categories of Members; and
- the deadline date by which membership dues must be paid.

### Categories of Membership

#### Active Member

**Actively Engaged** – An Active Member is an individual who is actively engaged in amateur boxing as a competitor, coach or official. Active membership is required to engage in sparring activities and must be held for at least 90 days before engaging in competition or before engaging in a sanctioned event.

#### Associate Member

**Not Eligible for Active Member** – An Associate Member is an individual who is a member of an Active Member Club or an Associate Member Club who is not a competitor, coach or official.

#### Active Member Club

**Minimum of 5 Active Members** – An Active Member Club is a boxing club that has a minimum of five Active Members and:

- at least one of the Active Members is certified as a coach according to the rules of the Canadian Amateur Boxing Association; and
- has bylaws and policies consistent with those of Boxing Ontario.

### **Associate Member Club**

**Not Eligible for Active Club** – An Associate Member Club is a boxing club that does not fulfill the requirements of an Active Member Club.

### **Life Member**

**Conferred by Board** – A Life Member is an individual whom the Board of Directors unanimously determined has contributed greatly to the development or promotion of amateur boxing in Ontario. A Life Member does not pay dues to Boxing Ontario and his or her membership is automatically renewed each year.

### **Recreational Member**

**Participates for Fitness & Recreation** – A Recreational Member is an individual who is affiliated with an Active Member Club or an Associate Member Club and who participates in boxing for the purposes of fitness and recreation, but not sparring or competition.

**Director Elected or Appointed to Board** – A Director is a member who has been elected or appointed to the Board of Directors.

### **Definition of “Member in Good Standing”**

**Member in Good Standing Meets Criteria** – A Member of Boxing Ontario will be in good standing provided the Member: • has paid his or her annual membership dues for the current year • has no other amounts owing to Boxing Ontario • has not resigned • has not been suspended or expelled from Membership • has no membership restrictions or sanctions imposed • is not subject to a disciplinary investigation or action by Boxing Ontario • if applicable, has fulfilled all terms and conditions of a prior disciplinary investigation or action to the satisfaction of Boxing Ontario • has complied with the Constitution, Bylaws, policies and rules of Boxing Ontario

### **Being in Good Standing**

**Eligible for Benefits of Membership** – Members in good standing are entitled to the benefits of membership as listed on Boxing Ontario’s website at [www.boxingontario.com](http://www.boxingontario.com)

### **Consequences of Not Being in Good Standing**

**No Longer Entitled to Be a Delegate or Have Other Benefits** – If a member ceases to be in good standing, he or she will not be entitled to vote as a delegate at meetings of Members and will not be entitled to the benefits and privileges of Membership. If the Member is a Director, he or she will not be eligible to vote at directors’ meetings. When the Board is satisfied the Member once again meets the definition of good standing, his or her voting rights, benefits and privileges will be restored.

### **Admission of Members and Dues**

**Membership Is Annual Reapply Each Year** – Members must re-apply for membership each year.

### **Criteria for Admission**

**Follow Procedures and Meet Criteria** – To qualify for admission or readmission, an applicant or returning member must:

- follow the application procedure
- have his or her application approved
- fulfill the criteria for a member in good standing

- if re-applying, have been a member in good standing at the time he or she ceased being a member
- have paid dues according to this policy.

### **Disagreement Regarding Category or Admission**

**Board Decision Is Final** – If a candidate or renewing member disagrees with the category of membership assigned or where the candidate or member is not admitted or re-admitted, the candidate or member may make an appeal to the Board to review the decision. An appeal must be in writing and sent to the Executive Director at Boxing Ontario by email, fax or surface mail (See addresses in Appendix F). The Board will review the request and provide written reasons for the decision. All decisions by the Board are final.

### **Approving Dues**

**Board Sets Dues** – The Board of Directors approves the annual membership dues for each member category.

### **Payment of Dues**

**Dues** – Dues must be paid annually and membership runs from January 1 to December 31 of each year.

### **Termination of Membership**

#### **Resignation**

**Resignation Must Be Written** – A Member may resign from Boxing Ontario by giving his or her notice in writing to the Executive Director by email, fax or surface mail at the addresses contained in Appendix F.

**Disciplinary Action** – If a Member who is under a disciplinary investigation or action resigns, he or she will still be subject to sanctions or consequences that are a result of the disciplinary investigation or action.

#### **Arrears**

**Payment Due Within 30 Days** – If a Member does not pay membership dues within 30 days of the deadline date, he or she will no longer be entitled to any of the benefits or rights of membership and will be considered to have resigned from Boxing Ontario. – note this includes member clubs

**Discipline** - See discipline policy for more detail

#### **Affiliation With Other Combat Sports Organizations (CSO)**

Boxing Ontario is the official sanctioning body for boxing in Ontario and as such,

- No member of Boxing Ontario is permitted to be a member, in any capacity, of any CSO which is not recognized by the relevant provincial ministry for amateur sport in Ontario.
- Any Boxing Ontario member who is, or becomes, a member of any other Combat Sports Organization must inform the Executive Director of Boxing Ontario in writing immediately. The member's status will then be reviewed by the Boxing Ontario Executive Committee, to ensure that the CSO is properly affiliated.
- No Boxing Ontario member is permitted to participate in any unsanctioned combat events in any capacity, including engaging in a prize fight; advising, encouraging, or promoting a prize fight; or being present at a prize fight as an aid, second, physician, official, backer, or reporter.
- Any violation of this policy could result in disciplinary action taken against the offending member, in accordance with Boxing Ontario's Discipline Policy.

## 2. Finance Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Association*” – Boxing Ontario
  - b) “*Representative*” – All categories of membership defined in the Association’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association

### Purpose

2. The purpose of this Policy is to guide the financial management practices of the Association.

### Budget and Reports

3. The Association’s Board will develop and approve an annual budget which will contain the Association’s total anticipated expenditures and revenues.
4. The Treasurer (or designate) will, at the Annual Meeting, present Financial Statements as required by applicable legislation and any other report as determined by the Board.
5. The financial statements of the Association will be reviewed in accordance with applicable legislation by an auditor.

### Fiscal Year

6. The Association’s fiscal year will be as the Board may determine.

### Banking - Revenue

7. Registration fees shall be reviewed annually by the Executive Director who will make recommendations to the Board; which shall approve fees for each year well in advance of the start of the registration year.
8. All money received by the Association will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the Association, as determined by the Association’s Board.
9. All money received by the Association will be deposited, in the name of the Association, with a reputable financial institution.

### Signing Officers

10. All contracts, documents, or any other instruments in writing requiring the signature of the Association shall be signed by one of the following:

- a) Executive Director
- b) President
- c) Or any other individual appointed by the Board as a signing authority

11. Any contracts, documents or any other instruments in writing which have been approved in the Association's budget that are under \$10,000 are not subject to this section and may be executed by the Executive Director or any individual delegated such signing authority by the Board.
12. All cheques of \$10,000 or above require signatures from two (2) of the following:
- a) Executive Director
  - b) President
  - c) Any other individual appointed by the Board as a signing authority

### **Expenses**

13. All expenses will be supported with receipts and must be detailed to budget items, projects, or functions by the Association's Executive Director.
14. Approved expenses are to be claimed and reported no later than thirty (30) days following the date of the expense. Expenses submitted beyond the thirty (30) day reporting requirement will be paid only upon the Board's approval.
15. Any expenditure not approved within the annual budget will be approved by the Board prior to any such expenditure. Without the Board's approval, the expenditure will not be paid by the Association unless determined otherwise by the Board.

### **Accounts**

16. Accounts receivable terms are net ninety (90) days from the date of invoice.
17. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

### **Credit Card**

18. With the approval of the Board, the Association may acquire credit cards for the use of staff members who are required to make purchases on a regular basis for travel, accommodation, and other expenses related to their duties on behalf of the Association. The Board will determine who receives credit cards and what the credit card limits will be.
19. Credit card holders will be responsible for all charges made on credit cards issued in their name.
20. Credit cards must only be used for authorized payments that include:

- a) Payment of actual and reasonable expenses incurred on authorized Association business, including travel and accommodation, where it is not feasible for these costs to have been paid in advance of the expense being incurred or for the costs to be invoiced to the Association
  - b) Purchase of goods or budgeted items
21. For the purposes of this Policy, expenses included in an annual Association budget as approved by the Board are considered to be authorized. Expenses that fall outside the approved budget must be approved before being charged to an Association credit card.
22. Credit cards are not to be used for any personal expenses.
23. All expenses charged to a credit card should be supported by a credit card receipt issued by the merchant or a detailed supplier invoice to confirm that the expenses are properly incurred on Association business.
24. Under no circumstances are cash advances to be drawn on Association credit cards.
25. In addition, the following individuals have credit card responsibilities:
- a) Cardholders must:
    - i. not allow another person to use the card
    - ii. protect the pin number of the card
    - iii. only purchase within the credit limit of the card
    - iv. notify the credit card company if the card is lost or stolen
    - v. keep the card with them at all times, or in a secure location
    - vi. forward to the Association's Executive Director, on a monthly basis, all receipts for expenses charged to the card in the previous month
    - vii. surrender the credit card upon the cardholder ceasing to perform the role for which the card was issued
  - b) The Association's Executive Director must:
    - i. ensure that each credit card issued to an individual is paid in full on a monthly basis
    - ii. review and reconcile each credit card statement on a monthly basis
    - iii. bring to the attention of the Board any credit card expense which does not appear to be authorized under this policy
    - iv. recover from the cardholder any funds owing for unauthorized expenses

### **Expense Claims**

26. Representatives may submit expense claims to the Executive Director (or designate) for personal expenses incurred in performing their duties for the Association. Generally, only expenses pre-approved by the Association's Executive Director (or designate) will be reimbursed - and only within three months of the incurred expense. Expense claims must include:
- a) The exact amount each separate expense
  - b) The date on which the expense occurred
  - c) The place and location of the expense
  - d) The purpose of the expense
  - e) A receipt for the expense

27. Association Representatives may submit expense claims to the Association's Executive Director (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial meetings, or national meetings; provided the expected expense reimbursement amount is pre-approved by the Association's Executive Director (or designate).
28. Generally, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Executive Director for approval of the advance.
29. Expenses will be reimbursed in amounts outlined in the following table:

### **Ineligible for reimbursement**

**For Officials:** A Boxing Ontario Official attending a club show within a 50 km radius (100km return) will be reimbursed a flat rate of \$40 for their travel expenses. The Supervisor attending a club show within a 50 km radius (100 km return) will be reimbursed a flat rate of \$75 for travel expenses. If the officials and /or Supervisor travel more than 100 km return they may be reimbursed at 40¢ per kilometer for any kilometers above 100 kilometers. The official fees will be reimbursed directly by the show host on the date of the show (if possible), or, if not possible, will be reimbursable by making a claim for reimbursement. Where a Boxing Ontario Official travels further than 100 KM (return), their travel arrangements must be pre-approved in order to qualify for reimbursement.

**For Coach Learning Facilitators:** The first 150km total round trip are ineligible for reimbursement. Beyond 150km the LF must get prior approval for travel reimbursement. That might also include overnight accommodation if warranted and agreed upon.

Coach Learning Facilitators and Officials must at all times seek to use the most economical means of travel (including consideration of whether it would be less expensive to not incur an additional day of hotel accommodations), including flight, bus, train, or car (including carpooling). Such arrangements must be pre-approved in order to qualify for reimbursement. Reimbursement will be permitted only at the end of the tournament/ show, etc.

Coach Learning Facilitators, Officials, Employees and Volunteers are expected to take advantage of advance bookings in order to secure the best rates.

Example:

For Coach Learning Facilitators: 600km travelled round trip. 150km total round trip are ineligible for reimbursement. Reimbursement beyond 150km total must be first approved and agreed upon.

For Officials: 500km round trip – 100km ineligible = 400km eligible for reimbursement



<b>Expense</b>	<b>Rate</b>	<b>Notes</b>
Travel – Mileage	\$0.40 per kilometre	
Travel – Air	Lowest economy	Prior approval required
Breakfast	\$7.00	Receipts not required
Lunch	\$13.00	Receipts not required
Dinner	\$20.00	Receipts not required
Full Day	\$40.00	Receipts not required
Accommodation	Double occupancy	All personnel unless specified
Accommodation	Single occupancy	Only the President
Accommodation with Friends or Family	\$12.00 / day	Receipts not required
Travel Status (conducting the business of the Association for at least 12 hours a day)	\$10.00 / day inside Canada \$20.00 / day outside Canada	
Incidental expenses	Actual cost	Receipt required

30. The Association will not reimburse for costs above the specified rates without prior approval of the Executive Director. Where costs above the specified rates are approved, receipts must be provided.

### **Travel and Accommodation Expenses**

31. Air travel is to be booked through the Association whenever possible. Air travel including fares and itineraries is to be approved in advance by the Executive Director. In no circumstance will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in this Policy. Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized agency at the most economical rate possible. Individuals are expected to travel as foot-passengers where possible. Advance booking fees will be reimbursed where required by the nature and purpose of the travel.
32. Whenever possible, the Representatives who are attending the same event should travel together and stay with friends or event organizers where possible. However, only the driver may submit car-related expenses

33. Accommodation will be reimbursed based on single occupancy for the Association's President. All other accommodation will be reimbursed based on double occupancy.
34. The Association will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.
35. A Representative attending an event where meals are not provided may request a per-diem allowance before attending the event. Per-diem rates are listed in the above table and do not require receipts. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

### **Other Expenses**

36. Association Representatives may be reimbursed for long distance telephone calls provided the expenses were the Association-related. Expense claims for telephone expenses must include the name of the person called, their connection to the Association, and the purpose of the call. Telephone expenses in excess of \$50.00 will not be reimbursed.
37. Actual and reasonable expenses for items such as parking, telephones and copying may be reimbursed. Receipts must be provided for all such expenses.

### **NSF Charges**

38. The Association will charge a twenty-five dollar (\$25.00) charge on all NSF Cheques.

### **Replacement Cheques**

39. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.
40. Cheques that need to be replaced due to loss will be assessed a five dollar (\$5.00) administration fee.
41. Lost or missing cheques that have not been claimed by the Association's year end will not be reissued.

### 3 Governance Policies

**Policy Summary** This policy contains information about all the components regarding governance

**Purpose** Describes the policies that govern the volunteer leadership of Boxing Ontario.

**Policy Statement** Governance defines the leadership of the organization; this policy dictates specific guidelines for the activities of directors and committees that run Boxing Ontario.

**Filling Vacancies** As per the constitution & bylaws.

**How policies will be developed** - After the initial creation and approval of policies, members of the board and staff will review and update the manual on a regular basis. It should be noted that policies do not require the approval of the membership however it is good practice to constantly review and revise the policies. This should take place on a regular basis and involving the board will allow the membership to participate in the process.

**Indemnification of officers** As per the constitution & bylaws.

**Insurance policies** In order to qualify for coverage through the Boxing Policy all Athletes, Coaches, Officials and Clubs must be registered on an annual basis. In general terms the policy covers all participants while they are engaged in Boxing related activities. For more specific information, consult with the corporate office.

**Length of Term** As per the constitution & bylaws.

**Number of Directors and officers and titles** As per the constitution & bylaws.

**Procedure for the election of Directors and officers** As per the constitution & bylaws.

**Resignation, Vacate Office and Removal Director** As per the constitution & bylaws.

#### **Role of Executive Director**

The Executive Director (non-voting) shall attend all meetings of the Board, shall cause to be kept proper minutes of meetings of the Members, the Board and the Executive Committee, shall issue written notices of all meetings of the Directors and of Members, shall support the Board in carrying out its duties, and shall have overall management responsibility for all programs and activities of Boxing Ontario.

#### **Meetings of the Executive**

**Number of Meetings** - The executive shall hold at least two (2) meetings per year.

**Call of Meeting** - The meetings of the executive shall be at the call of the President, the Executive Director, or any three (3) Directors.

**Notice** - Written notice of executive meetings shall be given to all Directors at least fifteen (15) days prior to the date of the meeting.

**Quorum** - At any meeting of the Board of Directors, quorum shall consist of a majority of Directors holding office.

**Ordinary Resolution** - Unless specified otherwise, questions shall be decided by Ordinary Resolution, where the Chair of the meeting does not vote. In the event of a tie, the Chair shall cast a deciding vote. Voting shall be by a show of hands unless a majority of Directors present request a secret ballot.

**Meetings by Telephone** - A meeting of the executive may be held by telephone conference call or by means of other telecommunications technology. Any Director who is unable to attend a meeting may participate in the meeting by telephone or other telecommunications technology. Directors who participate in a meeting by telephone or other telecommunications technology are considered to have attended the meeting.

**Written Resolution** - A resolution in writing, signed by all Directors and placed with the minutes of meetings of Directors is as valid and effective as if passed at a meeting of Directors.

**Other Committees** At this time there are two standing committees of the Board – Technical Committee and Screening Committee. The board can convene other committees (i.e. AGM committee) as it sees fit

## 4 Conflict of Interest Policy

Introduction Definitions The following terms have these meanings in this Policy:

- a) "Conflict of Interest" – An incompatibility between one's private interests and one's duties as a trustee of a governing organization
- b) "Perceived Conflict of Interest" – A reasonable perception by an informed person that a conflict of interest situation exists or may exist.
- c) "Person" – Any family member, friend, customer, client, sponsor, colleague, legal person or organization.
- d) "Representatives" – Individuals employed by, or engaged in activities on behalf of, Boxing Ontario, or Registered Organizations, including: Administrators, Coaches, Directors, Employees, Officials, Registrants, and volunteers.

Boxing Ontario is committed to providing an environment in which all Representatives of Boxing Ontario and any of its governing organizations act honestly, in good faith, and in the best interests of the sport of boxing in the Province of Ontario.

There are two types of interest – pecuniary interest and non-pecuniary interest. Pecuniary interest relates to the reasonable likelihood or expectation of financial gain or loss for the Representative or for another Person with whom the Representative is associated. Non-pecuniary interest involves family relationships, friendships, or other interests that are not related to the potential for financial gain or loss.

### **Obligations**

Any conflict of interest, whether real, perceived, pecuniary or non-pecuniary, between a Representative's personal interest and the interests of Boxing Ontario, shall always be resolved in favour of Boxing Ontario. Representatives will not:

- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with Boxing Ontario, unless such business, transaction, or other interest is properly disclosed to, and approved by Boxing Ontario.
- b) Knowingly place themselves in a position where they are under obligation to any Person who might benefit from special consideration or who might seek preferential treatment
- c) In the performance of their official duties, give preferential treatment to any Person
- d) Derive personal benefit from information that they have acquired while fulfilling their official duties with Boxing Ontario, if such information is confidential or not generally available to the public
- e) Without the permission, use the Boxing Ontario property, equipment, supplies, or services for activities not associated with the performance of their official duties with Boxing Ontario
- f) Place themselves in positions where they could, by virtue of being a Representative, influence decisions or contracts from which they could derive any direct or indirect benefit

g) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative.

### **Disclosure**

On election, re-election or appointment to a position as a Director of a governing organization, the individual must sign and submit to that governing organization a statement acknowledging that they has read, understood and agreed to act in accordance with this Conflict of Interest Policy. Such a statement must also disclose:

a) any other boxing activity or position; and b) any personal, professional, business activity or position that may at that time, or could in the future, be construed as a potential conflict of interest. Such a statement must be updated as circumstances require. In the event a Representative has a conflict of interest in relation to a particular issue or matter of discussion, the Representative shall:

a) Declare the conflict of interest and the nature of the conflict, and refrain from voting on the issue in question

b) Absent themselves from the meeting at any time there is discussion of the matter giving rise to the conflict; and

c) Refrain from lobbying or participating in the decision making process.

Each Representative is also required to declare a conflict even when the conflict for the Representative arises after the contract or arrangement is made with the other company, firm, or organization in which the Representative acquires an interest or significant involvement. In this situation, the Representative is to declare his or her conflict immediately after the Representative becomes interested in the other company, firm, or organization.

## 5. Technical Policy

<b>Policy Summary</b>	Technical Policies govern all of the activities related to competition in Boxing Ontario as they govern the actions of athletes, coaches and officials. These policies also govern activities of these members in all competition outside of the province.
<b>Purpose</b>	To provide guidance and direction to the members of the Technical Committee, and to all members involved in competition.
<b>The Committee</b>	The Technical Committee is made up of the following members,  Chair – Vice President Technical Boxing Ontario, VP of Competition, members Provincial Coach, Provincial Official, Athlete Representative, & Staff (Director Technical Programs)
<b>Terms of Reference</b>	The Technical Committee is a standing committee of the Board of Directors. The Terms of Reference can be found in Appendix 'B' of this document.

### 1. Technical Committee Meetings

As per the Terms of Reference.

### 2. Tournament Guidelines

Clubs are expected to register for the tournaments via Boxing Ontario's online registration software. To set up a club account and create your online athlete database – see Coaches Handbook. If you require further assistance, please call the office.

## **DRESS CODE**

All coaches have the option of the following:

- Full track suit; or,
  - Track suit pant with a clean full or half sleeve, sport shirt (golf, polo etc.) or t-shirt; no tears or stains (no muscle shirts); or,
  - Dress pants with no tears or stains with one of the shirt selections from the above bullet;
  - Only religious headwear is allowed
  - Sneakers, boxing boots or flat-sole shoes are allowed (no sandals).
  - Clear lens or contact lenses (no sunglasses)
- For **Provincial Championships**
- \*note that the draw may also be done on the first day of the tournament, as per CABA rulebook. If so, this will be communicated well in advance of the tournament.

Registration and weight changes close the Friday before the draw at 4pm.

- The draws for advancing tournaments take place in the Boxing Ontario Office two-five days prior to the tournament.
- Winners by walkover shall weigh-in & pass a successful medical exam in order to be classified as provincial champion within 2 weeks of tournament conclusion by a recognized approved official.
- After the draw the programs are posted on the website. It is the coaches and athletes responsibility to check the website for the date and time of their bouts.
- If an athlete doesn't weigh-in at the weight listed on the website they forfeit the bout.
- Athletes shall weigh in on the day they are scheduled to box.
- All competitors for provincial championships shall be either a Permanent Resident or Canadian Citizen.



➤ For **Developmental Tournaments**

Registration and Weight changes close the Friday before the draw at 4pm.

- The draw may be held in advance at the Boxing Ontario office.
- After the draw the programs are posted on the website. It is the coaches and athletes responsibility to check the website for the date and time of their bouts.
- Athletes only need to weigh-in on the day they compete
- If they don't weigh-in at the weight listed on the website they forfeit the bout.
- Athletes may ask for a make-up bout at the tournament if they did not get a bout (ex. Opponent did not show up), if time allows.

➤ For All Tournaments:

- Registering – Athletes shall be registered and paid by the deadline indicated on the website or your athlete will be removed from the draw.
- Athletes must be registered with Boxing Ontario for the current year prior to online tournament registration.

➤ Refunds

All tournament fees collected by Boxing Ontario are forwarded to the tournament

For Developmental Tournaments

- Refunds **will** be given when:
  1. The athlete registers for the tournament and is the lone entrant in his/her weight class up until the draw with the result of 'No bout'. No medal or trophy is given if athlete withdraws with refund
  2. The athlete withdraws from the tournament prior to the draw provided payment has already been made.
  3. The athlete goes to the tournament intending to compete but has their bout cancelled by their opponent. (This only applies to bouts with only 2 in the weight category.)
- Refunds **will not** be given when:
  1. The athlete who had no bout by the time of the draw but requests and takes part in a makeup bout during the tournament.
  2. The athlete goes to the tournament competes but subsequently has their bout cancelled by their opponent (applies to Preliminaries, Quarter-finals and Finals)

- For Provincial Championships
  1. No refunds will be issued. Under the premise that those who do not get a bout move on to the next phase of the Championships, qualify for the provincial team, and may also receive a subsidy to attend Nationals out of Province and/or qualify for Quest for Gold payment.

➤ Tournament Fines

- Athletes and /or Clubs who withdraw from the tournament after the completion of the draw will be subjected to a \$50 fine.
- If an athlete withdraws due to illness or injury a medical note shall be provided to Boxing Ontario within 30 days and may result in having the fine waived.
- If an athlete/coach withdraws from a tournament due to reason other than injury or illness, a review by the technical committee, for consideration of having the fine waived will be required.
- Athletes are responsible for payment of the fine.
- Athletes who have not paid the fine in full will be suspended from further competition at all levels until such fine is paid.
- It is the coach's obligation to contact the opponent coach, if their athlete withdraws from the competition. Notification to Official in charge is also required

Here are some important points to remember about the tournaments

- Athletes **may** be accompanied by their coach during the weigh-in. When space permits
- Coaches shall pre-register their athletes for the tournament online by the deadline.
- Each club is allowed 3 coaches per tournament in for free. Additional coaches are subject to tournament admission fees.
- If the schedule allows, the Official-in-charge will consider make up bouts. All make up bouts shall be submitted in writing to the Official-in-charge prior to the weigh ins on the day's schedule. Name & DOB's and experience shall be included.
- All coaches shall be certified and registered with Boxing Ontario in order to work a corner at a sanctioned event. Higher levels of competition may require higher levels of coaching certification. The official in charge or his/her appointee may ask to see a valid coaching card at any time (club show or tournament) failure to produce a card could result in expulsion from the corner.
- Registered athletes are not allowed to act as seconds—unless they are certified coaches and registered as a coach with Boxing Ontario

### 3. Provincial Team Selection

- Gold medal winners at Provincials will be offered a spot on the team. Walkovers will be considered
- When a weight class has no entries at provincials, the Technical Committee may choose an athlete who won the Brampton Cup, and shows potential, to be a part of the provincial team for developmental purposes. Athletes chosen in this manner will still have to qualify for nationals.
- Being a member of the provincial team doesn't automatically qualify an athlete to compete at Nationals or any other event as a part of the provincial team. It will be decided at the discretion of the Technical Committee. CABA will reserve the discretion to refuse.
- Athletes, coaches, & managers selected for these teams will be expected to attend all training camps & competitions as a member of 'Team Ontario.' This does not apply to Club shows and events NOT organized by Boxing Ontario. This requirement will be added to Quest for Gold selection criteria going forward.

#### 4. Selection Process for National Championships

Ranking criteria for Nationals (Team Ontario):

Elite:

1. 1st place (Gold) at Provincial Championships
2. 2nd (silver) place at Provincial Championships
3. 3rd (bronze) at Provincial championships
4. 3rd (bronze) at Provincial championships

Athletes cannot be a member of two weight classes or two team pools. Athletes must declare their intention of category and team representation within 30 days of the conclusion of the tournament.

Youth & Junior C:

- 1st place (Gold) at Provincial Championships
2. 2nd (silver) place at Provincial Championships
3. 3rd (bronze) at Provincial championships
4. 3rd (bronze) at Provincial championships

The 1st place (gold medalist) and 2nd place (silver medalist) at Silver gloves will be seeded for golden gloves (provincial championships)

If the provincial gold medalist changes weight classes for Bronze Gloves, they forfeit their #1 seed and will have to compete at Bronze Gloves to earn a spot at nationals.

Bronze gloves will be novice championships

In the event that this criteria is not applicable, or in the event that more spots become available, the technical committee will create new criteria based on the circumstances. This criteria will then be added to policy going forward.

#### Team Coach/Team Leader Selection

For the 2016 Teams, in preparation for the 2017 national championships, there will be 3 teams:

- Elite/Youth/Junior Female squad
- Junior/Youth Male Squad
- Elite Male Squad.

#### 5. Athlete Upgrades

Upgrade requests are **only** permitted between Novice and Open

Upgrade process:

Please refer to the Boxing Canada rule book for details on upgrades.

An athlete upgrade request is made by sending in the following to the Boxing Ontario office: Please note that Upgrades are reviewed by the Technical Committee who meet regularly.

- The Upgrade Request form
- A photocopy of the athletes record (from their passbook)
- Optional – A letter outlining the rationale for the upgrade
- Please note that athletes shall have at least 5 bouts and at least 2 wins to be considered for an upgrade. Athletes cannot be considered for upgrades without proof of bouts.

The upgrade request will be reviewed by the appropriate Boxing Ontario staff member to confirm that the basic criteria is met and that all required info is available. The staff member will recommend approval or denial of the upgrade & forward to the VP Technical for review. If the objective criteria is met, then the VP Technical can approve the upgrade & send back to the office for processing. If the request for upgrade requires subjective review, then the request will be forwarded to the Technical Committee for review.

- i. When committee input is deemed necessary by the VP Technical, all upgrade approvals are majority vote.
- ii. Upgrades without Proof of Bouts
  - a. Athletes cannot be considered for upgrades without proof of bouts.

#### **6. Transfers from International Countries/Other Boxing Organizations**

- a. Athletes with previous combative experience, who transfer from other countries or other organizations, and wish to box with Boxing Ontario, shall provide proof of bouts. Proof of bouts can be provided via Copy of Passbook or direct verification from the International countries boxing association (e.g.-letter) or other organization.
- b. Should proof of bouts not be available, the athlete and coach shall:
  1. Provide a signed(both Coach and Athlete) Statement of Declaration outlining the athletes claimed record of bouts, club boxed, any major tournaments boxed, how long the athlete has been boxing, any TKO, KO and etc.
  2. Given the process above, the athlete's status as an athlete in Ontario is conditional upon proper medical evaluation indicating fitness to box by a licensed physician in Ontario. (pertains to those from other countries or organizations)
  3. Once the athlete is declared fit to box they may then proceed to register with Boxing Ontario through the proper channel.

#### **7. Procedure after TKO Due to Head Blows**

##### **As per AIBA Technical rules: Rule 2**

If a boxer has been knocked out or received a severe head blow which results in a Bout being terminated, the ringside physician will classify the seriousness of the concussion and prescribe the medical restriction period as follows:

- i. In the case of no Loss of Consciousness (LOC), a minimum restriction of 30 days;
- ii. In the case of LOC for less than one (1) minute, a minimum restriction of 90 days;
- iii. In the case of LOC more than one (1) minute, a minimum restriction of 180 days;

- iv. Any Boxer who suffers a second LOC within three (3) months of resuming boxing after a first
- v. LOC will have the highest medical restriction doubled;
- vi. Any Boxer who suffers three (3) LOCs within 12 months will be suspended for a minimum of eighteen (18) months from the date of the third LOC;
- vii. Any Boxer who has a medical restriction must not train or spar during the restricted period.

The suspension is recorded in the athlete's passbook, the results sheet and the Sport Injury Report is forwarded to Boxing Ontario. In addition, the passbook shall now be surrendered to a Boxing Ontario official pending the completion of the suspension.

Before athletes can resume boxing and/or sparring after a suspension they shall have their passbook signed off by a medical doctor familiar with boxing or a neurologist. Check with Boxing Ontario for a list of doctors.

Please note: When an athlete is on a suspension due to a head blows, concussion or post concussive syndrome. **–They are not to spar or compete.**

## **8. Protests**

Are no longer permitted

## **9. Computer Scoring**

While clubs shows still use the traditional scoring methods, most major tournaments are scored using the computer system. Therefore it is in your best interest to familiarize both yourself and your athlete with the basic elements of computer scoring.

## **10. (1) Event Sanctions**

Unless otherwise noted, sanctions may only be approved by the technical director (or delegate) after consulting with the appropriate regional official. The technical director will notify the applicant within 14 days of the sanction application. If the sanction is not approved, justification will be given to the applicant.

There are 3 types of event sanctions available: Club Show Sanction, Tournament Sanction, & Special Event Sanction.

a) Club Show Sanction: Used when a club is hosting a local competition.

- I. Member clubs are permitted to have no more than 2 Club Show Sanctions approved at one time.
- II. In order for a club to receive approval for a 2<sup>nd</sup> sanction, there shall be at least 41 calendar days between the 2 events.
- III. If any incident occurs at an approved Club Show, which violates Boxing Ontario's Constitution & By-Laws, or Boxing Ontario's Policy & Procedures, any future approved sanctions could be revoked at the discretion of the Executive Committee, without refund.

- IV. When a club has 2 sanctions approved at one time, and cancels the earlier club show, the sanction fee is non-refundable (1<sup>st</sup> of 2 shows).
- V. If a club cancels a show for which the sanction was approved while another was outstanding, the sanction fee will be non-refundable & a \$100 fine will be imposed on the host club (2<sup>nd</sup> of 2 shows).
- VI. A club show is permitted to have no more than 12 bouts, unless negotiated with Official-in-charge prior to date of sanction. Exhibition bouts will be counted as a regular bout for the purpose of this section.
- VII. A club show sanction will cease 5 hours after its scheduled start time. Unless previously negotiated prior to the approval of the sanction.
- VIII. When a club applies for a sanction in a town/city other than their own, and there is a member club located in that city, the Technical Director will contact the representative of (one of) the member club (s) in that town/city for approval. In the event that the representative of the club in the town where the sanction is applied for does not consent to the show within their town/city, the representative shall provide their reasoning to the Technical Director. The Technical Director will have this placed on the agenda for the next scheduled meeting of the Technical Committee, where the sanction application will be disposition & the applicant notified.
- IX. Requests by clubs in the same region for the same day as a club show already approved will be considered at the discretion of the Chief Official.

Exceptions to III, IV & V above will not normally be granted, but in the case that a need for an exception arises, an application shall be made in writing to the executive committee, who will then respond in writing within 14 calendar days.

- b) Special Event Sanction: Used for special events including, but not limited to, community festivals, international/interprovincial team visiting host club, etc.
  - I. A Special Event Sanction allows the host to have more than 1 club show inside a 41 day period.
  - II. Applicants for a Special Event Sanction shall justify on the application, why the reason for requesting such (community festival, international or interprovincial visitors, etc.).
  - III. The show dates, locations, etc., shall be included in the application.
  - IV. Special Event Sanctions shall be reviewed by the Technical Committee & submitted to the Executive committee for approval.
  - V. The fee for a special event sanction will be as follows: (current club show sanction fee x # of club shows included in application x 1.25). For example, if a club requests to have 3 shows during their community's homecoming festival, and the club show sanction fee is \$200, the cost for this sanction would be \$750.00 (\$200 x 3 x 1.25).
  - VI. Fees shall be submitted with the application. If the application is denied, the fee will be refunded in full to the applicant.
  - VII. If one or all of the shows granted on the Special Event Sanction are cancelled by the club, the fee will not be refunded. Cancellations by an organizer of the event (i.e. Princess Margaret Hospital) will be subject to a refund.

Exceptions to VII above will not normally be granted, but in the case that a need for an exception arises, an application shall be made in writing to the executive committee, who will then respond in writing within 14 calendar days.

- c) Tournament Sanction: Used when a club wishes to host a tournament on behalf of Boxing Ontario.
  - I. Tournament Sanctions will be considered as separate from any Club Show Sanction or Special Event Sanction which has been applied for, or granted to the host club. I.e. a club hosting a tournament will still be permitted to have 2 club show sanctions approved.
  - II. Upon issuance of the sanction approval to the host club, the Executive Director will confirm what duties, provisions, & expenses that the host is responsible for. The executive director will also confirm what monies, if any, will be paid to the host club, and stipulate when the host can expect any payment from Boxing Ontario.

## **10. (2) Multi-Sport Events**

When an approved event will be held in conjunction with other combat sports, the following shall apply:

- a) The sanction application will indicate what other sports will be involved and include all relevant details about the event.
- b) The other sport(s) being showcased should be sanctioned by a Combat Sport Organization (CSO) recognized by the relevant provincial ministry for amateur sport in Ontario
- c) If the events are to be run consecutively, there shall be at least a 15 minute delay from the end of the Boxing Ontario event to the beginning of the other sport's event, or vice-versa.
- d) If the events are to be run concurrently, there shall be adequate space and separation for both field of plays
- e) If another combat sport is going to be doing a demonstration in the ring during a Boxing Ontario event, no Boxing Ontario officials or athletes are to be at or near ringside. Boxing Ontario will not be responsible for any injuries to, or damages caused by, the demonstration participants.
- f) Boxing Ontario officials shall not be expected or permitted to participate in any event or demonstration involving other sports.
- g) Sanctions for multi-sport events shall be approved by the executive committee who may, at their discretion, grant a conditional approval, based on the specifics of the event in question. These conditions will be stipulated on the sanction approval form.
- h) A sanction for a multi-sport event shall be submitted to Boxing Ontario at least 60 days prior to the event. This does not apply to events where there is only a demonstration of another sport taking place.
- i) In addition to what is described in this section, all other normal sanctioning rules will apply.

## **6. Discipline Policy**

### **Definitions**

1. The following terms have these meanings in this Policy:

a) "Association" – Boxing Ontario

b) "Complainant" – The Party alleging an infraction

c) "Days" – Days including weekend and holidays

d) "Individuals" – All categories of membership defined in the Association's Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association e) "Respondent" – The alleged infracting Party

### **Purpose**

2. Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association's policies, bylaws, rules and regulations, and Codes of Conduct. Non-compliance by Individuals may result in sanctions pursuant to this Policy.

### **Application of this Policy**

3. This Policy applies to all Individuals relating to matters that may arise during the course of Association's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Association activities, and any meetings.

4. This Policies also applies to Individuals' conduct outside of the Association's business, activities, and events when such conduct adversely affects relationships within the Association (its work and/or sport environment) or is detrimental to the image and reputation of the Association. The jurisdiction of this Policy will be determined by the Association at its sole discretion.

5. This Policy does not prevent discipline from being applied, during a competition or event. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity or event only.

6. An employee of the Association found to have to be a Respondent will be subject to appropriate disciplinary action subject to the terms of the Association's Human Resources Policy as well as the employee's Employment Agreement, as applicable.

### **Reporting a Complaint**



7. Any Individual may report any complaint to the Association. A complaint must be in writing and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the Association.

8. A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept or deny the complaint outside of the fourteen (14) day period will be at the sole discretion of the Association. This decision may not be appealed.

9. At the Association's discretion, the Association may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, the Association will identify an individual to represent the Association.

### **Case Manager**

10. Upon the receipt of a complaint, the Director assigned to the complaint will determine whether the complaint is frivolous and within the jurisdiction of this Policy. If the Director determines the complaint is:

a) Frivolous or outside the jurisdiction of this Policy, the reasoning will be provided, and the complaint will be dismissed immediately. If the complainant wishes to appeal, the complaint will be presented to the board for a vote to determine if the complaint will proceed.

b) Not frivolous and within the jurisdiction of this Policy, the Director will appoint a Case Manager to oversee the management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The Case Manager is not required to be a member of the Association.

Upon appointment, the Case Manager has a responsibility to:

a) Propose the use of the Association's Dispute Resolution Policy

b) Appoint the Panel, if necessary

c) Coordinate all administrative aspects and set timelines

d) Provide administrative assistance and logistical support to the Panel as required

e) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

11. After notifying the Parties the complaint has been accepted, the Case Manager will propose the Association's Dispute Resolution Policy with the objective of resolving the dispute. If the dispute is not resolved or the parties refuse the Dispute Resolution Policy, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

12. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, which may involve direct communications with the Parties, an oral in-person hearing, an oral hearing by telephone or other telecommunications, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
- b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing and/or decision rendered
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
- e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- f) The decision will be by a majority vote of the Discipline Panel

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

14. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

15. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision.

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

### **Decision**

17. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

### **Sanctions**

18. The Panel may apply the following disciplinary sanctions, singularly or in combination:

- a) Verbal or written reprimand
- b) Verbal or written apology
- c) Service or other contribution to the Association
- d) Removal of certain privileges
- e) Suspension from certain teams, events, and/or activities
- f) Suspension from all Association activities for a designated period of time
- g) Withholding of prize money or awards h) Payment of the cost of repairs for property damage
- i) Suspension of funding from the Association or from other sources
- j) Expulsion from the Association
- k) Any other sanction considered appropriate for the offense

19. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Discipline Panel will result in automatic suspension until such time as compliance occurs.

20. Infractions that result in discipline will be recorded and records will be maintained by the Association.

**Suspension Pending a Hearing**

21. The Association may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of the criminal process, a hearing or a decision of the Panel. Criminal Convictions

22. An Individual's conviction for any of the following Criminal Code offenses will be deemed an infraction under this Policy and will result in expulsion from the Association:

- a) Any child pornography offences
- b) Any sexual offences
- c) Any offence of physical or psychological violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

**Confidentiality**

23. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Panel. Once initiated and until a decision is released,

none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

### **Timelines**

24. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

### **Records and Distribution of Decisions**

25. Other individuals or organizations may be advised of any decisions rendered in accordance with this Policy.

### **Appeals Procedure**

26. The decision of the Panel may be appealed in accordance with the Association's Appeal Policy

## 7. Zero Tolerance Policy

### Policy Summary

This policy contains guidance in the areas of:

- A. Alcohol
- B. Banned Substances
- C. Racial or Religious Intolerance

### Purpose

**To provide Athletes and Coaches** – Information on the use of alcohol and banned substance policies for Boxing Ontario.

### Policy Statement

A. Alcohol – Boxing Ontario prohibits the use of alcohol by athletes, coaches and officials engaged in competition. It is understood that alcohol is provided at various boxing shows and events and therefore this policy only relates to the groups motioned.

B. Banned Substances – Boxing Ontario follows the protocol and policies of the Canadian Centre for Ethics and Sport and therefore prohibits the use of those substances on the list. For more information go to <http://www.cces.ca/en/home>

C. Racial or Religious Intolerance – Boxing Ontario members are expected to act with respect and tolerance at all times. Any indication of racial or religious intolerance will be treated as a disciplinary issue and forwarded to the Director of Discipline for review.

## 8. Screening Policy

### Preamble

1. Screening of staff and volunteers is an important part of providing a safe sporting environment and has become a common practice among non-profit organizations providing programs and services to youth in the community. The purpose of screening is to identify individuals within Boxing Ontario who may pose a risk to Boxing Ontario and its members.
2. This policy on Police Record Checks ('PRC') is one of several policy tools that Boxing Ontario uses to fulfill its commitment to reasonably provide a safe environment and protect its members from harm.
3. It is the responsibility of Boxing Ontario to ensure that all PRCs, and the information contained within, are maintained in a secure and confidential fashion. Failure of any member of Boxing Ontario to maintain such confidentiality will result in that member being subject to discipline, suspension and/or permanent expulsion from participation in Boxing Ontario programs. Such measures will be at the discretion of the Executive Committee of Boxing Ontario. Policy Statement
4. Not all individuals associated with Boxing Ontario are required to undergo PRC screening,. Boxing Ontario will determine, as a matter of policy, which designated categories will be subject to screening through a PRC.
5. For the purposes of this policy, 'designated categories' are those classes of persons who work closely with athletes and who occupy positions of trust and authority within Boxing Ontario or within a member club of Boxing Ontario. Such designated categories include individuals in paid staff positions, members of the Board of Directors, members of Regional Executive Committees, volunteers appointed to accompany a representative team to an event or competition, all coaches, and all officials.
6. It is Boxing Ontario's policy that:
  - a) All staff and volunteers in designated categories defined in this policy will be screened using PRCs and the Screening Disclosure Form.
  - b) Failure to participate in the PRC process and Screening Disclosure Form as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position.
  - c) Boxing Ontario will not knowingly register an individual who has a criminal conviction for a 'relevant offence', as defined in this policy.

However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position in a designated category without adversely affecting the safety of an athlete or member of Boxing Ontario, and through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person's participation in a designated category.

- d) If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to Boxing Ontario.
- e) If a person in a designated position provides false or misleading information, that person will immediately be removed from their designated positions and may be subject to further discipline in accordance with Boxing Ontario's Discipline Policy.

### Screening Committee

7. The implementation of this policy is the responsibility of the Screening Committee of Boxing Ontario; a committee of five persons appointed for a term of three years by, and at the sole discretion of, the Executive Committee of Boxing Ontario. The Executive Committee of Boxing Ontario will ensure that the members

appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately assess PRCs and Screening Disclosure Forms and render decisions under this policy. Quorum for the Screening Committee will be three members.

8. The Executive Committee may, in its sole discretion, remove any member of the Screening Committee. Where a position on the Screening Committee becomes vacant for any reason, the Executive Committee, at its sole discretion, will appoint a replacement member to fulfill the remaining portion of the three year term.

9. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Executive Committee, Board of Directors and staff of Boxing Ontario.

10. The Screening Committee is responsible for reviewing all PRCs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within Boxing Ontario programs. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

11. Subsequent to its review of a PRC, the Screening Committee, by majority vote, will:

- Approve an individual's participation in a designated category; or
- Deny an individual's participation in a designated category; or
- Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.

12. Where, in accordance with paragraph 13, the Screening Committee denies an individual's participation in a designated category or approves an individual's participation in a designated category subject to terms and conditions, the reasons for such decision will be provided, in writing, to the designated member within 14 days of the Screening Committee's decision being made, and a copy of this decision will be provided to the Executive Committee of Boxing Ontario, through the Membership coordinator.

13. The decisions of the Screening Committee will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with the Membership coordinator.

14. The decisions of the Screening Committee are final and binding. Where the Screening Committee determines that an individual is ineligible for a staff or volunteer position, that individual may seek a review of the matter before the Executive Committee of Boxing Ontario, at its next regularly scheduled meeting. The decision of the Executive Committee will be final and binding, subject only to an appeal under Boxing Ontario's Appeal Policy.

#### Procedure

18. Each staff person and each volunteer in a designated category will obtain and submit, at their own cost, a PRC from their local Police Service as well as the Screening Disclosure Form to the Membership coordinator of Boxing Ontario. The PRC and the Screening Disclosure Form will be placed in a separate sealed envelope, provided for this purpose as part of their membership application or renewal package.

19. The Membership coordinator of Boxing Ontario will not process a membership application or renewal that is not accompanied by a valid PRC and Screening Disclosure Form. Individuals not submitting a PRC and Screening Disclosure Form will receive a notice to this effect and will be informed that their membership application will not proceed until such time as the PRC and Screening Disclosure Form are received.

21. Upon receipt of the membership application or renewal, the Membership coordinator will separate the PRC and Screening Disclosure Form from the application materials, redact all identifying personal details, save for

the year of birth, and forward the redacted copy of the PRC and the Screening Disclosure Form, at the appropriate time, to the Screening Committee.

22. The Screening Committee will receive and review all PRCs and Screening Disclosure Forms received from the Membership coordinator and determine whether the individual's PRC and Screening Disclosure Form reveal a relevant offence.

23. If an individual's PRC and Screening Disclosure Form do not reveal a relevant offence, the Screening Committee will notify Membership coordinator that the individual is eligible for the volunteer or staff position, and will return the original PRC and Screening Disclosure Form to the Membership coordinator for secure storage in accordance with Boxing Ontario's Records Retention Schedule.

24. If an individual's PRC or Screening Disclosure Form reveals a relevant offence, the Screening Committee will render its decision and provide notice of its decision in accordance with paragraphs 12 through 15 of this policy. After providing notice, the Screening Committee will destroy the PRC and the Screening Disclosure Form unless requested otherwise by the applicant.

25. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with Boxing Ontario at some point in the future as designated by the Screening Committee, at which time a new PRC and Screening Disclosure Form must be submitted.

26. Individuals in designated categories who have been deemed eligible for a volunteer or staff position by the Screening Committee will resubmit an up-to-date PRC and Screening Disclosure Form every three years for the date of approval of the Screening Committee. Notwithstanding this section, the Screening Committee may request that a staff person or volunteer in a designated category to provide an up-to-date PRC and Screening Disclosure Form to the Screening Committee for review and consideration at any time. Such request will be in writing.

#### Relevant Offences

27. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:

- a) If convicted in the last five years:
  - i. Any violation involving the use of a motor vehicle, including but not limited to impaired driving;
  - ii. Any violation for trafficking and/or possession of a controlled drug and/or substances as defined in the Canadian Anti-Doping Policy, the Controlled Drugs and Substances Act; or
  - iii. Any offence involving conduct against public morals
- b) If imposed in the last ten years:
  - i. Any act of violence including but not limited to, all forms of assault; or
  - ii. Any act involving a minor or minors.
- c) If imposed at any time:
  - i. Any act involving the possession, distribution, or sale of any child-related pornography;
  - ii. Any act of a sexual nature involving a minor or minors; or
  - iii. Any act involving theft or fraud.

#### Records

28. The Screening Committee will retain no copies of PRCs and Screening Disclosure Forms, but may retain written records of communication with the Membership coordinator and with individuals whose PRCs and Screening disclosure Forms indicate a relevant offence, as well as copies of its decisions and written reasons



for decisions. 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.

## 9. Code of Conduct

### Definitions

1. The following terms have these meanings in this Code:

- a) “*Association*” – Boxing Ontario
- b) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association

### Purpose

2. The purpose of this Code is to ensure a safe and positive environment by making Individuals aware that there is an expectation of appropriate behaviour consistent with this Code. The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

### Application of this Code

3. This Code applies to Individuals’ conduct during the Association’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Association’s activities, the Association’s office environment, and any meetings.

4. This Code also applies to Individuals’ conduct outside of the Association’s business, activities, and events when such conduct adversely affects relationships within the Association and/or its Members (and its work and sport environment) and is detrimental to the image and reputation of the Association. Such jurisdiction will be determined by the Association at its sole discretion.

5. An Individual who violates this Code may be subject to sanctions pursuant to the Association’s *Discipline and Complaints Policy*.

6. An employee of the Association found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Association’s *Human Resources Policy* as well as the employee’s Employment Agreement, as applicable.

### Responsibilities

7. Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of the Association members and other individuals by:
  - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
  - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individual or the Association
  - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
  - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
  - v. Consistently treating individuals fairly and reasonably
  - vi. Ensuring adherence to the rules of the sport and the spirit of those rules

b) Refrain from any behaviour that constitutes **harassment**. Types of behaviour that constitute harassment include, but are not limited to:

- a. Written or verbal abuse, threats, or outbursts
- b. The display of visual material which is offensive or which one ought to know is offensive

- c. Unwelcome remarks, jokes, comments, innuendo, or taunts
- d. Leering or other suggestive or obscene gestures
- e. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
- f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- g. Any form of hazing
- h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
- i. Unwelcome sexual flirtations, advances, requests, or invitations
- j. Physical or sexual assault
- k. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
- l. Retaliation or threats of retaliation against an individual who reports harassment

c) Refrain from any behaviour that constitutes **workplace harassment or workplace violence**, where workplace harassment is defined as conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; and where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Workplace matters should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment or workplace violence include, but are not limited to:

*Workplace Harassment*

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails
- iii. Inappropriate touching, advances, suggestions or requests
- iv. Displaying or circulating offensive pictures, photographs or materials
- v. Psychological abuse
- vi. Discrimination
- vii. Intimidating words or conduct (offensive jokes or innuendos)
- viii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning

*Workplace Violence*

- ix. Verbal threats to attack a worker
- x. Sending to or leaving threatening notes or emails
- xi. Making threatening physical gestures
- xii. Wielding a weapon
- xiii. Hitting, pinching or unwanted touching which is not accidental
- xiv. Blocking normal movement or physical interference, with or without the use of equipment
- xv. Sexual violence
- xvi. Any attempt to engage in the type of conduct outlined above

d) Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:

- i. Sexist jokes
- ii. Display of sexually offensive material
- iii. Sexually degrading words used to describe a person
- iv. Inquiries or comments about a person's sex life
- v. Unwelcome sexual flirtations, advances, or propositions
- vi. Persistent unwanted contact

e) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Association adopts and adheres to the Canadian Anti-Doping Program. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Association or any other sport Association

f) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)

g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities

h) Refrain from consuming alcohol, tobacco products, or recreational drugs while participating in Association programs, activities, competitions, or events. In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Association's events

i) Respect the property of others and not willfully cause damage

j) Adhere to all federal, provincial, municipal and host country laws

k) Comply, at all times, with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

l) When driving a vehicle with an Individual:

i. Not Have his or her license suspended

ii. Be under the influence of alcohol, illegal drugs or substances

iii. Have valid car insurance

m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.

### **Board/Committee Members**

8. In addition to section 7 (above), Association's Directors and Committee Members will have additional responsibilities to:

a) Function primarily as a member of the board and/or committee(s) of Association; not as a member of any other particular member or constituency

b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Association's business and the maintenance of Individuals' confidence

c) Ensure that the Association's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities

d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Association

e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism

f) Behave with decorum appropriate to both circumstance and position

- g) Keep informed about the Association's activities, the provincial sport community, and general trends in the sectors in which they operate
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Association is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Respect the decisions of the majority and resign if unable to do so
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all Association governance documents
- m) Conform to the bylaws and policies approved by Association

### **Coaches**

9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
- c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- d) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
- e) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- g) Act in the best interest of the athlete's development as a whole person
- h) Comply with the Association's *Screening Policy*
- i) Report to the Association any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
- k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- l) Dress professionally, neatly, and inoffensively

- m) Use inoffensive language, taking into account the audience being addressed
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- p) Refrain from using their power or authority to coerce another person to engage in or tolerate sexual or harmful activities.
- q) Refrain from conduct that causes physical or emotional harm to Individuals
- r) Prevent the use of power or authority in an attempt, successful or not, to coerce another person to engage in or tolerate sexual activity.

### **Athletes**

10. In addition to section 7 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements
- b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the Association's rules and requirements regarding clothing and equipment
- e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- f) Dress in a manner representative of the Association; focusing on neatness, cleanliness, and discretion
- g) Act in accordance with the Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

### **Officials**

11. In addition to section 7 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the Association by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals
- f) Not publicly criticize other officials or any club or the Association
- g) Act openly, impartially, professionally, lawfully, and in good faith
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings
- i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Association at the earliest possible time
- k) When writing reports, set out the true facts
- l) Dress in proper attire for officiating

### **Parents/Guardians and Spectators**

12. In addition to paragraph 7 above, Parents/Guardians and Spectators at events will:

- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
- b) Condemn the use of violence in any form
- c) Never ridicule a participant for making a mistake during a performance or practice
- d) Provide positive comments that motivate and encourage participants continued effort
- e) Respect the decisions and judgments of officials, and encourage athletes to do the same. Feedback on competition performances is provided by officials only to the coaching staff, so parents are encouraged to discuss any questions with your athletes coach
- f) Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
- g) Respect the decisions and judgments of officials, and encourage athletes to do the same
- h) Never question an officials' or staffs' judgment or honesty
- i) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
- j) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- k) Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators

## **10. Dispute Resolution Policy**

Definitions 1. The following terms have these meanings in this Policy:

a) "Association" – Boxing Ontario

Purpose 1. The Association supports the principles of Alternate Dispute Resolution (ADR) and is committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes.

2. The Association encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Association believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Application of this Policy

3. This Policy applies to all disputes within the Association when all parties to the dispute agree that such a course of action would be mutually beneficial. Facilitation and Mediation

4. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed by the Association to mediate or facilitate the dispute.

5. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.

6. Should a negotiated decision be reached, the decision shall be reported to, and approved by the Association.

7. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of Association's Discipline and Complaints Policy or Appeal Policy.

8. The costs of mediation and facilitation will be shared equally by the parties or paid by the Association upon their sole discretion. Final and Binding

9. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.

10. No action or legal proceeding will be commenced against Association or its Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by its governing documents.



## **11. Regional Boundaries**

### **Regional Boundaries**

The Regional Boundaries of Boxing Ontario can be found in the Constitution & Bylaws:

### **Purpose**

The purpose of regional boundaries is to assist in the assignment of officials for events sanctioned by Boxing Ontario. Each region will have a Regional Official, whose duties are outlined in Appendix 'A' of this document.

## 12. Sanctioning Policy

### Definitions

1. The following terms have these meanings in this Policy:

- a) “*Events*” – includes sanctioned club shows and tournaments
- b) “*Club*” – A club that is a registered member in good standing with Boxing Ontario
- c) “*Individuals*” – all individuals employed by, or engaged in activities with, Boxing Ontario including but not limited to, convenors, athletes, coaches, officials, volunteers, managers, administrators, and Directors and Officers of Boxing Ontario

### Purpose

2. Boxing Ontario is committed to providing an environment that promotes safe, standard and fair competition; and as such, Clubs wishing to run Events must first seek approval and sanction from Boxing Ontario. Irresponsible behaviour, unfair competition, or an unsafe environment can result in severe damage to the sport, to Boxing Ontario, and to its Clubs. This Policy provides sanctioning regulations that will help ensure that Events are safe, fair, and protect the health and welfare of the participants.

### Application of this Policy

3. This Policy applies to all Events that are organized and run by Clubs.

### Insurance

4. Only Events sanctioned by Boxing Ontario are provided access to Boxing Ontario’s insurance.

### Eligibility

5. Clubs are eligible to run Events if the Club:

- a) Is a member in good standing with Boxing Ontario
- b) Agrees to the Club Responsibilities, as described in **Appendix A**
- c) Agrees to comply with the Sanctioned Event Compliance Regulations, as described in this Policy
- d) Applies for and is granted a Sanction

### Requesting a Sanction

6. Requests for Event sanctions must be submitted to Boxing Ontario by the following deadlines:

- i. For club shows: At least thirty-five (35) days prior to the Event
- ii. For tournaments: At least ninety (90) days prior to the Event

7. Requests for sanctions submitted after the deadline must be accompanied by a written statement giving reasons for requesting an exemption to the deadline. The decision to accept, or not accept, the late sanction request will be at the sole discretion of Boxing Ontario and may not be appealed.

8. Requests for Event sanctions must be accompanied by the following:

- i. For club shows: Signed Club Show Sanction Contract with a \$200 fee
- ii. For tournaments: Signed Tournament Contract with a \$750 fee

9. If the Event is cancelled, fees may be refunded up to seven (7) days prior to the Event.

10. The request for sanction will be approved or refused by Boxing Ontario.

### Sanction Request Evaluation

11. For each sanction request, Boxing Ontario will consider the following:

- a) Club's status with Boxing Ontario
- b) Club's ability to fulfill the Club Responsibilities
- c) Club's ability to comply with the Compliance Regulations
- d) Submission of the signed contract and fee
- e) Success of previous sanctioned Events (if applicable)
- f) Issues with previous sanctioned Events (if applicable)
- g) Any issue or matter which Boxing Ontario deems may affect Boxing Ontario's ability to obtain insurance coverage
- h) Any other issue or matter which Boxing Ontario deems may damage the reputation of Boxing Ontario or that may introduce unreasonable safety concerns

**Sanction Request Refusals**

- 12. If the sanction is refused, Boxing Ontario will provide reasons for the refusal.
- 13. Sanction request refusals may be appealed under the terms of Boxing Ontario's *Appeals Policy*.

**Sanctioned Request Approvals**

- 14. If the sanction is approved, Boxing Ontario will have responsibilities as described in **Appendix A**.
- 15. For each sanctioned Event, Boxing Ontario will appoint a Regional Supervisor who will have responsibilities as described in **Appendix A**.
- 16. Sanctioned events must comply with the Sanctioned Event Compliance Regulations, as described in this Policy.
- 17. Sanctions are not transferable and new sanctions must be obtained each year for annual Events.

**Sanctioned Event Compliance Regulations**

- 18. The Event must be conducted in accordance all applicable policies and technical standards as established by Boxing Ontario and Boxing Canada.
- 19. The Club must fulfill the Club Responsibilities as described in **Appendix A**.
- 20. If alcoholic beverages are to be sold at the Event, it is the responsibility of the Club to ensure that all permits, rules and regulations of the LLBO (Liquor Licensing Control Board of Ontario) are adhered to. A copy of the liquor permit must be submitted to Boxing Ontario prior to the event.
- 21. If fundraising is to occur through the sale of 50-50 tickets, raffle tickets or other gaming activity, it is the responsibility of the Club to ensure that all applicable provincial and municipal gaming permits, rules and regulations are adhered to.

**Sanction Revocation**

- 22. A sanction may be revoked at the discretion of Boxing Ontario under the following circumstances:
  - a) Anytime in advance of the Event if the Club fails to fulfill its obligations under this Policy or as described in the signed Club Show Contract or Tournament Contract, as applicable
  - b) During the Event if Boxing Ontario's Regional Supervisor determines that technical standards are not being met or if the safety of participants or patrons is at risk. In this case, the Event will terminate immediately.

**Club Responsibilities**

1. For each sanctioned event, the Club must:

- a) Work with Boxing Ontario's Regional Supervisor to ensure the Event is conducted in a safe manner
- b) Provide a venue of suitable size with at least a two-metre-wide area around the ring for the protection of competitors, coaches, and officials
- c) Provide tabled seating space around the ring for officials, doctors, timekeepers, and the announcer
- d) Provide rooms to conduct pre-bout medicals, weigh-ins, and draw (if applicable), including separate rooms for male and female athletes
- e) Provide a minimum of three sets of AIBA-approved or USA-approved 10 oz. boxing gloves (16 oz. for masters) in good condition (no material tears, cracks, product degeneration) and sufficient personnel for gloving prior to bouts. (Gloves may be supplied by the Regional Supervisor with prior arrangement and payment of the Glove Rental fee)
- f) Arrange for pre-competition medical examinations using the services of a licensed Ontario physician, and ensure a physician is ringside for all bouts
- g) Pay the appropriate honoraria and expense reimbursement to officials designated by Boxing Ontario
- h) Display Boxing Ontario and sponsors' signage and banners as directed by Boxing Ontario's Executive Director, complying with all Boxing Ontario sponsorship agreements in effect. Allow Boxing Ontario sponsors and official suppliers to participate in promotion sales or advertising relating to the Event. The terms of such participation will be as determined in consultation with Boxing Ontario prior to the Event.
- i) Adhere to the Regional Supervisor's requests for compliance with any additional requirements that Boxing Ontario may impose to fulfill its duty to provide a safe environment for competitors, coaches, officials and patrons
- j) Provide scales at least two hours in advance of the Event and complete all weigh-ins (in kilograms) at least one hour prior to the Event
- k) Provide emergency phone services
- l) Ensure ambulance capabilities are available
- m) Provide the Regional Supervisor with Pre-Match Bout Sheets at least 48 hours in advance of the Event
- n) Confirm there is a strategy to disperse the crowd and to alleviate congestion
- o) Ensure there is adequate supervision available to control crowd behaviour
- p) Ensure that the venue's exit points are clear and useable and that fire detection systems are in working order
- q) Ensure there is an appointed individual who is able to:
  - i. Calm crowd behaviour, via a PA announcement, and assist in an emergency
  - ii. Take steps to assist in controlling crowd behaviour

### **Boxing Ontario Responsibilities**

2. After approving a sanction request, Boxing Ontario will:

- a) Through its Regional Supervisor, designate a sufficient number of officials to serve as referees and judges for the Event, and appoint from among these officials a Regional Supervisor for the Event.
- b) Endeavour to provide general liability insurance for the Event that names as Insured the Club and any Additional Insured that the Club is required to provide insurance for, such as the facility owner (as approved by the insurance company) This insurance relates to the activity of boxing and does not extend to other unassociated activities such as sale service or consumption of alcohol. If additional insurance is required, the Club must contact Boxing Ontario's Executive Director.

### **Regional Supervisor Responsibilities**

3. At each sanctioned Event, Boxing Ontario's appointed Regional Supervisor will:

- a) Strictly enforce Boxing Ontario's policies for club, competitor and coach eligibility, which are contained in Boxing Ontario's bylaws and policies, and are as follows:
- i. A participating club, competitor or coach must be in good standing with Boxing Ontario, where good standing means there are no dues or debts owed to Boxing Ontario; there are no restrictions or suspensions imposed; the Bylaws, policies, and rules of Boxing Ontario have been complied with; and the club, competitor or coach is not subject to any disciplinary investigation or action by Boxing Ontario, or if subject to discipline action previously, has fulfilled all terms and conditions of such disciplinary action.
  - ii. A competitor must be currently registered as a competitor with both Boxing Ontario and Boxing Canada and must be in possession of a competitor's passport.
  - iii. A coach must be currently registered as a coach with both Boxing Ontario and Boxing Canada and must be in possession of a coach's registration card.
  - iv. Where the participating club, competitor or coach does not reside in Ontario, they must be registered (current year) and in good standing of the equivalent sport-governing body having jurisdiction where they reside. They too must also be in possession of a boxer's passbook (for athletes) or valid coach card (for coaches).
- b) Monitor the Club's adherence to the Club Responsibilities, compliance with regulations, and technical and safety standards
- c) Terminate the Event if technical standards are not being met or if the safety of participants or patrons is at risk

**Restrictions** – Members shall at all times comply with the Articles and Rules of the Canadian Amateur Boxing Association and the International Amateur Boxing Association as they relate to the definition of "amateur" and in particular, shall not participate in the following:

- a) Contests or exhibitions against or in conjunction with clubs that are not Members of Boxing Ontario, or affiliated with the Canadian Amateur Boxing Association or the International Amateur Boxing Association; b) Sparring sessions involving professional athletes where a public admission is charged or a collection taken;
- c) Any contests connected with "Kick-Boxing" or "Tough Man/Woman" types of events; or
- d) Contests taking place in venues where, within the previous or next thirty (30) minutes, professional athletes, wrestlers or kick-athletes have participated or will participate, either in competition, sparring or exhibition bouts.

### **13. Safe Weight Management Policy**

Boxing Ontario opposes excessive weight loss. Excessive weight loss places athletes at risk both physically and from the standpoint of enjoyment of participation.

For the purposes of weight loss, the coach is deemed to be responsible for the weight loss practices of their athletes. It is the coach's responsibility to be aware of, and prevent excess & dangerous weight loss. Coaches are advised to monitor the weight of their athletes and their overall physical condition on a regular basis.

Coaches are encouraged to educate athletes of the negative health and performance impacts of excessive weight loss. Such educational material can be found on Boxing Canada's website and is available via request from Boxing Ontario. Athletes following excess weight loss practices should be counselled and educated.

Extreme measures of weight loss include:

- The use of diuretics and other medications
- The use of saunas.
- The use of rubber suits or other vapour impermeable clothing, as well as the use of excessive clothing.

Coaches whose athletes found to be using excessive weight loss techniques, or who appear to be suffering the effects of excessive weight loss techniques will be educated on Boxing Ontario's policy, and will also be required to educate their athletes on the policy as well. Failure to comply with this policy will be considered a violation under Boxing Ontario's Code of Conduct Section 9 (b).

## 14. Equity and Inclusion Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) *“Members”* - All categories of membership defined in Boxing Ontario’s Bylaws, as well as all individuals employed by, or engaged in activities with, Boxing Ontario including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of Boxing Ontario
  - b) *Under-Represented Groups* – Under-Represented Groups include women, children in low income families, Indigenous people, people with disabilities, newcomers to Canada, and members of the LGBTQ community

### Purpose

2. Boxing Ontario is committed to encouraging inclusion, equity and access in its administration, policies, programs, and activities. The purpose of this Policy is to ensure that Boxing Ontario provides its’ Members with a full and equitable range of opportunities to participate and lead.

### Procedures

3. Boxing Ontario will enhance the quality of, and increase the level of participation in, Boxing Ontario’s leadership and programs by:
  - a) Supporting inclusion, equity, and access for Under-Represented Groups
  - b) Ensuring that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering Boxing Ontario’s programs and policies
  - c) Ensuring that individuals from Under-Represented Groups have no barriers to participation in Boxing Ontario’s programs, training, and coaching opportunities
  - d) Dealing with any incidence of discriminatory behaviour according to Boxing Ontario’s *Code of Conduct and Ethics*

### Decision-Making

4. Boxing Ontario will encourage balanced representation by Under-Represented Groups on its Board and on all committees.

### Communications

5. Boxing Ontario will ensure that Under-Represented Groups are portrayed equitably in promotional materials and official publications, and that gender-neutral language is used in all communications.

### Ongoing Commitment to Inclusion, Diversity and Equity

6. Boxing Ontario understands that one key to being a more inclusive, diverse, and equitable organization is to incorporate equity principles in all strategies, plans and actions of the organization, whether they relate to technical programs, operations, business management, sponsorship, marketing, media or communications. Boxing Ontario resolves to incorporate equity concerns in its own strategies, plans, actions, and operations on a continuing basis.

### Evaluation

7. Boxing Ontario will continually monitor and evaluate its inclusion, equity, and access progress.

## 15. Confidentiality Policy

### Definitions

1. The following terms have these meanings in this Policy:
  - a) *“Confidential Information”* – Personal information of Boxing Ontario Representatives including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, *Confidential Information* also covers information considered to be intellectual property of Boxing Ontario such as data, proprietary information, business information, and trade secrets
  - b) *“Representative”* – All individuals employed by, or engaged in activities on behalf of, Boxing Ontario. Representatives include, but are not limited to, staff, administrators, Directors and Officers of Boxing Ontario, committee members, and volunteers
  - c) *“Members”* - All categories of membership defined in Boxing Ontario’s Bylaws, as well as all individuals employed by, or engaged in activities with, Boxing Ontario including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of Boxing Ontario

### Purpose

2. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to Boxing Ontario.

### Scope and Application

3. This policy applies to all Members and Representatives of Boxing Ontario.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain.
5. Representatives voluntarily publishing or consenting to the publication of Confidential Information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that Confidential Information for as long as it is available publicly.

### Responsibilities

6. Representatives and Members will not, either during the period of their involvement/employment with Boxing Ontario or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
7. Representatives and Members will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the express written consent of Boxing Ontario.
8. Representatives and Members will not use, reproduce, or distribute Confidential Information without the express written consent of Boxing Ontario.
9. All documents and written materials relating to Confidential Information will remain the property of Boxing Ontario and, upon termination of involvement/employment with Boxing Ontario or upon request of Boxing Ontario, Representatives will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

### Intellectual Property



10. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with Boxing Ontario will be owned solely by Boxing Ontario, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. Boxing Ontario may grant permission for others to use its intellectual property.

**Enforcement**

11. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or sanctions pursuant to Boxing Ontario's *Discipline and Complaints Policy*.

## 16. Privacy Policy

*For not-for-profit organizations in Ontario, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by Boxing Ontario*

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Commercial Activity*” – any particular transaction, act or conduct that is of a commercial character.
  - b) “*Personal Information*” – any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions
  - c) “*Stakeholder*” – Individuals employed by, or engaged in activities on behalf of, Boxing Ontario including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and directors and officers of Boxing Ontario
  - d) “*Member*” - All categories of membership defined in Boxing Ontario’s *Constitution and Bylaws* as well as all individuals employed by, or engaged in activities with, Boxing Ontario including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of Boxing Ontario

### Purpose

2. Boxing Ontario recognizes Members’ right to privacy with respect to their Personal Information. This Policy describes the way that Boxing Ontario collects, uses, safeguards, discloses, and disposes of Personal Information.

### Application of this Policy

3. This Policy applies to all Stakeholders and Members in connection with personal information that is collected, used or disclosed during Boxing Ontario activity.
4. Except as provided in PIPEDA, Boxing Ontario’s Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

### Obligations

5. Boxing Ontario is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.
6. In addition to fulfilling the legal obligations required by PIPEDA, Boxing Ontario Stakeholders will not:
  - a) Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Member
  - b) Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information
  - c) In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest
  - d) Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with Boxing Ontario

- e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information

### **Accountability**

- 7. The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

Boxing Ontario  
3701 Danforth Ave  
Toronto, Ontario  
M1N 2G2  
Telephone: (416) 426-7491  
Fax: (416) 426-7491

- 8. Duties - The Privacy Officer will:
  - a) Implement procedures to protect personal information
  - b) Establish procedures to receive and respond to complaints and inquiries
  - c) Record all persons having access to personal information
  - d) Ensure any third party providers abide by this policy
  - e) Train and communicate to staff information about Boxing Ontario's privacy policies and practices.

### **Identifying Purposes**

- 9. Boxing Ontario may collect Personal Information from Members and prospective Members for purposes that include, but are not limited to:

#### *Communications*

- a) Sending communications in the form of e-news or a newsletter with content related to Boxing Ontario programs, events, fundraising, activities, discipline, appeals, and other pertinent information
- b) Publishing articles, media relations and postings on Boxing Ontario website, displays or posters
- c) Award nominations, biographies, and media relations
- d) Communication within and between Stakeholders and Members
- e) Discipline results and long term suspension list
- f) Checking residency status

#### *Registration, Database Entry and Monitoring*

- g) Registration of programs, events and activities
- h) Database entry at the Coaching Association of Canada and to determine level of coaching certification coaching qualifications and coach selection.
- i) Database entry to determine level of officiating certification and qualifications
- j) Determination of eligibility, age group and appropriate level of play/competition
- k) Player Registration, outfitting uniforms, and various components of athlete and team selection
- l) Technical monitoring, officials training, educational purposes, sport promotion, and media publications

### *Sales, Promotions and Merchandising*

- m) Purchasing equipment, coaching manuals, resources and other products
- n) Promotion and sale of merchandise

### *General*

- o) Travel arrangement and administration
  - p) Implementation of Boxing Ontario screening program
  - q) Medical emergency, emergency contacts or reports relating to medical or emergency issues
  - r) Determination of membership demographics and program wants and needs
  - s) Managing insurance claims and insurance investigations
  - t) Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends
  - u) Video recording and photography for promotional use, marketing and advertising by Boxing Ontario
  - v) Payroll, honorariums, company insurance and health plans
10. Boxing Ontario's Stakeholders may collect Personal Information from Members and prospective Members for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Members or prospective Members.

### **Consent**

11. By providing Personal Information to Boxing Ontario, Members are implying their consent to the use of that Personal Information for the purposes identified in the **Identifying Purposes** section of this Policy.
12. At the time of the collection of Personal Information and prior to the use or disclose of the Personal Information, Boxing Ontario will obtain consent from Members by lawful means. Boxing Ontario may collect Personal Information without consent when it is reasonable to do so and permitted by law.
13. In determining whether to obtain written or implied consent, Boxing Ontario will take into account the sensitivity of the Personal Information, as well the Members' reasonable expectations. Members may consent to the collection and specified use of Personal Information in the following ways:
- a) Completing and/or signing an application form
  - b) Checking a check box, or selecting an option (such as 'Yes' or 'I agree')
  - c) Providing written consent either physically or electronically
  - d) Consenting orally in person
  - e) Consenting orally over the phone
14. Boxing Ontario will not, as a condition of providing a product or service, require Members to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.
15. A Member may withdraw consent in writing, at any time, subject to legal or contractual restrictions. Boxing Ontario will inform the Member of the implications of withdrawing consent.
16. Boxing Ontario will not obtain consent from Members who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.

17. Boxing Ontario is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Member's knowledge or consent, only if:
  - a) It is clearly in the Member's interests and the opportunity for obtaining consent is not available in a timely way
  - b) Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law
  - c) An emergency threatens a Member's life, health, or security
  - d) The information is publicly available as specified in PIPEDA
  
18. Boxing Ontario is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.
  
19. Boxing Ontario may disclose Personal Information without the Member's knowledge or consent only:
  - a) To a lawyer representing Boxing Ontario
  - b) To collect a debt that the Member owes to Boxing Ontario
  - c) To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction
  - d) To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law
  - e) To an investigative body named in PIPEDA or a government institution, if Boxing Ontario believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if Boxing Ontario suspects the Personal Information relates to national security or the conduct of international affairs
  - f) To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law
  - g) In an emergency threatening an Member's life, health, or security (Boxing Ontario will inform the Member of the disclosure)
  - h) To an archival institution
  - i) 20 years after the individual's death or 100 years after the record was created
  - j) If it is publicly available as specified in PIPEDA
  - k) If otherwise required by law

**Accuracy, Retention, and Openness**

20. In order to minimize the possibility that inappropriate Personal Information may be used to make a decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.
  
21. Personal Information will be retained as long as reasonably necessary to enable participation in Boxing Ontario programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
  
22. Boxing Ontario's Stakeholders will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with Boxing Ontario's Confidentiality Policy

23. Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.
24. Personal Information that has been used to make a decision about a Member will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.
25. Boxing Ontario will make the following information available to Members:
  - a) This *Privacy Policy*
  - b) Any additional documentation that further explains Boxing Ontario's *Privacy Policy*
  - c) The name or title, and the address, of the person who is accountable for Boxing Ontario's *Privacy Policy*
  - d) The means of gaining access to Personal Information held by Boxing Ontario
  - e) A description of the type of Personal Information held by Boxing Ontario, including a general account of its use
  - f) Identification of any third parties to which Personal Information is made available

### **Access**

26. Upon written request, and with assistance from Boxing Ontario after confirming the Member's identity, Members may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Members are also entitled to be informed of the source of the Personal Information, and provided with an account of third parties to which the Personal Information has been disclosed.
27. Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Member, at no cost to the Member, within thirty (30) days of receipt of the written request.
28. Members may be denied access to their Personal Information if the information:
  - a) Is prohibitively costly to provide
  - b) Contains references to other individuals
  - c) Cannot be disclosed for legal, security, or commercial proprietary purposes
  - d) Is subject to solicitor-client privilege or litigation privilege
29. If Boxing Ontario refuses a request for Personal Information, it shall inform the Member the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

### **Compliance Challenges**

30. Members are able to challenge Boxing Ontario for its compliance with this Policy.
31. Upon receipt of a complaint, Boxing Ontario will:
  - a) Record the date the complaint is received
  - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
  - c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint
  - a) Appoint an investigator using Boxing Ontario's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel
  - d) Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to Boxing Ontario

- e) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures
32. Boxing Ontario will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any Boxing Ontario Member or Stakeholder who:
- a) Challenges Boxing Ontario for its compliance with this Policy
  - b) Refuses to contravene this Policy or PIPEDA
  - c) Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Member

**Website Copyright and Legal Disclaimer**

33. This website is created and controlled by Boxing Ontario in the province of Ontario and as such, the laws of the province of Ontario will govern these disclaimers, terms, and conditions.
34. This website is a product of Boxing Ontario. The information on this website is provided as a resource to those interested in Boxing Ontario. Boxing Ontario 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 Boxing Ontario is not responsible or 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 Boxing Ontario. Boxing Ontario reserves the right to make changes to this website at any time without notice.
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## **17. HARRASSMENT POLICY**

### **POLICY STATEMENT**

1. Boxing Ontario is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada. — Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code. — Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another. — Boxing Ontario is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.

2. This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials and members of Boxing Ontario. Boxing Ontario encourages the reporting of all incidents of harassment, regardless of who the offender may be.

3. This policy applies to harassment which may occur during the course of all Boxing Ontario business, activities and events. It also applies to harassment between individuals associated with Boxing Ontario but outside Boxing Ontario business, activities and events when such harassment adversely affects relationships within the Amateur Boxing Association's work and sport environment.

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

### **DEFINITIONS**

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

6. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors 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 offensive environment.

7. Types of behavior which constitute harassment include but are not limited to: — written or verbal abuse or threats; — the display of visual material which is offensive or which one ought to know is offensive; — unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation; — leering or other suggestive or obscene gestures; — condescending, paternalistic or patronizing behavior which undermines self-esteem, diminishes performance or adversely affects working conditions; — practical jokes which 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 or invitations; or — physical or sexual assault. Sexual harassment most commonly occurs in the form of behavior by males toward females; however, sexual harassment can also occur between males, between females or as behavior by females toward males.



9. For the purposes of this policy, retaliation against an individual: o for having filed a complaint under this policy; or o for having participated in any procedure under this policy; or o for having been associated with a person who filed a complaint or participated in any procedure under this policy; will be treated as harassment and will not be tolerated.

## **RESPONSIBILITY**

10. Boxing Ontario (director responsible for this policy) and senior staff members are responsible for the implementation of this policy. In addition, Boxing Ontario (director responsible for this policy) and senior staff members are responsible for: — discouraging and preventing harassment within Boxing Ontario; — investigating formal complaints of harassment in a sensitive, responsible and timely manner; — imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender; — providing advice to persons who experience harassment; — doing all in their power to support and assist any employer or member of Boxing Ontario who experiences harassment by someone who is not an employee or member of the Boxing Association; — making all members and employees of Boxing Ontario aware of the problem of harassment, and in particular, sexual harassment and of the procedures contained in this policy; — informing both complainants and respondents of the procedures contained in this policy and of their rights under the law; — regularly reviewing the terms of this policy to ensure that they adequately meet the organization's legal obligations and public policy objectives — appointing harassment officers and providing the training and resources they need to fulfill their responsibilities under this policy; and — appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy.

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

12. In the event that either Boxing Ontario (director responsible for this policy) or the senior staff member are involved in a complaint which is made under this policy, Boxing Ontario's president shall appoint a suitable alternate for the purposes of dealing with the complaint.

## **COACH/ATHLETE SEXUAL RELATIONS**

13. Boxing Ontario takes the view that intimate sexual relationships between coaches and adult athletes, while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches and on Boxing Ontario's public image. Boxing Ontario therefore takes the position that such relationships are unacceptable for coaches coaching at the following levels: Junior A, B, C, and Intermediates. Should a sexual relationship develop between an athlete and a coach, Boxing Ontario will investigate and take action which could include reassignment or if this is not feasible, a request for resignation or dismissal from employment.

## **DISCIPLINARY ACTION**

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

## **CONFIDENTIALITY**

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

16. Boxing Ontario shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint or the name of the respondent unless such disclosure is required by disciplinary or other remedial process.

## **HARASSMENT**

17. Boxing Ontario shall appoint at least two persons, one male and one female, who are themselves members or employees of the sport organization, to serve as officers under this policy. If more than two officers are appointed, Boxing Ontario shall ensure a gender balance.

18. The role of harassment officers is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written officers shall be directly responsible to Boxing Ontario (director responsible for this policy).

19. Boxing Ontario shall ensure that officers receive appropriate training and support for carrying out their responsibilities under this policy.

## **COMPLAINT PROCEDURE**

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

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

22. The harassment officer shall inform the complainant of: — the options for pursuing an informal resolution of his or her complaint; — the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible; — the availability of counseling and other support provided by Boxing Ontario; — the confidentiality provisions of this policy; — the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process; — the external mediation/arbitration mechanisms that may be available; — the right to withdraw from any further action in connection with the complaint at any stage (even though Boxing Ontario might continue to investigate the complaint); and — other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.

23. There are four possible outcomes to this initial meeting of complainant and officer.

a) The complainant and officer agree that the conduct does not constitute harassment. — If this occurs, the harassment officer will take no further action and will make no written record.

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

c) The complainant brings evidence of harassment and decides to lay a formal written complaint. — If this occurs, the harassment officer will assist the complainant in drafting a formal written complaint, to be signed by the complainant and a copy given to the respondent without delay. The written complaint would set out the detail of the incident(s), the names of any witnesses to the incident(s) and should be dated and signed. — The respondent will be given an opportunity to provide a written response to the complaint. The harassment officer may assist the respondent in preparing this response.

d) The complainant brings evidence of harassment but does not wish to lay a formal complaint. — If this occurs, the harassment officer must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant. — When the harassment officer decides that the evidence and surrounding circumstances require a formal written complaint, the harassment officer will issue a formal written complaint and, without delay, provide copies of the complaint to both complainant and the respondent.

24. As soon as possible after receiving the written complaint, but within 21 days, the harassment officer shall submit a report to the Boxing Ontario (director responsible for this policy) and senior staff member, containing the documentation filed by both parties along with a recommendation that: — no further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or — the complaint should be investigated further. A copy of this report shall be provided, without delay, to both the complainant and the respondent.

25. In the event that the harassment officer's recommendation is to proceed with an investigation, Boxing Ontario (director responsible for this policy) and senior staff member shall within 14 days appoint three members of Boxing Ontario to serve as a case review panel. This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.

26. Within 21 days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide provided that: — the complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of the hearing; — members of the panel shall select a chairperson from among themselves; — a quorum shall be all three panel members; — decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chair person will be the decision of the panel; — the hearing shall be held in camera; — both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed, (unless the complainant decided not to lay a formal complaint, but the officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed; — the complainant and respondent may be accompanied by a representative or adviser; — the harassment officer may attend the hearing at the request of the panel.

27. Within 14 days of the hearing, the case review panel shall present its findings in a report to Boxing Ontario (director responsible for this policy) and senior staff member, which shall contain: — a summary of the relevant facts; — a determination as to whether the acts complained of constitute harassment as defined in this policy; — recommended disciplinary action against the respondent, if the acts constitute harassment; and — recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.

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

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

30. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as: — the nature of the harassment; — whether the harassment involved any physical contact; — whether the harassment was an isolated incident or part of an ongoing pattern; — the nature of the relationship between complainant and the harasser; — the age of the complainant; — whether the harasser admitted responsibility and expressed a willingness to change; and — whether the harasser retaliated against the complainant.

31. In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment: — a verbal apology; — a written apology; — a letter of reprimand from the sport organization; — a fine or levy; — referral to counseling; — removal of certain privileges of membership or employment; — demotion or a pay cut; — temporary suspension with or without pay; — termination of employment or contract; or — expulsion from membership.

32. Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the harassment officer's files. These files shall be kept confidential and access to them shall be restricted to Boxing Ontario (director responsible for this policy), the senior staff member and harassment officers.

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

#### **PROCEDURE WHERE A PERSON BELIEVES THAT A COLLEAGUE HAS BEEN HARASSED**

34. Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to a harassment officer, the officer shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with Section 22. APPEALS

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

36. Permissible grounds for an appeal are: — the panel did not follow the procedures laid out in this policy; — members of the panel were influenced by bias; or — the panel reached a decision which was grossly unfair or unreasonable.

37. In the event that a notice of appeal is filed, Boxing Ontario (director responsible for this policy) and senior staff member shall together appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with either the complainant or respondent and no prior involvement in the dispute between them.

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

39. Within ten days of its appointment, the appeal body shall present its findings in a report to Boxing Ontario (director responsible for this policy) and senior staff member. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures.

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

41. The decision of the appeal body shall be final.

#### **REVIEW AND APPROVAL**

42. This policy shall be review by Boxing Ontario (director responsible for this policy) and senior staff member on an annual basis.

## 18. Appeal Policy

### Definitions

1. The following terms have these meanings in this Policy:

- a) "Appellant" – The Party appealing a decision
- b) "Association" – Boxing Ontario
- c) "Days" – Days including weekend and holidays
- d) "Individuals" – All categories of membership defined in the Association's Bylaws, as well as all individuals engaged in activities with the Association including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Association
- e) "Respondent" – The body whose decision is being appealed

### Purpose

2. The Association provides Individuals with this Appeal Policy to appeal certain decisions made by the Association.

### Scope and Application of this Policy

3. Any Individual who is directly affected by an Association decision will have the right to appeal that decision; provided the appeal falls within the jurisdiction of this Policy and there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.

4. This Policy will not apply to decisions relating to:

- a) Employment
- b) Infractions for doping offenses
- c) The rules of the sport
- d) Substance, content and establishment of team selection criteria
- e) Budgeting and budget implementation
- f) Operational structure and committee appointments
- g) Volunteer appointments and the withdrawal or termination of those appointments
- h) Decisions rendered by entities other than Association (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Association at its sole discretion)
- i) Commercial matters
- j) Decisions made under this Policy

### Timing of Appeal

5. Individuals who wish to appeal a decision have fourteen (14) days from the date on which they received notice of the decision to submit, in writing to the Association, the following:

- a) Notice of the intention to appeal
- b) Contact information and status of the Appellant
- c) Name of the Respondent and any affected parties, when known to the Appellant
- d) Date the Appellant was advised of the decision being appealed
- e) A copy of the decision being appealed, or description of decision if written document is not available f)

Grounds for the appeal

- g) Detailed reasons for the appeal
  - h) All evidence that supports the appeal
  - i) Requested remedy or remedies
  - j) An administration fee of five hundred dollars (\$500) which will be refunded if the appeal is successful or forfeited if the appeal is denied
6. An Individual who wishes to initiate an appeal beyond the fourteen (14) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the fourteen (14) day period will be at the sole discretion of the Case Manager and may not be appealed.

### **Grounds for Appeal**

7. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:

- a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents)
- b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision maker appears not to have considered other views)
- d) Made a decision that was grossly unreasonable

8. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy.

### **Screening of Appeal**

9. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Association may suggest, and the Parties may consent, the appeal to be heard under the Association's Dispute Resolution Policy.

10. Appeals resolved by mediation under the Association's Dispute Resolution Policy will cause the administration fee to be refunded to the Appellant.

11. Should the appeal not be resolved by using the Dispute Resolution Policy, the Association will appoint an independent Case Manager who has the following responsibilities:

- a) Determine if the appeal falls under the scope of this Policy
- b) Determine if the appeal was submitted in a timely manner
- c) Decide whether there are sufficient grounds for the appeal

12. If the appeal is denied on the basis of insufficient ground, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.

13. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel (the "Panel") which shall consist of a single Adjudicator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

### **Procedure for Appeal Hearing**

14. The Case Manager, in cooperation with the Panel, shall then decide the format under which the appeal will be heard. This decision may not be appealed.

15. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone/telecommunications or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The hearing will be held within a timeline determined by the Case Manager or the Panel

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

16. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

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

### **Appeal Decision**

18. The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
- c) Uphold the appeal and vary the decision

19. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

### **Confidentiality**

20. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings. Final and Binding

21. The decision of the Panel will be binding on the Parties and on all the Association's Individuals.

22. No action or legal proceeding will be commenced against the Association or Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by the appeal process as set out in this Policy.



## 19. Social Media Policy

1. Introduction Boxing Ontario realizes that there are many benefits to social media. We recognize it allows us to increase communication between and among our members (i.e. athletes, coaches, officials, volunteers, parents and employees) and partners. It can advance the promotion for a positive profile of our sport and star athletes to a large audience. Social media provides members the opportunity to raise the profile of our sport and help them connect with fans of the sport. Boxing Ontario encourages and supports members to take part in social media to contribute to discussions and share their positive experiences. We recognize the importance of online conversation and respect the right to freedom of speech and social media serving for personal use as well. Boxing Ontario is committed to a sport and work environment that supports responsible and respectful use of social media by our members. All postings made to social media are treated as 'public,' comparable to comments or actions in a public forum or in front of a camera or microphone. This policy describes Boxing Ontario's commitment to providing a positive and respectful platform for our members and the public. This policy should be read in conjunction with Boxing Ontario's Social Media Guidelines for Members, which provides the mechanism for our organization to deal with what we consider damaging messages quickly, responsively and effectively.

2. Policy Details A) Scope This policy applies to all members of Boxing Ontario including, but not limited to, their online behavior when serving as a representative of Boxing Ontario and when participating as a sole individual. Social Media takes many different forms including, but not limited to the following;

- Posted a comment on a blog
- Posted a review or rated a product
- Tweeted anything
- Participated in an online pole
- Posted a status update on Facebook
- Created a LinkedIn Profile Uploaded a video to Youtube
- Shared an image on Flickr
- Shared your location on Foursquare or the like
- Instagram
- Tumbler

• Snapchat This policy covers social media messaging and actions that fall within Boxing Ontario's organizational jurisdiction and includes, but is not restricted to, protection of individuals, our brand, our sport profile, and relationships with our sponsors and funding partners. This policy refers to the use of a broad sweep of online activity including, but not limited to, social, professional and multi-media networks and live-blogging tools. It includes posts (including words, pictures and videos), shares and tweets initiated by an individual, as well as re-tweeting or reposting someone else's comment(s) to one's own social media account. Organizations and individuals are frequently relearning that posting something on social media ensures the near permanent existence of that material, thus we need to be especially careful about our social media use.

B) Standard of Conduct i) Messaging Boxing Ontario's endorses a high standard of behavior when using social media and does not condone any messages that:

- May constitute harassment, discrimination, cyber bullying or violence;
- Are hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals;
- Refer to controversial or potentially inflammatory subjects including, but not limited to, politics, sex, and religion;
- Are damaging to our brand and/or relationships with our stakeholders and funding partners;
- Divulge confidential or proprietary information that belongs to Boxing Ontario's;
- Fails to respect the privacy of others by disclosing personal information without consent.

ii) Posting Only designated individuals may post on the official social media sites (i.e. Facebook, Twitter, Instagram, etc...) of Boxing Ontario's. All official inquiries about Boxing Ontario's must be answered

through the appropriate staff/board members or their designate. Inappropriate messages made by members or public will be removed as soon as possible.

C) Imposing Disciplinary Sanctions Individuals that use social media irresponsibly or disrespectfully in a manner that may bring Boxing Ontario into disrepute and/or is contrary to the Standards of Conduct for messaging and posting explained above could result in Boxing Ontario taken disciplinary actions against said individual. Disciplinary sanctions will reflect the severity of the infraction:

- Minor infractions can be single, largely unintentional breaches of this policy that generally do not result in harm to individuals and/or Boxing Ontario.
  - Major infractions can be single breaches of significance or multiple breaches that violate this policy, which result or have the potential to result in harm to individuals and/or Boxing Ontario. Disciplinary sanctions for minor infractions may include the following:
    - Immediate removal and retraction of messages in question;
    - Verbal or written reprimands;
    - A verbal or written apology; and/or
    - Any other similar sanction considered appropriate relative to the breach. Disciplinary sanctions for major infractions may include:
      - Immediate removal and retraction of messages in question;
      - Formal, written notification of the nature of the violation against the policy;
      - Verbal or written apologies; and/or
      - Reporting to Boxing Ontario for further action. Any individual may appeal the decision and disciplinary sanctions by following the Dispute Resolution and Appeals Policy established by Boxing Ontario.
- Disciplinary sanctions imposed internally by Boxing Ontario do not preclude legal action that may be taken against an individual using social media irresponsibly.

3. Additional Pertinent Information This Social Media Policy is meant to cover existing and emergent online tools and network options. Compliance with this policy could be referenced specifically in Boxing Ontario's agreement and/or contracts with members.

4. Policy Implementation The Boxing Ontario Board of Directors have shared responsibility and accountability to implement and enforce this policy.

## 20. Emergency Medical Response Policy

Boxing Ontario expects that an Emergency Medical Response Plan be in place at all tournaments and club show competitions. Organizers have a responsibility to ensure a safe environment for participating athletes, and should have a clearly documented plan in place to deal with the full spectrum of medical emergencies. Upon approval of a Boxing Ontario club show or tournament sanction, clubs are to complete the Emergency Action Plan. Emergency Action Plan forms are available upon request or will be emailed with your sanction approval. Included in the show's Emergency Action Plan are as follows:

- Emergency Contacts & Phone Numbers
- Nearest Medical Facility Location, with directions
- Evacuation routes
- Checklist of information needed when calling in an emergency.

### Post Injury

#### Steps

1. Bout is stopped
2. Ringside doctor assesses injury A.

#### Injury Deemed Not Serious

1. Bout is ended
2. Boxer safely exits ring
3. Continue assessment outside ring
4. Hand coach/athlete/parents return to play guidelines (speak with doctor)
5. Medical clearance may be required
6. Documentation of event sent to Boxing Ontario via Sport Injury Report Form B.

#### Injury Deemed Serious (out of the ringside doctor's capabilities)

1. Bout is Ended
2. Boxer is monitored by ring side physician
3. Safety person (person in charge) calls emergency services
4. Emergency services arrive and take over scene
5. Documentation of event sent to Boxing Ontario via Sport Injury Report Form

#### FIRE EMERGENCY When fire/ Smoke is discovered:

1. Activate the nearest fire alarm (if installed)
2. Exit building as per evacuation plans in Emergency Action Plan
3. Notify the local Fire Department by calling 911.

If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:

- Voice Communication
- Phone Paging
- Radio Upon being notified about the fire emergency, occupants must:
  1. Leave the building using the designated escape routes.
  2. Assemble in the designated area as outlined in the Emergency Action Plan
  3. Remain outside until the competent authority (Designated Official or designee) announces that it is safe to return

#### Roles of the Designated Official, Emergency Coordinator or supervisors:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.

- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

Roles of the Area/Floor Monitors:

- Ensure that all Occupants have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.
- Assist all physically challenged Occupants in emergency evacuation.

## **21. Accessibility Standards for Customer Service Policy**

### Providing Goods and Services to People with Disabilities Purpose

1. The purpose of this policy is to fulfill the requirements set out in Ontario Regulation 420/07 of the Accessibility for Ontarians with Disabilities Act, 2005, to establish a policy for Boxing Ontario for governing the provision of its goods and services to persons with disabilities.

### **Scope and Application**

2. This policy shall apply to every person who deals with members of the public or other third parties on behalf of Boxing Ontario whether the person does so as an employee, agent, volunteer or otherwise. Failure to comply with this policy may result in disciplinary action up to and including termination.

#### Commitment

3. Boxing Ontario is committed to excellence in serving all customers/members including people with disabilities. As such, our organization shall use reasonable efforts to ensure that its policies, practices and procedures are consistent with the following principles:

- a) The good or services will be provided in a manner that respects the dignity and independence of persons with disabilities.
- b) The provision of goods or services to persons with disabilities, and others, will be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.
- c) Persons with disabilities will be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.
- d) Persons with disabilities may use personal assistive devices and/or support persons in the access of goods and services.
- e) When communicating with a person with a disability, employees, volunteers and contractors shall do so in a manner that takes into account the person's disability.

### **Definitions**

4. The following terms have these meanings in this policy:

- a) "Assistive Devices" – An auxiliary aid such as communication aids, cognition aids, personal mobility aids and medical aids (i.e.: canes, crutches, wheelchairs, or hearing aids).
- b) "Disabilities" – As per the Ontario Human Rights Code, disability means:
  - i) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
  - ii) A condition of mental impairment or a developmental disability;
  - iii) A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
  - iv) A mental disorder; or
  - v) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safe and Insurance Act, 1997; ("handicap")
- c) "Employees" – Every person who deals with members of the public or other third parties on behalf of Boxing Ontario, whether the person does so as an employee, agent, volunteer or otherwise. AODA Compliance Manual Page 4 of 11
- d) "Persons with Disabilities" – Individuals who are afflicted with a disability as defined under the Ontario Human Rights Code (noted above).

e) "Service Animals" – Any animal individually trained to do work or perform tasks for the benefit of a person with a disability.

f) "Support Persons" – Any person whether a paid professional, volunteer, family member, or friend who accompanies a person with a disability in order to help with communications, personal care or medical needs, or with access to goods or services.

### **Practices and Procedures**

5. To implement this Policy, Boxing Ontario shall establish, evaluate and revise the practices and procedures noted below, as required on providing goods and/or services to persons with disabilities, while following these four core principles:

- a) Dignity
- b) Independence
- c) Integration
- d) Equal Opportunity

### **Assistive Devices**

6. Boxing Ontario will ensure that staff is trained and familiar with various assistive devices that may be used by customers/members with disabilities while accessing our goods or services. Every employee shall use reasonable efforts to allow persons with disabilities to use their own assistive devices to access goods and/or services.

7. Boxing Ontario currently provides the following types of assistive devices at its facilities:

- a) Wheelchair ramps
- b) Wheelchair accessible public washrooms and change rooms, including showers, at recreation facilities
- c) TTY
- d) Written documents/policies
- e) Enlarged font on website Communication

8. Boxing Ontario will offer a variety of methods of communication and interact with people with disabilities in ways that take into account their disability.

### **Service Animals**

9. Service animals offer independence and security to many people with various disabilities. Boxing Ontario welcomes people with disabilities and their service animals on the parts of our premises that are open to the public.

10. Examples of service animals include:

- Dogs used by people who are blind
- Hearing alert animals for people who are deaf, deafened or hard of hearing
- Animals trained to alert an individual to an oncoming seizure and lead them to safety.

11. Every employee shall allow persons with disabilities to be accompanied by their guide dog or service animal unless the animal is excluded by law. Where an animal is excluded by law from the premises, the reason why the animal is excluded shall be explained to the persons with disabilities. Other reasonable arrangements to provide goods and services shall be explored with the assistance of the person with the disability.

12. When a service animal is unruly or disruptive (jumping on people, biting, or other harmful behavior) an employee may ask the person with a disability to remove the animal from the area or refuse access to goods and services. Other reasonable arrangements to provide goods and services shall be explored with the assistance of the person with a disability.

### **Support Persons**

13. Support people assist people with disabilities in a variety of way, by assisting with communication such as an intervener sign language interpreter, or as a Personal Support Worker providing physical assistance. A support person may be a volunteer, friend, or relative who will assist and support the customer/member.

14. Persons with disabilities may be accompanied by their support person while accessing goods and/or services. Support persons are non-participants allowed free admission to the good and/or services being accessed by the person with a disability they are accompanying. We will notify customers/members of this through a notice posted on our premises and electronic means

#### **Notice of Temporary Disruption**

15. In the event of a planned or unexpected disruption to services or facilities for customers/members with disabilities such as an entrance way that is under repair, renovations that limit access to an area, or technology that is temporarily unavailable, Boxing Ontario will notify customers/members promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

16. The notice will be placed at front door.

#### **Training for Staff**

17. Boxing Ontario will provide training to employees, volunteers and others who deal with the public or other third parties on their behalf. Every provider of goods and services shall receive training on the following:

- a) An overview of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard
- b) Boxing Ontario' Accessibility Standards for Customer Service Policy
- c) How to interact and communicate with people with various types of disabilities
- d) How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
- e) How to use the e.g. TTY, wheelchair lifts, etc., available on-site or otherwise that may help with providing goods or services to people with disabilities
- f) What to do if a person with a disability is having difficulty in accessing Boxing Ontario' goods and services

18. Current employees, agents, volunteers, management, etc. have received training. New employees, agents, volunteers, management, etc. shall receive training as soon as "practicable" after been assigned their role. Ongoing training to changes of policies, procedures and new equipment shall be provided. 19. Training records shall be kept, including the dates when the training is provided, content of training and the number of individuals to whom the training was provided.

#### **Feedback Process**

Anyone who wishes to provide feedback on the way Boxing Ontario provides goods and services to people with disabilities can email [mkennedy@boxingontario.com](mailto:mkennedy@boxingontario.com).

All feedback will be directed to Matthew Kennedy, Executive Director.

Customers/members can expect to hear back in 2 days.

Complaints will be addressed according to our organization's regular complaint management procedures.

#### **Provision of Documentation**

21. Boxing Ontario shall upon request, give a copy of the policies, practices and procedures required under the Ontario Regulation 429/07 – Accessibility Standards for Customer Service Policy to any person, in a format agreed upon by the parties.

#### **Review and Amendments**

22. Review and amendments shall take place annually at the Annual General Meeting. Any OBSA policy that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

#### **NOTICE – ADMISSION FEES FOR SUPPORT PERSONS**

In accordance with Boxing Ontario's Accessibility Standards for Customer Service Policy, support persons accompanying persons with disabilities are allowed access to our facilities, however an admission fee shall be charged to that support person (if applicable). The cost will be determined based on the event.

- “Support Person” shall mean any person whether a paid professional, volunteer, family member, friend who accompanies a person with a disability in order to help with communications, personal care or medical needs or with access to goods or services.
- “Persons with Disabilities” – shall mean those individuals that have a disability defined under the Ontario Human Rights Code, as follows:
  - i) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
  - ii) A condition of mental impairment or a developmental disability;
  - iii) A learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
  - iv) A mental disorder; or v) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safe and Insurance Act, 1997; (“handicap”).

**Workplace Emergency Plan for Mobility-Impaired Persons**

1. For fire and/or emergency safety planning purposes, mobility-impairment is a physical or medical disability which would prevent that person from descending the stairs in an evacuation situation at a rate of speed consistent with the normal flow of other building occupants, or which would cause such person physical harm if they attempted to descend the stairs.
2. In order to prevent further harm or injury, occupants who require assistance in evacuating during an alarm are responsible for:
  - Advising Erik Espinola so that a pre-plan can be established;
  - Assisting Erik Espinola in appointing two monitors who will be responsible for the occupant during the evacuation plan;
  - Telling their monitors how much help they may need; and
  - Practicing the evacuation procedures.

**MONITORS FOR MOBILITY-IMPAIRED PERSONS**

3. Boxing Ontario, in consultation with the mobility-impaired person, provides these monitors. Monitors should meet the following criteria:
  - They should be physically capable of performing the task as assigned;
  - They should have no mobility-impairment of their own (e.g., a heart condition, epilepsy, asthma);
  - They should work the same hours as the mobility-impaired person to which they are assigned; and
  - They should work either in the same area or close enough so that they can respond quickly.

**EVACUATION – DUTIES IN CASE OF ALARM**

4. Monitors should:
  - Attend immediately to the mobility-impaired person(s); and
  - Follow the procedures noted below.
5. When the alarm sounds:
  - Mobility-impaired persons go with their monitors directly to the predetermined stairwell on their floor, which is located at back of the room. In the event that this location is inaccessible, another location is outside the weight room;
  - Contact the central control facility at 416-699-7197 or the local fire department at 911 to specify the location and the number of mobility-impaired persons;
  - Once the main flow of evacuees has passed, the mobility-impaired should leave the building with their monitors, in short stages if necessary;



- Return to the building only when authorized by the Municipal Fire Chief or by Erik Espinola the assigned emergency contact person.

## **22. Human Resources Policy**

### **Definitions**

1. The following terms have these meanings in this Policy:

a) "Employees" – Individuals employed by Boxing Ontario on a full-time, part-time, or term basis. Employees do not include contractors, directors and officers of Boxing Ontario, interns, officials, volunteers, or volunteer coaches

b) "Full-Time Employees" – Employees who work a minimum twenty-eight (28) hour work week and may receive an annual salary, and leave, health, vacation, and pension benefits as defined in their Employment Agreement

c) "Part-Time Employees" – Employees who work less than a twenty-eight (28) hour work week and may receive an annual salary, and leave, health, vacation, and pension benefits as defined in their Employment Agreement

d) "Term Employees" – Employees who are hired for a specific term, to complete specific tasks, who are employed temporarily (i.e., paid by the hour, day, or week), receive four-to-six percent (4%-6%) vacation pay and leave benefits, and who do not receive health or pension benefits as defined in their Employment Agreement Purpose

2. Boxing Ontario employs employees, as necessary, to manage the daily tasks required of a provincial sport organization. Boxing Ontario Employees must sign and adhere to individual Employment Agreements. Except where otherwise noted, or where amended by the provisions of the Employment Agreement, this Policy and the Ontario Employment Standards Act will govern the terms and conditions of employment with Boxing Ontario.

### **Legal Requirements**

3. Boxing Ontario is subject to the statutory requirements of the Ontario Employment Standards Act and therefore will comply with its requirements in dealings with Employees.

### **Application of this Policy**

4. This Policy applies to Boxing Ontario's Full-Time Employees, Part-Time Employees, and Term Employees.

5. Boxing Ontario may hire summer students, temporary, or casual employees. The terms and conditions of employment for such employees will be governed solely by their Employment Agreement and the Ontario Employment Standards Act.

6. This Policy will not apply to independent contractors, private consultants, or interns/co-op placement students. These individuals are not considered employees of Boxing Ontario. In all instances where these individuals are contracted by Boxing Ontario, a written and signed Contractor Agreement will be prepared that outlines the duties, limitations, and payment schedule for the individual.

### **Employer-Employee Relationship**

8. Boxing Ontario recognizes the critical importance of its Employees to achieving its strategic objectives. Accordingly, Boxing Ontario provides its Employees with:

a) Meaningful work which provides opportunities for professional development and personal achievement

b) A safe, healthy, and rewarding work environment

c) An organizational culture that reinforces shared values and high professional standards, and encourages participation and teamwork

- d) An evaluation system based on organizational values, defined job duties and responsibilities, mutually agreed upon goals and objectives, and reasonable expectations
- e) An evaluation system that provides positive and constructive feedback on performance

9. Boxing Ontario expects its Employees to:

- a) Apply and adhere to Boxing Ontario's policies and organizational values
- b) Use their best efforts to advance the interests of Boxing Ontario
- c) Perform their duties to the best of their abilities
- d) Seek a high level of performance results
- e) Act professionally in the discharge of their employment responsibilities
- f) Provide open and direct communication
- g) Ensure the integrity of their personal conduct
- h) Provide Boxing Ontario with any changes to the Employee's name, address, phone number, and other personal information that Boxing Ontario is required to maintain Employment Agreement

10. Employees will enter into an employment agreement with Boxing Ontario.

11. If the Employee continues to be employed by Boxing Ontario after the expiration of his or her Employment Agreement, the Employee's immediate last Employment Agreement will remain in effect until an acceptable Employment Agreement has been signed by both the Employee and Boxing Ontario.

12. Where there is any inconsistency between the terms of the Employee's Employment Agreement and the terms of this Policy, the terms of the Employment Agreement will prevail. Probationary Period

13. New Employees will be subject to a three (3) month probationary period and may be terminated without notice or pay in lieu of notice, unless otherwise stated in the Employee's Employment Agreement.

14. The Employee's probationary period may be adjusted or extended, in writing, according to any absences by the Employee during the probationary period.

15. The purpose of this probationary period is to provide an opportunity for both the Employee and Boxing Ontario to evaluate their working relationship.

16. An employee who transfers within Boxing Ontario to a new position will have a probationary period of three months in the new position. During this probationary period Boxing Ontario may, at its sole discretion and for any reason, require the employee to return to his or her previous position without notice and without compensation.

17. At the end of the probationary period, a formal work performance evaluation will be conducted by the Employee's supervisor. An Employee whose service is determined to be satisfactory during the probationary period may continue in employment, subject to the availability of funds, the continued existence of the position, and continued satisfactory work performance. Attendance, Work Hours, and Supervision

18. The President will supervise the performance of the Executive Director and the Executive Director will supervise the performance of all other Employees on behalf of Boxing Ontario's Board of Directors.

19. Employees will work out of Boxing Ontario's head office unless another arrangement has been agreed to by the President or Executive Director in writing. An Employee will not be paid a travel allowance or a moving allowance if the Employee is required to travel far distances to Boxing Ontario head office or if the Employee changes residence.

20. Employees will work normal office hours, as determined by Boxing Ontario's Board of Directors. Part-time or temporary Employees may work modified office hours, as determined by Boxing Ontario's

President or Executive Director. Due to the nature of Boxing Ontario as primarily a volunteer-run organization, Employees' hours of work may be flexible to accommodate some evening or weekend work.

21. Overtime hours may be worked by an Employee with the approval of the President or Executive Director. Overtime hours will be compensated by granting the Employee time off in lieu at a rate of time-and-a-half for each hour of overtime worked. Hours worked by the Employee, excluding Management, in excess of eight (8) hours per day or forty-four (44) hours in a single week will constitute overtime work.

22. If an Employee cannot be at work at the normal time, he or she will notify his or her supervisor the earliest opportunity with the reasons for, and expected duration of, the absence.

23. Employees will attend all staff meetings, Board meeting, and other meetings when requested to do by the President or Executive Director, unless the Employee's absence has been approved by the President or Executive Director. Job Responsibilities, Performance, and Review

24. The primary duties and responsibilities of each Employee will be outlined in a written job description in the Employment Agreement. These duties may be revised from time to time at the discretion of the Board of Directors, President or Executive Director, to reflect changing priorities, workload, and personnel requirements.

25. The performance of each Employee will be reviewed annually by the President or Executive Director. The purpose of this review will be to assess the Employee's commitment to Boxing Ontario's organizational values and policies, to provide the Employee with feedback on his or her performance, and to identify the Employee's strengths and weaknesses.

26. If an Employee's performance is below a satisfactory level, the President will discuss with the Employee the specific problem, the level of performance that is required, the suggested action items to improve performance, and the time frame for achieving the desired level of performance. All discussions regarding performance will be documented and placed in the Employee's personnel file. If performance is unsatisfactory and does not improve according to the action plan time frames that have been discussed, the Employee's employment may be terminated for cause.

27. Reviews of the Executive Director's base salary will be done by Boxing Ontario's Board of Directors (or designate). For all other Employees, a base salary review will be done by the Executive Director. Annual cost of living increases will not occur. The board will review the inflation rate and from time to time adjust the salary range for each position. Vacation and Holidays

28. Vacation entitlements will accrue in accordance with the Ontario Employment Standards Act, unless stated otherwise in the Employee's Employment Agreement.

29. When a statutory holiday falls within an Employee's vacation, the Employee will be granted an additional day of vacation.

30. All vacations will be approved in advance by the President or Executive Director. The President or Executive Director retains the right to determine the scheduling of vacations and to determine whether more than one week of vacation may be taken at once. Vacation requests for one week or more will be submitted to the President, in writing, no later than two months prior to the requested vacation date.

31. Term Employees will be paid vacation pay at a rate of four percent (4%).

32. Employees who have worked less than one full employment year will be entitled to vacation time on a prorated basis.

33. Employees are entitled to the paid public holidays recognized by the Ontario Employment Standards Act.

34. An Employee is eligible for paid public holidays if the Employee has worked for Boxing Ontario for at least thirty (30) working days in the year before the holiday, worked their last scheduled day of work before the holiday, and worked the first scheduled work day after the holiday.

### **Leave**

35. The following sections endeavour to incorporate current Ontario and Federal legislation. If any of the following sections do not comply with minimum legislative requirements, the minimum legislation shall be substituted instead.

36. Paid sick leave is available to Full-Time and Part-Time Employees after their probationary period has been successfully completed. A daily absence due to illness should be reported to the supervisor by 8:45am. All Full-Time and Part-Time Employees are entitled to five (5) days fiscal sick leave. Full-Time and Part-Time Employees are not eligible to accumulate sick leave and must be legitimately ill before leave will be granted. Sick leave days will NOT be accumulated, carried over, or paid out upon termination.

37. At the discretion of Boxing Ontario, a doctor's letter may be required to substantiate the need for sick leave.

38. Excessive absenteeism affects an Employee's ability to maintain quality/quantity standards of work. Boxing Ontario reserves the right to deduct from the Employee's salary any sick leave taken in excess of five (5) working days per fiscal year.

39. Employees will periodically be required to schedule medical appointments. Employees are required to schedule appointments where possible which least effects the amount of lost time. Part-Time Employees are required, where possible, to schedule appointments outside of their scheduled hours of work.

40. Full-time Employees may be entitled to up to three (3) days of paid leave for bereavement or compassionate purposes.

41. Maternity leave and parental leave will be in accordance with the Ontario Employment Standards Act.

42. Employees required to serve on a Jury or as a Crown Witness are entitled to leave without pay. 5

43. Leaves of absence must be approved by the Executive Director in writing. Extending approved leaves of absence without notification to Boxing Ontario may result in termination of the Employee. Salary and Benefits

44. The following sections endeavour to incorporate current benefits as offered by Boxing Ontario's Insurance Plan. If any of the following sections do not comply with the benefits as offered by Boxing Ontario's Insurance Plan, the benefits offered by Boxing Ontario's Insurance Plan shall be substituted instead.

### **Salary**

45. The salary of each Boxing Ontario Employee will consist of a base salary and may include performance incentives.

46. Salary will be paid bi-monthly, on the 15th and last day of each month, unless payday falls on weekends or statutory holidays, in which case the payday will be moved to the last working day before the holiday.

47. Salary shall be subject to benefit deductions, statutory deductions, and withholdings for Canadian Pension and Employment Insurance.

48. Payment will be made either by cheque or by direct payment to the employee's bank account. Payment covers the pay period up to and including payday. If an employee takes his or her vacation during a payday, he or she may request an advance of the bi-monthly pay to be received on the payday preceding the vacation. To receive an advance in this manner, the supervisor must inform the payroll department six (6) working days before the payday when the advance is to be made.

49. Daily salary for Employees will be calculated by dividing the Employee's annual salary by the number of days worked per year (approximately 261 days). Hourly salary for Employees will be calculated by dividing the number of hours worked in a day.

50. Starting salaries, salary increases, and performance incentives (if any) will be reviewed and approved by the Board of Directors. In carrying out this review, the Board of Directors will have regard to salaries paid by comparable organizations.

### **Benefits**

51. Full-Time and Part-Time Employees working twenty-one (21) hours per week or more are eligible for health benefits as defined in their Employment Agreement after three continuous months of employment with Boxing Ontario. Under certain circumstances, the waiting period may be waived upon special request to the Insurer.

52. The cost of Boxing Ontario's Insurance Plan for Full-Time and Part-Time Employees and their dependents will be paid for by Boxing Ontario. The Insurance Plan offers the following coverage: a) Life Insurance b) Accidental Death and Dismemberment c) Dependant Life d) Long-Term Disability e) Extended Health Care (optional for Part-Time Employees, at their expense) f) Dental Insurance (optional for Part-Term Employees, at their expense)

53. If an Employee's spouse is covered under another Benefits Plan, the Employee must choose which individual will be the primary wage earner for purposes of the Ontario Health Insurance Plan (OHIP). Under no 6 circumstances will Boxing Ontario pay salary in lieu of premiums where coverage is obtained through a spouse's plan.

54. Under current Income Tax Regulations, the payment of Provincial Health Care Premiums by Boxing Ontario constitutes a taxable benefit to the Employee. This benefit will be added to regular earning on the Employee's T-4 at year end.

55. Term Employees are not entitled to health benefits.

56. Health benefits coverage will cease upon the Employee's termination. An Employee may convert such health benefits coverage upon termination by purchasing coverage from the policy holder on an individual basis.

### **Pregnancy/Parental Leave**

57. Employees on pregnancy/parental leave may choose whether or not they want to maintain their benefits but, if they choose to do so, they must maintain all benefits for the full leave period. If an Employee chooses not to maintain coverage during their pregnancy/parental leave, Boxing Ontario must receive such a request in writing.

### **Expense Compensation**

58. Employees will be compensated for any costs and expenses incurred while traveling on Boxing Ontario business, or while performing duties in accordance with their job description, pursuant to terms outlined by their Employment Agreement and Boxing Ontario's Financial Policy.

### **Professional Development**

59. Boxing Ontario will budget for staff training and development according to the resources available each year. Employees should consult with the President to identify suitable professional development opportunities. At the discretion of the President and based upon a written request from an Employee, Boxing Ontario may cover all or part of the Employee's costs to participate in educational courses, seminars, workshops, or other professional development activities.

### **Cellphones**

60. While operating a motor vehicle and unless using a legally authorized ear piece, Employees will:

- a) Not use a cellphone or other hand-held device
- b) Before using a cellphone or other hand-held device, leave the road and safely park their motor vehicle
- c) Have incoming phone calls answered by voice mail

61. Employees will not be disciplined for failing to answer a call while they were operating a motor vehicle.

62. Boxing Ontario will not be held responsible for any violations or accidents caused by the contravention of the Cellphones section of this Policy.

### **Other Employment**

63. Employees may accept outside employment provided the employment does not diminish the Employee's ability to perform work for Boxing Ontario, the employment does not represent a conflict with Boxing Ontario, and the President is notified in advance of the Employee's intention to accept outside employment and gives written approval. Personal Belongings

64. Boxing Ontario assumes neither responsibility nor liability for any personal or office articles lost or stolen, regardless of circumstances. At Boxing Ontario office, purses, wallets, and other valuable personal belongings should be placed in a locked drawer or cabinet at all times. Conduct and Discipline

65. Employees will comply with this Policy, the terms of their Employment Agreement, and all other Boxing Ontario policies relating to conduct including, but not limited to, Boxing Ontario's Confidentiality Policy, Conflict of Interest Policy, Privacy Policy, Social Media Use Policy, and Code of Conduct and Ethics.

66. Boxing Ontario Employees may be subject to disciplinary action should their conduct so warrant.

67. Disciplinary action will be progressive and may include, but is not limited to:

- a) Verbal reprimand - a verbal reprimand may be given by the supervisor in private for minor offences. Such a reprimand will not become a part of the Employee's file, and the matter will be closed when the constructive two-way discussion has been finalized.

- b) Letter of reprimand - when a more serious infraction occurs, or repetitive behaviour, the supervisor will write a letter to the Employee stating the infraction and warning him or her against further misbehaviour. A copy of this letter will be kept in the Employee's personnel file.
- c) Suspension – an Employee may be suspended (with or without pay) for a period of three (3) to ten (10) working days, depending on the seriousness of the offence. Normally, the Employee will be permitted to carry on his or her normal duties while the case is being investigated. But in some cases it may be necessary to bar the person from the premises until the case has been investigated. In such an instance, the Employee will be notified in writing.
- d) Dismissal - dismissal will be used only when all other corrective actions have failed or are not applicable. Unsatisfactory Work Performance or Work-Related Behaviour

68. Unsatisfactory work performance or work-related behaviour is the failure or refusal to carry out job responsibilities, failure to follow Boxing Ontario rules or failure to abide by Boxing Ontario's Code of Conduct and Ethics. The Board of Directors will inform Employees of acts or omissions which are symptomatic of unsatisfactory work performance or work-related behaviour and of the applicable discipline if either is not corrected.

69. In a case of gross misconduct, immediate disciplinary action up to and including termination may be applied. During the investigation of alleged gross misconduct, an Employee may be placed on leave without pay.

70. Gross misconduct includes the following:

- a) Theft or dishonesty
- b) Gross insubordination
- c) Willful destruction of club property
- d) Falsification of records
- e) Acts of moral turpitude
- f) Reporting for duty under the influence of intoxicants
- g) Illegal use, manufacturing, possessing, distributing, purchasing and dispensing of controlled substances or alcohol
- h) Disorderly conduct
- i) Provoking a fight
- j) Other similar acts involving intolerable behaviour by an employee

71. When disciplining an Employee, Boxing Ontario will consider the nature of the unsatisfactory work performance or work-related behaviour, the past record of the Employee and appropriate penalties. Therefore, as a general rule, disciplinary action for unsatisfactory work performance or work-related behaviour will begin with an oral or written warning and may be followed by additional written warnings. Written warnings will be presented to the Employee and will describe the unsatisfactory work performance or work-related behaviour and the necessary corrective action to be taken. If an Employee fails to attain a satisfactory level of work performance or work-related behaviour despite such warning, disciplinary action up to and including termination of employment may be implemented. Copies of all written warning and other disciplinary actions will be placed in the Employee's personnel file. Termination

72. No notice, or pay in lieu of notice, is required by either Boxing Ontario or the Employee to terminate the employment relationship during the first three (3) month probationary period for new Employees.

73. Employees will provide notice of their intention to leave the employment of Boxing Ontario in accordance with the Ontario Employment Standards Act.

74. Boxing Ontario may terminate the employment of any Employee for cause at any time, without notice or pay in lieu of notice, for any of the following reasons:



- a) Willful misconduct which is detrimental to Boxing Ontario
- b) Failure to adhere to policies of Boxing Ontario
- c) Gross failure to perform their employment duties
- d) Theft and criminal behaviour
- e) Unauthorized release of confidential information
- f) Destruction of Boxing Ontario's property
- g) Insubordination
- h) Recurring absence without notice
- i) Dishonesty
- j) Fighting or provoking a fight on Boxing Ontario premises
- k) Actions that bring Boxing Ontario into disrepute
- l) Working for another employer while on leave of absence without written consent of Boxing Ontario
- m) Possession, use, sale, purchase, or distribution on Boxing Ontario's property of any illegal drugs or illegally possessed drugs
- n) Reporting to work after having ingested illegal drugs or illegally possessed drugs, in a condition that adversely affects the employee's ability to safely and effectively perform his or her job or which would imperil the safety of others
- o) Other reasons as determined by Boxing Ontario's Board of Directors or outlined in the Employment Agreement

75. Boxing Ontario will provide Employees notice, or pay in lieu of notice, of their intention to terminate the Employee's employment with Boxing Ontario without cause in accordance with the Ontario Employment Standards Act, unless otherwise agreed in the Employee's Employment Agreement.

76. The Board of Directors will have authority for termination of all Employees.

### **Grievance Procedure**

77. An employee who is dissatisfied with any procedures or treatment should first take the matter up with his or her supervisor. If the matter is not resolved at this level, the employee may contact the Executive Director or Boxing Ontario's Board of Directors.

78. Employees may not advocate personal issues with any individual member of the Board of Directors without the consent of the Executive Director; unless the personal issues are directly connected to the conduct or behaviour of the Executive Director.

### 23. Coaching Commission

- Type:** Standing Committee
- Composition:** Committee will range in size relative to the needs, ideally 4-6 members will be used (As available) who have knowledge and experience relative to Boxing Ontario Coaching matters, i.e. all matters relating to the development of coaches as follows:
- a) The Committee Chair –Appointed.
  - b) Minimum one Female coach, and three other coaches as selected by the Board of Directors.
- All committee members are required to sign a “Conflict of Interest” and “Confidentiality” agreement.
- Purpose:** The Coaching Committee exists to facilitate the development of Ontario Coaches (outside of the existing National Pathway, or NCCP). The Coaching Committee will be tasked with;
- a) Planning Provincial Team training camps (based on objectives provided by the High-Performance Committee).
  - b) Development of coaching seminars or training sessions.
  - c) Selection of coaches/mentors for National, International, and High-Performance events.
  - d) Any other Coaching initiative as determined by the Board of Directors.
- The committee shall encourage participation and share opportunities amongst Boxing Ontario coaches and serve the development of others.
- Responsible To:** Project Coordinator and/or Executive Director
- Term:** Committee Members shall be selected by the Board of Directors and appointed annually.
- Meetings:** The Coaching Committee shall organize and meet as required to execute ongoing initiatives.
- Meetings may be held by way of in-person, teleconference or internet as determined by the Chairperson.
- The Boxing Ontario Executive Director may attend all meetings. *-Ex-Officio.*

**Quorum:** Greater than 50% including committee members and Chair.

**Reporting:** The Executive Director will give regular updates to the Board of Directors at each meeting of the Board of Directors on the Coaching Committees proceedings since the last meeting of the Board of Directors.

The Coaching Committee will:

- a) Record minutes of all meetings which will be forwarded to the Executive Director and President
- b) The Chair will report to the Board as requested.
- c) Prepare an annual report to be presented at Boxing Ontario's Annual General Meeting.
- d) Present up-dates at any Member meetings, formal or informal.

**Authority:** In accordance with Bylaws, the Coaching Committee is empowered by the Board of Directors to build plans and suggest programming in line with the purpose of this committee. The Coaching Committee shall always, further and protect the interests of Boxing Ontario.

## 24. Officials Commission

- The Officials Commission shall be made up of the board appointed Regional Officials and one selection of an AIBA level Official made by the VP of Technical. If there are no females of that aforementioned group one will be appointed bringing the group number up accordingly
- Each member must be registered annually with Boxing Ontario (Boxing Ontario)
- The term of office in the commission will be appropriate to the Regional Officials one-year period
- He/She shall represent his/her Regional Officials at all Boxing Ontario Officials Commission Meetings and prepare an up-to-date list of Officials and their qualifications for such meetings
- The Official Commission shall have the following duties and responsibilities:
  1. to enforce the rules of the Canadian Amateur Boxing Association and the policies of Boxing Ontario (Boxing Ontario)
  2. to uphold and to improve the standard of provincial Officiating by bringing forward their experience and advice based on competitions sanctioned within his/her region
  3. to plan and organize their regional clinics to then co-operatively create the annual training plan of Official clinics in Ontario
  4. to bring forward the reports of all Regional Officials and their performance, this includes their upgrade request based on their practical performance throughout the year
  5. to put forward names to be trained as “Official” in charge at regional club shows and/or to assist with their training/mentoring
  6. to communicate with his/her respective Regional Officials and inform them of all relevant new developments concerning regulations, rules, and officiating in general
  7. to build Official courses forming a base for the Long Term Official Pathway
  8. to forward names to be trained as Learning Facilitators for “Official” courses and/or to assist with their training/mentoring
  9. to create a formal ‘Officials Mentoring’ program
  10. to deliver a ‘Referee Development’ program and the associated annual plan for Official development
  11. help build the database of Officials for record and prosperity
  12. to write the framework for up-grading and other development mechanisms
- The Officials Commission shall, always, further and protect the interests of Boxing Ontario.

## 25. High Performance Committee

<b>Committee Name:</b>	High Performance Committee
<b>Type:</b>	Standing Committee
<b>Composition:</b>	<p>Committee will range in size relative to the needs, ideally 4-6 members will be used. (As available) who have knowledge relative to Long Term Athlete Development and Periodization.</p> <ul style="list-style-type: none"><li>a) The Committee Chair-Appointed.</li><li>b) Minimum of one Female coach and other coaches as selected by the Board of Directors. Preference should be based on experience and ability to contribute.</li></ul> <p>All committee members are required to sign a “Conflict of Interest” and “Confidentiality” agreement.</p>
<b>Purpose:</b>	<p>The High-Performance Committee will focus on podium success for Ontario athletes at national and international level events. Goals and objectives of the committee should be in line with the current long-term athlete development (LTAD) and Canadian Sport for Life (CS4L) methods supported by sport science. Duties of the High-Performance Committee shall include but not be limited to;</p> <ul style="list-style-type: none"><li>a) Create and monitor a list of High-Performance athletes for development.</li><li>b) Develop training programs and testing protocols for athletes, including a Provincial Gold Medal profile.</li><li>c) Support all athlete-based programs. This includes athlete selection for advancing tournaments, selecting athletes for international competition and creating High-Performance events.</li><li>d) Outline and assist in training objectives for the Coaching Committee to execute during training camps.</li><li>e) Advise the Board of Directors on any athlete-based decisions not already covered by another Boxing Ontario policy.</li></ul>
<b>Responsible To:</b>	Project Coordinator and/or Executive Director
<b>Term:</b>	Committee Members shall be selected by the Board of Directors and appointed annually.
<b>Meetings:</b>	The High-Performance Committee shall organize and meet as required to execute ongoing initiatives.

The Boxing Ontario Executive Director may attend all meetings. *-Ex-Officio.*

**Quorum:** Greater than 50% including committee members and Chair.

**Reporting:** The Executive Director will give regular updates to the Board of Directors at each meeting of the Board of Directors on the High Performance Committees proceedings since the last meeting of the Board of Directors.

The High-Performance Committee will:

- a) Record minutes of all meetings which will be forwarded to the Executive Director and President
- b) The Chair will report to the Board as requested.
- c) Prepare an annual report to be presented at Boxing Ontario's Annual General Meeting. Annual report should include yearly accomplishments and forward goals and objectives.

**Authority:** In accordance with Bylaws, the High-Performance Committee is empowered by the Board of Directors to build plans and suggest programming in line with the purpose of this committee. The High-Performance Committee shall always, further and protect the interests of Boxing Ontario.

## 26. Female Development

<b>Committee Name:</b>	Female Development
<b>Type:</b>	Standing Committee
<b>Composition:</b>	<p>Committee will range in size relative to the needs, ideally 4-6 members will be used. (As available)</p> <ul style="list-style-type: none"><li>a) The Committee Chair-Appointed.</li><li>b) Four members as selected by the Board of Directors.</li></ul> <p>All committee members are required to sign a “Conflict of Interest” and “Confidentiality” agreement.</p>
<b>Purpose:</b>	To create ongoing opportunities for female athletes to develop, through methods including but not limited to; sparring, training camps, competitions, outreach to other Provinces and events. Develop initiatives to recruit more female athletes (all ages). Execute any other development initiative that may present itself. Assist High Performance Committee when necessary.
<b>Responsible To:</b>	Project Coordinator and/or Executive Director
<b>Term:</b>	Committee Members shall be selected by the Board of Directors and appointed annually.
<b>Meetings:</b>	<p>The female development committee shall organize and meet as required to execute ongoing initiatives.</p> <p>Meetings may be held by way of in-person, teleconference or internet as determined by the Chairperson.</p> <p>The Executive Director may attend all meetings. <i>-Ex-Officio.</i></p>
<b>Quorum:</b>	Greater than 50% including committee members and Chair.
<b>Reporting:</b>	<p>The Executive Director will give regular updates to the Board of Directors at each meeting of the Board of Directors on Female Development proceedings since the last meeting of the Board of Directors.</p> <p>The Female Development Committee will:</p> <ul style="list-style-type: none"><li>a) Record minutes of all meetings which will be forwarded to the Executive Director and President</li><li>b) The Chair will report to the Board as requested.</li></ul>

- c) Prepare an annual report to be presented at Boxing Ontario's Annual General Meeting.

**Authority:**

In accordance with Bylaws, the Female Development Committee is empowered by the Board of Directors to build plans and suggest programming in line with the purpose of this committee. The Female Development Committee shall always, further and protect the interests of Boxing Ontario.



## **27 Boxing Ontario's Nominating Committee**

### **Terms of Reference**

**(January 23<sup>rd</sup>, 2022)**

#### **1. Mandate**

The Nominating Committee is a Standing Committee of the Board of Boxing Ontario. It is responsible for ensuring, on a continuing basis, that the Boxing Ontario Board of Directors is composed of qualified and skilled persons capable of, and committed to, providing effective governance leadership, and executing Boxing Ontario's Strategic Plan.

#### **2. Key Duties**

The Nominations Committee will be responsible to solicit and receive nomination for the election of the Directors.

##### **2.1. Skills and Competencies**

- Based on the strategic direction, organizational priorities and resources of Boxing Ontario, the Association will identify the skills and competencies required at the Board level to ensure that organizational goals can be met
- Maintain a "Skills Matrix" provided by the of the Board of Directors.

##### **2.2. Recruiting**

Seek, identify, and recruit qualified individuals to stand for election as Directors of Boxing Ontario. In addition to seeking candidates through the usual communications means within the boxing community, the Nominating Committee will also seek nominations through other necessary and appropriate channels with a view to identifying and attracting appropriate candidates based on the skills matrix.

##### **2.3. Qualification Check**

Ensure that candidates for election meet the eligibility requirements as indicated in our bylaws to serve as a Director.

##### **2.4. Briefing Candidates**

Communicate directly with each candidate to discuss the roles, responsibilities and expectations of a Director.

##### **2.5. Promoting Regional Balance**

Take into consideration a regional balance in the composition of the Board, by recruiting candidates from different regions of the province.

##### **2.6. Promoting Diversity and Gender Equity of the Board**

Take into consideration diversity of the Board in relation to gender, age, language, ethnicity, professional backgrounds, personal experiences and other requirements of the Canada Not-for Profit Corporations Act. Ensure Boxing Ontario maintains an equitable

board by encouraging nominations from under represented minority groups.

## **2.7. Identifying Potential Future Candidates**

Where appropriate, identify individuals for future nomination as Directors or members of committees of Boxing Ontario.

## **2.8. Ensuring Fulfillment of Long-Term Leadership Requirements**

Carry out these duties in a manner that encourages a long-term view of Boxing Ontario's leadership needs, as well as Board succession planning.

## **2.10. Additional Duties**

Such additional duties as may be delegated to the Committee by the Board from time to time.

## **3. Authority**

The Committee will exercise its authority in accordance with the Boxing Ontario Bylaws as such additional provisions as are set out in this Terms of Reference.

## **4. The Nominating Committee**

The composition of the Nominating Committee and its general procedures and timelines are as follows:

- a. The Board will appoint the Nominating Committee and, subject to the Bylaws, the Chair of the Nominating Committee.
- b. The Committee will consist of not less than three members. There shall be at least one Director on the Committee with a term continuing past the next AGM of Boxing Ontario.
- c. The President of Boxing Ontario is not eligible to be members of the Committee.

### **4.1. Term**

Members of the Nominating Committee will serve terms of one year, which may be renewed by the Board at its discretion.

### **4.2. Meetings**

The Nominating Committee will meet by telephone, video conference or in person, as required, with meetings held at the call of the Chair.

#### **4.3. Resources**

The Nominating Committee will receive the necessary resources from Boxing Ontario to fulfill its mandate. The Committee may request and receive administrative support from the office.

#### **4.4. Coming into force and review**

These Terms of Reference were approved by the Board of Boxing Ontario on January 22, 2022. The Board will review these Terms of Reference on a regular basis, with input from the Nominating Committee as required.

## 28 Governance Committee

- Committee Name:** Governance Committee
- Type:** Standing Committee
- Composition:** The Governance Committee should be a standing committee of the Board:
- a) Membership as appointed by the Board.
  - b) There should be at least one Board member on the Committee and/or the President as an ex officio member.
  - c) Committee will range in size relative to the needs of each committee, ideally 4-6 members will be used. (as available)
  - d) In the case a committee is of even number, the chair will not have a vote.

All committee members are required to sign a “Conflict of Interest” and “Confidentiality” agreement.

**Purpose:** The Governance Committee will be tasked with ensuring that the associations board of directors is functioning appropriately and efficiently by; reviewing, suggesting changes or additions and advising on Policy, Procedure and Bylaw Operational functions.

### **Committee's Responsibilities:**

1. Monitor all aspects of the organization's functions on behalf of the Board (or aspects that are assigned specifically to the Governance Committee).
2. Making recommendations to the Board on governance policies, practices and procedures related to Boxing Ontario as a not-for-profit organization.
3. Monitoring compliance not-for-profit governance regulations and; accordingly, providing prudent and timely guidance to the Board.
4. Monitoring and assessing the relationship between the Board and the Executive Director and making recommendations to the Board understanding their role and to ensure the Board functions independently from the management of Boxing Ontario.
5. Reviewing and approving changes recommended by the Executive Director, including issues regarding operational policies and procedures.
6. On an as required basis, to conduct independent investigations of complaints by active members of Boxing Ontario and make findings and/or to resolve.
7. Board development and training – to include the capacity of onboarding new board members and introductory Governance training of new board members and committees.
8. Provide advice and guidance to board members in relation to governance matters and documents. This would include but is not limited to board policies and bylaws.

- Responsible To:** Project Coordinator and/or Executive Director
- Term:** Committee Members shall be selected by the Board of Directors and appointed annually.
- Meetings:** The Governance Committee shall organize and meet as required to execute ongoing initiatives.
- Meetings may be held by way of in-person, teleconference or internet as determined by the Chairperson.

The Boxing Ontario Executive Director may attend all meetings. - Ex-Officio.

- Quorum:** Greater than 50% including committee members and Chair.
- Reporting:** The Executive Director will give regular updates to the Board of Directors at each meeting of the Board of Directors on the Governance Committees proceedings since the last meeting of the Board of Directors.

The Governance Committee will:

- a) Record minutes of all meetings which will be forwarded to the Executive Director and President
- b) The Chair will report to the Board as requested.
- c) Prepare an annual report to be presented at Boxing Ontario's  
Annual General Meeting.
- d) Present up-dates at any Member meetings, formal or informal.

- Authority:** In accordance with Bylaws, the Governance Committee is empowered by the Board of Directors to develop plans and suggest programming in line with the purpose of this committee. The Governance Committee shall always, further and protect the interests of Boxing Ontario. Access to documents and communication of the Board will provided if required to fulfill monitoring and assessment duties.

**Appendix A – Positions Descriptions** (in addition to what is outlined in the constitution and by-laws)

**Directors and Officers Job**

**Descriptions President**

1. The President or his/her delegated representative shall represent Boxing Ontario in dealings with all levels of Government and their agencies, other branches of the Canadian Amateur Boxing Association, Provincial Sports Organization, the News Media and the general public.
2. The President shall represent Boxing Ontario on the National Board of Directors of the Canadian Amateur Boxing Association.
3. The President shall fully inform Boxing Ontario's Executive Committee of all relevant decisions, changes, developments and news originating from the national body.
4. It shall be the President's responsibility to demonstrate leadership qualities and capability in organizing and planning the policy and directions for the Executive and Board and shall at all times further and protect the interests of Boxing Ontario.
5. He/she shall:
  - a. Act as Chairperson for all annual, board and executive meetings
  - b. Act as an ex-officio member of all committees and commissions
  - c. Designate all signing officers for Boxing Ontario
  - d. Develop goals and strategies to promote Amateur Boxing
  - e. Communicate frequently with the Executive Director concerning the day-to-day operation of Boxing Ontario
  - f. Give direction to all officers, chairpersons and employees of the Association to see their areas of responsibility are carried out properly
  - g. Approve and sign all official documents of Boxing Ontario
  - h. Call all annual, board, special and executive meetings with advance draft agenda
  - i. Be elected for a two-year term at the annual meeting of Boxing Ontario held in odd numbered years.
6. In cases requiring immediate decision the President may take action with or without reference to the Executive or Board, but shall be responsible for any decision to the Board of Directors at its next meeting.

**Past President**

1. The Past President of Boxing Ontario may attend all annual, board, special and executive meetings of Boxing Ontario and shall be entitled to vote at such meetings.
2. He/she shall use his previous experience to inform the Executive Committee of previous dealings and details of meetings with Government officials, the Canadian Amateur

Boxing Association, our Executive Committee meetings and policy decisions to ensure a continuity of Boxing Ontario's administration.

3. He/she shall be responsible for any special projects as designated by the President and at all times further and protect the interest of Boxing Ontario.

### **Vice President Technical**

#### **The VP Technical Shall:**

1. Develop and ensure the implementation of all technical programs for the development of athletes, coaches and officials.
2. Take over the duties of the President at all functions the President is unable to attend in person, to include Executive and Board meetings.
3. He/she shall:
  - a. Be a member of the Executive and Technical Committees.
  - b. Chair meetings of the Technical Committee.
  - c. Be an ex-officio member of the following Commissions:
    1. Coaches Commission
    2. Officials Commission
    3. Medical Commission
  - d. Ensure competitive programs are implemented for all levels of competitors.
  - e. In consultation with the Technical Committee select managers for provincial teams.
  - f. Confirm with Boxing Ontario's Coaching Commission the selection of coaches for provincial teams.
  - g. Coordinate the jury at all provincial level events. In his/her absence he shall appoint a replacement.
  - h. Investigate and prepare reports on all technical matters in dispute and report all findings to the Executive Committee.

### **Vice President Administration**

- The VP Administration (in conjunction with the Treasurer) shall cause to be kept proper accounting records as required by the Act, shall cause to be deposited all monies received by Boxing Ontario into Boxing Ontario's bank account, as directed by the Board of Directors shall supervise the management and disbursement of funds of Boxing Ontario, when required shall provide the Board of Directors with an account of financial transactions and the financial position of Boxing Ontario, shall present audited financial statements to Members at the Annual General Meeting, unless presented by the Auditor, shall advise the Executive Director on financial matters and shall perform such other duties as may from time to time be established by the Board of Directors.
  - The VP Administration will also work closely with the Marketing Representative in order to assist with the ongoing marketing activities of Boxing Ontario.
  - The VP Administration shall act as Secretary of Boxing Ontario and shall attend all meetings of the Board of Directors, shall be responsible for the documentation of all amendments to Boxing
-

Ontario's Constitution and Bylaws, shall ensure that all official documents and records of Boxing Ontario are properly kept, shall be the custodian of the seal of Boxing Ontario and shall perform such other duties as may from time to time be established by the Board of Directors.

- Be responsible for the documentation of all amendments to Boxing Ontario's Constitution and By-Laws.
- Liaise with Boxing Ontario's legal representative on all proposed changes to the Constitution and the documentation of same in Boxing Ontario's record book.
- Assist in the preparation and distribution of all reports and minutes of meetings as directed by the Executive Committee.
- Ensure that the corporate seal of Boxing Ontario and all books, papers, records, contracts and other important documents belonging to Boxing Ontario are safe and secure.
- As Corporate Secretary he/she shall be responsible to chair standing committees on credentials and check such credentials of members prior to Boxing Ontario's annual meeting.

### **Vice President Competitions**

- The VP Competitions will be responsible for overseeing all of the major tournaments & Corporate Shows hosted by Boxing Ontario.
- Work with the VP Technical to ensure all tournaments are run properly.
- Work with the Executive Director to ensure that bids for tournaments are sent out in a timely fashion.
- Will also be responsible for all appeals of disciplinary sanctions.
- Perform such other duties from time to time as established by the Board of Directors.

### **Vice President Protocol**

- The VP Protocol shall ensure that procedures in the Code of Conduct and the Discipline Policy are followed,
- Upon receiving notice of a disciplinary complaint, the VP Protocol shall administer any disciplinary proceedings in accordance with Boxing Ontario's discipline policy.
- The VP Protocol shall work with the Executive Director to ensure that the Policies and Procedures Manual is followed and kept up to date.
- The VP Protocol shall perform such other duties as may from time to time be established by the Board of Directors.

### **Marketing Rep**

The Marketing Rep will:

- Update the marketing plan for the organization in conjunction with the VP Admin and the Executive Director
- Assist in the recruitment of potential sponsors.
- Assist staff in the promotion of all programs and services.

Required Skills/Background – a background in marketing and promotion – experience in fund raising and event management would be an asset.

### **Treasurer**



The Treasurer's main area of responsibility shall be financial.

- He/she shall:
  - Sign all instruments which require his/her signature, perform all duties incident to his/her office and have such powers and duties as may be prescribed by the Board,
  - Ensure that a detailed financial report is available for all members of Boxing Ontario attending the annual meeting,
  - Be responsible for the accurate recording of Boxing Ontario's staff salary documents,
  - Carry out the necessary procedures connected with the application for and recording of all Government grants,
  - From time to time or as deemed necessary submit the statements of financial transactions for the purpose of accurate record-keeping,
  - Cause to be kept proper accounting records as required by the Act,
  - Cause to be deposited all monies received by Boxing Ontario into Boxing Ontario's bank account,
  - as directed by the Board of Directors shall supervise the management and disbursement of funds of Boxing Ontario,
  - When required, provide the Board of Directors with an account of financial transactions and the financial position of Boxing Ontario,
  - Present audited financial statements to Members at the Annual General Meeting, unless presented by the Auditor,
  - Advise the Executive Director on financial matters, and
  - Perform such other duties as may from time to time be established by the Board of Directors.
  
- 3.. The Treasurer shall at all times further and protect the interests of Boxing Ontario.

Required Skills/Background – a background in finance or accounting and previous experience in working with a not-for-profit would be an asset.

### **Provincial Official**

1. The Provincial Official shall be a member of the Technical Committee and shall chair all meetings of the Officials Commission.
2. The Provincial Official represent Boxing Ontario's Officials Commission at all Canadian Amateur Boxing Association Referees/Judges Commission Meetings or appoints a qualified official to represent him.
3. The Provincial Official shall maintain an up to date list of Ontario officials and their qualifications for such meetings.
4. The Provincial Official shall have the following duties and responsibilities:
  - a. To enforce the rules of the Canadian Amateur Boxing Association and the policies of Boxing Ontario with respect to Boxing Ontario's sanctioned competitions.
  - b. To uphold and to improve the standard of officiating at all Boxing Ontario's sanctioned cards and competitions.
  - c. To plan, organize and to carry out technical official's clinics throughout the province
  - d. To monitor and to judge the performance of Boxing Ontario's officials, including their upgrading based on their performance throughout the year and at clinics.
  - e. To be the "official in charge" at provincial tournaments, competitions, championships, invitational and international events, or to appoint such an "official in charge."
  - f. To communicate with Boxing Ontario's Regional Officials and to inform them of all relevant new developments concerning rules and officiating.
  - g. To place before the Technical Committee:

1. All new rules for discussion and adoption, and
2. To present these to the Canadian Amateur Boxing Association's Officials Commission for approval and adoption.
- h. To appoint an Assistant Chief Official to assist him in the execution of his duties and to represent him in his absence.
5. The Provincial Official shall have the power to suspend from further participation at an event, competition or tournament, or downgrade any of Boxing Ontario's Officials for misconduct or knowing disregard of the Rules and Regulations. This will be done in collaboration with the VP of Protocol. Any such suspension may be appealed in accordance with Section II of the Constitution.
- 6 The Provincial Official shall at all times further and protect the interests of Boxing Ontario.

### **Provincial Coach**

1. The Provincial Coach shall chair all meetings of Boxing Ontario's Coaches Commission.
2. He/she shall:
  - a. Be responsible for the implementation of provincial coaching programs and the overall development and proficiency of coaches throughout Ontario
  - b. Be responsible for the upgrading of coaches and the improvement of the effectiveness of coaching
  - c. Assist in the planning, organizing and holding of regular technical coaching courses/clinics
  - d. Assist other provincial coaches with particular coaching problems
  - e. Communicate with other coaches and make available to all information on the national or international scene
  - f. When requested by the VP Technical, represent the province of Ontario at provincial, national or international coaching meetings, clinics or seminars
  - g. Assist the VP Technical in the planning and organizing of training camps for provincial teams attending national and/or international competitions and if requested assist with such training camps
  - h. Recommend to the VP Technical the upgrading of certain competitors
  - i. Assist in the selection of Boxing Ontario's teams for national and international competitions
  - j. In consultation with other members of the coaching Commission select the coaches to accompany provincial teams whether attending national championships or out-of-province competitions.
- 3 . The Provincial Coach shall be responsible to investigate and prepare a report on discipline problems in respect to coaches and report such findings to the VP Protocol.
4. The Provincial Coach shall at all times further and protect the interests of Boxing Ontario

### **Athlete's Representative**

The Athlete's Representative will gather input and information from athletes and represent such information to the Technical Committee and/or Board of Directors; communicate and promote the view and interests of athletes; keep athletes informed of policies, program and development; define and secure athlete's rights; and will perform such other duties as may from time to time be established by the Board. The athlete's representative shall be a member of the technical committee and shall be an advocate for athletes while in role.

### **Director Medical**

1. The Director Medical shall be a qualified doctor of medicine, he/sheshall:
  - a. Ensure that a sufficient number of qualified doctors of medicine are in attendance at all provincial championships and major events sanctioned by Boxing Ontario and designate a Chief Medical Official for such events
  - b. Promote the development of a network of qualified doctors who have an

- c. interest in and support the sport of amateur boxing
- c. Inform and educate members of Boxing Ontario regarding developments in medical field that are relevant to amateur boxing.
- d. Maintain a good working relationship with the Medical Director of the Canadian Amateur Boxing Association
- e. Co-ordinate a Medical Seminar for all Boxing Ontario doctors whenever funds are available for such a project.

### **Regional Official**

- The Regional Official shall be registered annually with Boxing Ontario (Boxing Ontario)
- The term of office shall be for a one-year period
- He/She shall represent his/her Regional Officials at all Boxing Ontario Officials Commission Meetings and prepare an up-to-date list of Officials and their qualifications for such meetings
- The Regional Official shall have the following duties and responsibilities:
  - 1. to enforce the rules of the Canadian Amateur Boxing Association and the policies of Boxing Ontario (Boxing Ontario)
  - 2. to uphold and to improve the standard of officiating at all club shows sanctioned within his/her region
  - 3. to plan and organize officials clinics within his region
  - 4. to monitor and judge the performance of all Regional Officials including their upgrading based on their practical performance throughout the year up to level 2
  - 5. to be “official” in charge at all regional club shows or to appoint such an “official in charge”
  - 6. to communicate with his/her Regional Officials and inform them of all relevant new developments concerning regulations, rules, and officiating in general
- At Club Shows he/she is responsible for the following:
  - 1. conduct a weigh-in and medicals
  - 2. the correct matching of competitors
  - 3. inspection of the gloves and other safety equipment
  - 4. the arrangement of officials and timekeepers
  - 5. the assignment of referees and judges to bouts
  - 6. the layout of scoring slips and programs for officials
  - 7. Filling out of competitors passports (results, etc.)
  - 8. the completion of the official Result Sheet
  - 9. The payment of officials (travel, etc.)
  - 10. other duties as required
- The Regional Official shall at all times further and protect the interests of Boxing Ontario.

## **Appendix B – Boxing Canada Combative Sport Policy**

### **1. Preamble**

Boxing Canada's first priority is the safety of our members; we also recognize that members from other combative sports may want to compete in boxing.

### **2. Objective**

The Objective of the policy is to ensure that all members from other combative sports who want to compete in Boxing Canada sanctioned competition, or registers with Boxing Canada, understand and respect the rules of the Amateur Boxing in Canada.

### **3. Compliance**

Registered members of Boxing Canada cannot compete in any other combat or other Boxing Association that is not a member of the AIBA family.

- a) All Members from other combative sport can join Boxing Canada under the following conditions:
- b) Must pass full medical and neurological examination;
- c) Shall not spar or compete for a period of 60 days after registration;
- d) Cannot compete in any competition that is non-sanctioned by Boxing Canada;
- e) Any members that compete in non-sanction competitions will be suspended from our Association and will not be able to renew their membership.

All members from Combative Sports will be evaluated by their respective Province to decide whether the boxer is Open or Novice.

### **4. Definition of Combative Sports**

- All martial arts
- Kickboxing

## Appendix C – Boxing Ontario Contact Info

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