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Sarnia Lawn Bowling Club (SLBC) POLICY # 1: ANTI-DOPING POLICY

Policy Drafted: April 14, 2025

Policy Last Amended and Board Approved:

Definitions

1. These terms will have the following meanings in this Policy:

- a) *"Canadian Centre for Ethics in Sport (CCES)"* – The CCES is an independent, national, not-for-profit organization responsible for administering Canada's Anti-Doping Program and the World Anti-Doping Code in Canada <http://cces.ca>;
- b) *"Canadian Anti-Doping Program (CADP)"* – Set of rules that govern doping control in Canada. The full Policy can be viewed <http://cces.ca/canadian-anti-doping-program>;
- c) *"World Anti-Doping Agency (WADA)"* – An independent, international, not-for-profit organization responsible for administering the World Anti-Doping Code and the promotion of clean sport internationally;
- d) *"World Anti-Doping Code"* – Set of rules that govern doping control internationally. The full policy can be viewed <https://www.wada-ama.org/en>; and,
- e) *"Individuals"* - All categories of membership defined in the SLBC's Bylaws, as well as all individuals employed by, or engaged in activities with, the SLBC including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, contracted personnel, partners, committee members, and Directors and Officers of the SLBC

Purpose

2. The SLBC is committed to clean sport in Canada and endorses the 2015 Canadian Anti-Doping Program and the World Anti-Doping Code. The purpose of this policy is to confirm that the SLBC has adopted the 2015 CADP as its primary domestic anti-doping policy.

Scope and Authority

3. This policy applies to all Individuals.
4. The SLBC will respect any penalty imposed upon those identified in 1e enacted pursuant to the breach of the Canada Anti-Doping Program, whether imposed by WADA or the CC

Provisions

5. The SLBC is unequivocally opposed, on ethical, medical and legal grounds, to the practice of doping in sport.
6. The SLBC has adopted and agrees to abide by the Canadian Anti-Doping Program, as administered by the CCES, and as it may be amended from time to time.
7. In the event of a conflict between other anti-doping policies established by the SLBC and the 2015 CADP, the 2015 CADP shall prevail.
8. The SLBC will provide regular information and news on the anti-doping program domestically and internationally, and will arrange for the presentation of an anti-doping educational program with support material from CCES to groups of athletes and coaches at camps and competitions whenever possible.
9. The SLBC will respect the sanctions applicable due to an anti-doping rule violation, whether imposed by WADA, the CCES, or any national or provincial sport organization.

The SLBC will comply with the CADP with respect to public announcements of positive test results.

Provisions

10. The SLBC is unequivocally opposed, on ethical, medical and legal grounds, to the practice of doping in sport.
11. The SLBC has adopted and agrees to abide by the Canadian Anti-Doping Program, as administered by the CCES, and as it may be amended from time to time.
12. In the event of a conflict between other anti-doping policies established by the SLBC and the 2015 CADP, the 2015 CADP shall prevail.
13. The SLBC will provide regular information and news on the anti-doping program domestically and internationally, and will arrange for the presentation of an anti-doping educational program with support material from CCES to groups of athletes and coaches at camps and competitions whenever possible.
14. The SLBC will respect the sanctions applicable due to an anti-doping rule violation, whether imposed by WADA, the CCES, or any national or provincial sport organization.
15. The SLBC will comply with the CADP with respect to public announcements of positive test results.
16. All Individuals and persons sanctioned by virtue of the CADP will be ineligible to participate in any role and in any competition or activity organized, convened, held, or sanctioned by the SLBC as per the penalties imposed.

Communications

17. Once the policy is approved, it will immediately be communicated to those who will be responsible for its implementation and Individuals who will be affected.



Sarnia Lawn Bowling Club (SLBC) POLICY # 2: APPEALS

**Policy Drafted: April 14, 2025
Policy Last Amended and Board Approved**

Definitions

1. The following terms have these meanings in this policy:
 - a) "Appellant" - The Party appealing a decision;
 - b) "Respondent" - The body whose decision is being appealed;
 - c) "Parties" - The Appellant, Respondent and any other members or persons affected by the appeal;
 - d) "Days" - Days irrespective of weekend and holidays; and,
 - e) "Individuals" - All categories of membership defined in the SLBC's Bylaws, as well as all individuals employed by, or engaged in activities with, the SLBC including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, directors and officers of the SLBC.

Purpose

2. The SLBC is committed to providing an environment in which all Individuals involved with the SLBC are treated with fairness and respect. The SLBC provides Individuals with this Appeal Policy to enable fair, affordable and expedient appeals of certain decisions made by the SLBC. Further, some decisions made by the process outlined in the SLBC's Discipline and Complaints Policy may be appealed under this policy.

Scope and Application of this Policy

3. This policy applies to all Individuals. Any Individual who is directly affected by a the SLBC decision shall have the right to appeal that decision provided that there are sufficient grounds for the appeal under the "Grounds for Appeal" section of this policy.
4. This Policy **will apply** to decisions relating to:
 - a) Eligibility;
 - b) Selection;
 - c) Conflict of Interest;
 - d) Discipline;
 - e) Membership; and,
 - f) Athlete Assistance Program (AAP) carding nominations.

This Policy **will not apply** to decisions relating to:

- g) Employment;
- h) Infractions for doping offenses;
- i) The rules of the sport;
- j) Selection criteria, quotas, policies, and procedures established by entities other than the SLBC;
- k) Substance, content and establishment of team selection criteria;
- l) Volunteer/coach appointments and the withdrawal or termination of those appointments;
- m) Budgeting and budget implementation;
- n) The SLBC's operational structure and committee appointments;
- o) Decisions or discipline arising within the business, activities, or events organized by entities other than the SLBC (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the SLBC at its sole discretion);
- p) Commercial matters for which another appeals process exists under a contract or applicable law; and,
- q) Decisions made under this policy.

Timing of Appeal

5. Individuals who wish to appeal a decision have seven days from the date on which they received notice of the decision to submit, in writing to the SLBC, 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;
 - 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 these grounds;
 - i) Requested remedy or remedies; and,
 - j) An administration fee of five hundred dollars (\$500).
6. An Individual who wishes to initiate an appeal beyond the seven 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 seven (7) day period will be at the sole discretion of the Case Manager (appointed by the SLBC President or their designate) and may not be appealed.

Grounds for Appeal

7. A decision cannot be appealed on its merits alone. 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 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 is unable to consider other views);
 - d) Failed to consider relevant information or took into account irrelevant information in making the decision; and,
 - e) Made a decision that was grossly unreasonable.
8. The appellant bears the onus of proof and 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 and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

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 SLBC may direct the appeal to be heard first under the SLBC's Dispute Resolution Policy.
10. Appeals resolved by mediation under the SLBC'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 SLBC President 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; and,
 - c) Decide whether there are sufficient grounds for 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 a 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 which shall consist of a single adjudicator, to hear the appeal. In extraordinary circumstance 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 shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
15. If a party chooses not to participate in the hearing, the hearing will proceed in any event.
16. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
 - a) The hearing will be held within the appropriate timeline determined by the Case Manager;
 - b) The Parties will be given reasonable notice of the day, time and place of the hearing;
 - 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; 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; and,
 - h) The decision to uphold or reject the appeal will be by a majority vote of Panel members.
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;
 - d) Determine whether costs of the appeal, excluding legal fees and legal disbursements of any Parties, will be assessed against any party. In assessing the cost, the panel will take into account the outcome of the appeal, the conduct of the parties and the parties respective financial resources.

19. The panel's written decision, with reasons, will be distributed to all parties, the Case Manager, and the SLBC. 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 SLBC's Individuals.
22. No action or legal proceeding will be commenced against the SLBC or individuals in respect of a dispute, unless the SLBC has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the SLBC's governing documents.



Sarnia Lawn Bowling Club (SLBC)

POLICY # 3: CODE OF CONDUCT AND ETHICS

Policy Drafted: April 14 2025

Policy Last Amended and Board Approved

Definitions

1. The following terms have these meanings in this Code:
 - a) “*Individuals*” – Individuals employed by, or engaged in activities with, the SLBC including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and Directors and Officers of the SLBC; and,
 - b) “*Workplace*” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the SLBC’s office, work-related social functions, work assignments outside the SLBC’s offices, work-related travel, and work-related conferences or training sessions

Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within the SLBC’s programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the SLBC’s core values. The SLBC supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

Application of this Code

3. This Code applies to individuals’ conduct during the SLBC’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the SLBC’s activities, the SLBC’s office environment, and any meetings.
4. An Individual who violates this Code may be subject to sanctions pursuant to the SLBC’s *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the SLBC’s *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the particular competition.

5. An employee of the SLBC found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any SLBC event, will be subject to appropriate disciplinary action subject to the terms of the SLBC's *Human Resources Policy* as well as the employee's employment agreement (if applicable).
6. This Code also applies to Individuals' conduct outside of the SLBC's business, activities, and events when such conduct adversely affects relationships within the SLBC (and its work and sport environment) and is detrimental to the image and reputation of the SLBC. Such applicability will be determined by the SLBC at its sole discretion.

Responsibilities

7. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of the SLBC 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 athletes, coaches, officials, organizers, volunteers, employees, or members
 - 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; and,
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules.
 - b) Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts;
 - ii. The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances;
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts;
 - iv. Leering or other suggestive or obscene gestures;

- v. Condescending or patronizing behaviour which is intended to undermine self- esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
 - vii. Any form of hazing;
 - viii. Retaliation or threats of retaliation against an individual who reports harassment;
 - ix. Bullying and cyberbullying;
 - x. Offensive or intimidating phone calls or emails;
 - xi. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - xii. Psychological abuse;
 - xiii. Discrimination;
 - xiv. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating; and,
 - xv. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment.
- c) Refrain from any behaviour that constitutes **violence**, where violence is defined as the exercise of physical force, that causes or could cause physical injury; an attempt to exercise physical force that could cause physical injury; or a statement or behaviour that it is reasonable to interpret as a threat to exercise physical force. Types of behaviour that are applicable to this section include, but are not limited to:
- i. Verbal threats to attack;
 - ii. Sending to or leaving threatening notes or emails;
 - iii. Making threatening physical gestures;
 - iv. Wielding a weapon;
 - v. Hitting, pinching or unwanted touching which is not accidental;
 - vi. Throwing an object;
 - vii. Blocking normal movement or physical interference, with or without the use of equipment; and,
 - viii. 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. Sexual violence;
 - iii. Display of sexually offensive material;

- iv. Sexually degrading words used to describe a person;
 - v. Inquiries or comments about a person's sex life;
 - vi. Unwelcome sexual flirtations, advances, or propositions;
 - vii. Inappropriate sexual touching, advances, suggestions or requests;
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. Unwelcome sexual flirtations, advances, requests, or invitations; and,
 - x. Physical or sexual assault.
- e) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the SLBC adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the SLBC's *Discipline and Complaints Policy*. the SLBC will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the SLBC or any other sport SLBC.
 - 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 the SLBC programs, activities, competitions, or events.
 - i) 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 SLBC's events.
 - j) Respect the property of others and not willfully cause damage.
 - k) Promote the sport in the most constructive and positive manner possible.
 - l) Adhere to all federal, provincial, municipal and host country laws.
 - m) Comply, at all times, with the SLBC's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time.

- n) Adhere to the Coaching Association of Canada and National Coaching Certification guidelines.

Board/Committee Members and Staff

- 8. In addition to section 7 (above), the SLBC's Directors, Committee Members, and Staff will have additional responsibilities to:
 - a) Function primarily as a member of the board and/or committee(s) of the SLBC; 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 SLBC's business and the maintenance of Individuals' confidence;
 - c) Ensure that the SLBC'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 the SLBC;
 - 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 and be fair, equitable, considerate, and honest in all dealings with others;
 - g) Keep informed about the SLBC'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 SLBC is incorporated;
 - i) Respect the confidentiality appropriate to issues of a sensitive nature;
 - j) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
 - k) Respect the decisions of the majority and resign if unable to do so;
 - l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings;

- m) Have a thorough knowledge and understanding of all the SLBC governance documents; and,
- n) Conform to the bylaws and policies approved by the SLBC, in particular this *Code of Conduct and Ethics* as well as the *Conflict of Interest Policy* and *Confidentiality Policy*

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) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs;
 - e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete;
 - f) Act in the best interest of the athlete's development as a whole person;
 - g) Respect other coaches;
 - h) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the SLBC's *Screening Policy*;
 - i) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance; and,
 - 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) 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;
- m) 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;
- n) Dress professionally, neatly, and inoffensively; and,
- o) Use inoffensive language, taking into account the audience being addressed.
- p) Adhere to the Coaching Association of Canada and National Coaching Certification guidelines.

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 requirements under the Athlete Assistance Program (if applicable);
- 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 for any reason;
- d) Adhere to the SLBC's rules and requirements regarding clothing and equipment;
- e) Never ridicule a participant for a poor performance or practice;

- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators;
- g) Dress in a manner representative of the SLBC; focusing on neatness, cleanliness, and discretion; and,
- h) Act in accordance with the SLBC'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 SLBC 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, club or association;
- g) Assist with the development of less-experienced referees and minor officials;
- h) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the SLBC, athletes, coaches, officials, and parents;
- i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others;
- j) 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;
- k) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and, in these cases, inform the assignor or association at the earliest possible time;

- l) When writing reports, set out the true facts and not attempt to justify any decisions; and,
- m) Dress in proper attire for officiating.

Parents, Guardians and Spectators

12. In addition to section 7 (above), parents/guardians and spectators at events will:

- a) Encourage athletes to compete within 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;
- f) Never question an official's or staff member's judgment or honesty;
- g) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm;
- h) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers; and,
- i) Not harass competitors, coaches, officials, parents/guardians, or other spectators



Sarnia Lawn Bowling Club (SLBC) POLICY # 4: COMMUNICATIONS POLICY

**Policy Drafted: April 14 2025
Policy Last Amended and Board Approved**

The Mission of the SLBC is to promote, encourage, coordinate, and administer the sport of lawn bowls and provide opportunities for all bowlers in Ontario to participate at their level of interest and ability. Communication is an integral aspect of this mission. Our values inform our strategic plan and must also govern the way in which these plans are presented to our stakeholders. SLBC values that dictate communications are:

- **Openness and transparency** (members should be able to understand the working and decision- making processes of the board, whenever possible);
- **Accuracy** (we will endeavor to always be accurate in our communications and correct inaccuracies as quickly as we can);
- **Timeliness** (we strive to inform our stakeholders promptly); and,
- **Due diligence** (we will follow approval processes commensurate to the nature of the topic).

To ensure that we represent SLBC consistently and correctly, the SLBC Board has approved this policy on communications.

1. SLBC communicates via appointees in several key channels.

- The channels include website, social media, newsletters, email and in-person and virtual meetings (such as the Annual General Meeting, District Chair meetings, clinics and others).
- Each digital channel shall have an appointee charged with channel delivery. The appointee is responsible for the maintenance and posting to the channel and keeping the channel infrastructure in good order, but not necessarily for the final approval on communications via that channel. Unless otherwise approved, the appointee will be the Communication Chair or their designate.

2. SLBC critical messaging must be approved by the appropriate board, regardless of channel.

- Critical communications are messages or announcements that are original to SLBC, of import and are intended for stakeholders outside of the Board. A non-comprehensive list would include:
 - Financial statements;
 - Safe Sport matters;
 - Discipline and complaints;
 - Membership and marketing;
 - Board appointments; and,
 - Championship arrangements (COP, hosting clubs,).
- Non-critical communications would include such things as:
 - Reposts of bowling matters from other jurisdictions;

- General correspondence and draft positions or plans; and,
 - General articles of interest to our stakeholders.
- The appropriate Board executive is the person chairing the committee to which the messaging relates such as:
 - Finance - Treasurer
 - Grants - Grants Chair
 - Safe Sport – Governance Chair
 - Discipline and complaints
 - Tournament - Tournament Chair
 - If the appropriate executive is not available and the need for messaging is urgent, approval can be provided by the President or Communications Chair.
 - Before sending or posting, all communications, both critical and non-critical, must be proofread by the Communications Chair or Executive Director including formatting, readability and consistency with SLBC messaging.
3. **Communications planning.** The chair of the Communications Committee is responsible for preparing an overall SLBC annual communications plan in collaboration with the Board and Executive Director. The objective is to ensure regular communications to our members (bowlers and clubs) throughout the year.
 4. **Clear information on what SLBC is and does is available on the SLBC website.** This information should be shared to promote the organization. Everyone is encouraged to communicate about SLBC.
 5. **Any director, member, employee, contractor, or official party wanting to represent SLBC officially** at an event or function of any kind, thus speaking on behalf of SLBC, first needs to obtain permission from the SLBC President, or designate. Details about the event must be reported to the President as soon as possible after the event. The President will share this information, if useful, with the Board.
 6. **Matters that have been designated “confidential” cannot be shared outside SLBC** and should not be recorded in minutes. Confidential matters under discussion by the board at any time, including email, should be clearly identified and marked as “confidential” otherwise the discussion is not considered confidential.
 7. **Board email:**
 - The current executive, committee chairs and appointees have @slbc.ca email addresses. After their terms expire, the emails will be archived, and the addresses removed. Special allowance may be made for temporary usage after terms, with the approval of the President or Communications Director.
 - All board business must be done using these SLBC email addresses. Personal email addresses are not to be used for SLBC business. This ensures that all correspondence is retrievable after the director’s term ends. It also signifies to the email recipient(s) that the messaging and messenger are legitimate and that this is SLBC business.

8. Record retention:

- All documents, spreadsheets, presentations, and other documents pertaining to SLBC business should be stored on the SLBC Google Drive. This is to facilitate proper transitioning of portfolios from outgoing to incoming Directors.

9. Communicating to SLBC members (clubs and bowlers):

- SLBC should endeavour to communicate to its members several times a year. This is to encourage and engage bowlers and keep SLBC services front of mind for club executives. As such, each Committee should have its own communication plan that includes identification of key messages, stakeholders, and a simple editorial calendar. Assistance will be provided by the Communications Chair, if requested.

10. Social Media:

- SLBC Board Directors must remember that when they speak about bowls on social media platforms using their names, they are representing the Board. As such, they are expected to support official board decisions and seek normal approvals for critical messaging.

11. Media Inquiries:

- Inquiries from the media, government inquiries, and funding bodies about SLBC business must be shared with the President or designate before a response is made. If the President decides, the inquiry can be turned over to the Executive or appropriate committee chair for consultation.



Sarnia Lawn Bowling Club (SLBC)

POLICY # 5: CONCUSSION PROTOCOL AND RETURN TO PLAY

Policy Drafted: April 13 2025

Policy Last Amended and Board Approved

Preamble

1. The SLBC is committed to ensuring the safety of those participating in the sport of Lawn Bowls and recognizes the increased awareness of concussions and their long-term effects. Ontario Regulation 161/19 - Rowan's Law (Concussion Safety) does not apply to the sport of lawn bowls. The Regulation applies only to the Schedule of Amateur Competitive Sports and lawn bowling is not listed on this Schedule.
2. Notwithstanding the above, the SLBC takes player safety very seriously and recognizes the potential for members to fall while on the premises. While the risk of suffering a concussion in a fall while lawn bowling is less likely than in other sports, first aid providers and/or members in charge must be aware of the signs of concussion so that they can take the necessary steps to mitigate further harm. In addition, the SLBC recognizes the potential for participants to suffer concussions in other sports or in non-sports related activities and attend club activities undiagnosed.
3. This protocol provides guidance identifying common signs and symptoms of concussion, the steps to be followed in the event of a suspected concussion and return to participation guidelines should a concussion be diagnosed. Awareness of the signs and symptoms of concussion, whether suffered on site or outside of the club, and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complication.
4. The SLBC encourages all member clubs to take steps to reduce the risk of concussions through regular club inspections, maintenance, procedures and supports to eliminate slips, trips and falls on site. (For example - proper handrails, steps, ramps, anti-slip surfaces, elimination of uneven ground, precautionary signage, bowls equipment placement and storage)
5. The SLBC has adopted the following protocols for all member clubs to adhere to regarding Concussion Safety. A concussion is a clinical diagnosis that can only be made by a physician. Sarnia Lawn Bowling Club (SLBC) accepts no liability for participants or other individuals in their use or interpretation of this protocol.

CONCUSSION PROTOCOL

Definitions

6. The following terms have these meanings in this protocol:
 - a) "Participant" – Coaches, athletes, volunteers, officials, and other individuals engaged in activities with the association, including, but not limited to, volunteers, administrators, committee members and directors and officers.
 - b) "Suspected Concussion" – means the recognition that an individual appears to have either experienced an injury or impact that may result in a concussion or is exhibiting unusual behaviour that may be the result of concussion.

- c) c) “Sport-Related Concussion (“SRC”) – A sport-related concussion is a traumatic brain injury induced by biomechanical forces. Several common features that may be used to define the nature of a SRC may include:
- i. Caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head;
 - ii. Typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
 - iii. May result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality may be visibly apparent;
 - iv. Results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.

CONCUSSION AWARENESS

7. The 5th Consensus Statement on Concussion in Sport that was released in April 2017. The report that was prepared by the 2017 Concussion in Sport Group (CISG), a group of sport concussion medical practitioners and experts, and adapts concussion assessment and management tools. The CISG suggested 11 ‘R’s of Sport-Related Concussion (“SRC”) management to provide a logical flow of concussion management. The 11 ‘R’s are: Recognize, Remove, Re-Evaluate, Rest, Rehabilitation, Refer, Recover, Return to Sport, Reconsider, Residual Effects, and Risk Reduction.

Recognize

8. If any of the following red flags are present, an **ambulance must be called (ie- call 911) and/or an on-site licensed healthcare professional must** be summoned:
- a) Neck pain or tenderness
 - b) Double vision
 - c) Weakness or tingling / burning in arms or legs
 - d) Severe or increasing headache
 - e) Seizure or convulsion
 - f) Loss of consciousness
 - g) Deteriorating conscious state
 - h) Vomiting
 - i) Increasingly restless, agitated, or combative
9. The following observable signs may indicate a possible concussion:
- a) Lying motionless on the playing surface
 - b) Slow to get up after a direct or indirect hit to the head
 - c) Disorientation or confusion / inability to respond appropriately to questions
 - d) Blank or vacant look

- e) Balance or gait difficulties, motor in-coordination, stumbling, slow laboured movements
- f) Facial injury after head trauma

10. A concussion may result in the following symptoms:

- a) Headache or “pressure in head”
- b) Balance problems or dizziness
- c) Nausea or vomiting
- d) Drowsiness, fatigue, or low energy
- e) Blurred vision
- f) Sensitivity to light or noise
- g) More emotional or irritable
- h) “Don’t feel right”
- i) Sadness, nervousness, or anxiousness
- j) Neck pain
- k) Difficulty remembering or concentrating
- l) Feeling slowed down or “in a fog”

11. Failure to correctly answer any of these memory questions may suggest a concussion:

- a) What club are we at today?
- b) Who scored last in this game?
- c) What end is it?
- d) What team did you play in the last game?
- e) Did your team win last game?

Remove

12. In the event of a Suspected Concussion where there are observable signs of a concussion, symptoms of a concussion, or a failure to correctly answer memory questions, the participant should be immediately removed from competition.

13. Participants who have a Suspected Concussion and who are removed from participation should:

- a) Not be left alone (at least for the first 1-2 hours)
- b) Not drink alcohol
- c) Not use recreational/prescription drugs
- d) Not be sent home by themselves
- e) Not drive a motor vehicle until cleared to do so by a medical professional

14. A Participant who has been removed from participation due to a suspected concussion cannot return to participation until the Participant has been assessed medically, preferably by a physician who is familiar with the Sport Concussion Assessment Tool – 5th Edition (SCAT5) (for Participants over the age of 12) or the Child SCAT5 (for Participants between 5 and 12 years old), even if the symptoms of the concussion resolve.

15. For Participants who have been removed from participation, the Participant's parent/guardian/next of kin should be immediately contacted. The Participant should be isolated in a dark room or area, stimulus should be reduced, the Participant should not be left alone, the Participant should be monitored, and any cognitive, emotional, or physical changes should be documented.

Re-Evaluate

16. A Participant with a Suspected Concussion should be evaluated by a licensed physician who should conduct a comprehensive neurological assessment of the Participant and determine the Participant's clinical status and the potential need for neuroimaging scans.

Rest and Rehabilitation

17. Participants with a diagnosed SRC should rest during the acute phase (24-48 hours) but can gradually and progressively become more active so long as activity does not worsen the Participant's symptoms. Participants should avoid vigorous exertion.

18. Participants must consider the diverse symptoms and problems that are associated with SRCs. Rehabilitation programs that involve controlled parameters below the threshold of peak performance should be considered.

Refer

19. Participants who display persistent post-concussion symptoms (i.e., symptoms beyond the expected timeline for recovery –10-14 days for adults and 4 weeks for children) should be referred to physicians with experience handling SRCs and the residual effects of a concussion.

Recovery and Return to Compete

20. No Athlete removed from play as a result of being diagnosed or suspected of having a SRC shall return to play without the participant providing the SLBC with a medical clearance form, signed by a physician prior to returning to full participation in the sport of lawn bowls.

Non-Compliance

21. Failure to abide by any of the guidelines and/or protocols contained within this protocol may result in disciplinary action in accordance with the SLBC's Discipline and Complaints Policy.



Sarnia Lawn Bowling Club (SLBC)

POLICY # 6: CONFIDENTIALITY

Policy Drafted: April 14 2025

Policy Last Amended and Board Approved

Purpose

1. The purpose of this policy is to ensure the protection of confidential information that is proprietary to the SLBC.

Application of this Policy

2. This policy applies to all categories of membership as defined in the SLBC's Bylaws as well as all individuals employed by or engaged in activities with the SLBC. Persons affected by this policy include, but are not limited to, athletes, coaches convenors, referees/umpires, officials, volunteers, managers, administrators, committee members and directors and officers of the SLBC (hereinafter "SLBC representatives").

Confidential Information

3. The term "Confidential Information" includes, but is not limited to, the following:
 - a) Personal information of SLBC representatives including:
 - i. Home address;
 - ii. Email address;
 - iii. Personal phone numbers;
 - iv. Date of birth;
 - v. Financial information;
 - vi. Medical history; and,
 - vii. Police Vulnerable Sector Checks.
 - b) SLBC intellectual property, proprietary information and business related to the SLBC's programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data products, technology, computer programs, manuals, registration lists, software, financial information and information for as long as it is available publicly.
4. Confidential information does not include the following: name, title, business address, work telephone number or any other information widely available or posted publicly.

5. SLBC representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website or any other social media platform) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

Responsibilities

6. SLBC representatives will not, either during the period of their involvement/employment with the SLBC or any time thereafter, disclose to any person or organization, any confidential information acquired during their period of affiliation, unless expressly authorized to do so.
7. SLBC representatives will not publish, communicate, divulge or disclose to any authorized person, organization or third party, any confidential information without the express written consent of the SLBC.
8. SLBC representatives will not sell confidential information about members to third parties.
9. SLBC representatives will not use, reproduce or distribute confidential information without the express written consent of the SLBC.
10. All files and written materials relating to confidential information will remain the property of the SLBC and, upon termination of involvement/employment with the SLBC or upon request of the SLBC, the SLBC representative will immediately return all written or tangible confidential information as well as copies, reproductions and any other media containing confidential information.
11. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on any social media platform and other works produced in connection with employment or involvement with the SLBC) will be owned solely by the SLBC which shall have the right to use, reproduce or distribute such material and works, in whole or in part for any purpose it wishes. The SLBC may grant permission for others to use its intellectual property.

Enforcement

12. A breach of any provision in this policy may be subject to legal recourse, termination of employment of volunteer position, or sanctions pursuant to the SLBC's "*Discipline and Complaints Policy*."



Sarnia Lawn Bowling Club (SLBC) POLICY # 7: CONFLICT OF INTEREST

**Policy Drafted: April 14 2025
Policy Last Amended and Board Approved**

Definitions

1. The following terms have these meanings in this policy:
 - a) *"Conflict of Interest"* - Any situation in which a representative's decision-making, which should always be in the best interests of the SLBC, is influenced or could be influenced by personal, family, financial, business, or other private interests.
 - b) *"Pecuniary Interest"* - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
 - c) *"Non-Pecuniary Interest"* - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.
 - c) *"Representatives"* - Individuals employed by, or engaged in activities on behalf of, the SLBC including: coaches, staff members, convenors, contract personnel, volunteers, managers, administrators, committee members and Directors and Officers of the SLBC.

Background

2. Individuals who act on behalf of an SLBC have a duty first to that of the SLBC and second to any personal stake they have in the operations of the SLBC. For example, in not-for-profit organizations, directors are required, by law, to act as a trustee (in good faith, or in trust) of the SLBC. directors and other stakeholders, must not put themselves in positions where making a decision on behalf of the SLBC is connected to their own personal interests. That would be a conflict of interest situation.

Purpose

3. The SLBC strives to reduce and eliminate nearly all instances of conflict of interest at the SLBC - by being aware, prudent, and forthcoming about the potential conflicts. This policy describes how representatives will conduct themselves in matters relating to conflict of interest, and will clarify how representatives shall make decisions in situations where conflict of interest may exist.

4. This policy applies to all representatives.

Obligations

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a representative's personal interest and the interests of the SLBC, shall always be resolved in favour of the SLBC.
6. 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 the SLBC, unless such business, transaction, or other interest is properly disclosed to the SLBC and approved by the SLBC;
 - 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 family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise;
 - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the SLBC, if such information is confidential or not generally available to the public
 - e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the SLBC, or in which they have an advantage or appear to have an advantage on the basis of their association with the SLBC' Without the permission of the SLBC, use the SLBC's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the SLBC
 - g) Place themselves in positions where they could, by virtue of being an SLBC Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
 - h) 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 an SLBC Representative

Disclosure of Conflict of Interest

7. On an annual basis, all the SLBC's Directors and candidates for election to the Board, Directors, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the SLBC.
8. Representatives shall disclose real or perceived conflicts of interest to the SLBC's board immediately upon becoming aware that a conflict of interest may exist.

9. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

Minimizing Conflicts of Interest in Decision-Making

10. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an SLBC Representative will be considered and decided with the following additional provisions:
 - a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
 - b) The Representative does not participate in discussion on the matter or be present where and when the matter is being discussed;
 - c) The representative abstains from voting on the decision;
 - d) For board-level decisions, the Representative does not count toward quorum; and,
 - e) The decision is confirmed to be in the best interests of the SLBC.

For potential conflicts of interest involving employees, the SLBC's board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The SLBC will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the SLBC or give rise to a conflict of interest.

Conflict of Interest Complaints

11. Any person who believes that a representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the board or any committee), to the SLBC's board who will decide appropriate measures to eliminate the conflict. The board may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - a) Removal or temporary suspension of certain responsibilities or decision-making authority;
 - b) Removal or temporary suspension from a designated position;
 - c) Removal or temporary suspension from certain teams, events and/or activities;
 - d) Expulsion from the SLBC; and,
12. Other actions as may be considered appropriate for the real or perceived conflict of interest. Any person who believes that a representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the SLBC to be addressed under the SLBC's *Discipline and Complaints Policy*.
13. Failure to comply with an action as determined by the board will result in automatic suspension from the SLBC until compliance occurs.

14. The board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

Enforcement

15. Failure to adhere to this Policy may permit discipline in accordance with the SLBC's *Discipline and Complaints Policy*.



Sarnia Lawn Bowling Club (SLBC) POLICY # 8: DISCIPLINE AND COMPLAINTS

Policy Drafted: April 14 2025

Policy Last Amended and Board Approved

Definitions

1. The following terms have these meanings in this policy:
 - a) *"Complainant"* - The party alleging an infraction.
 - b) *"Respondent"* - The alleged infracting Party.
 - c) *"Parties"* - The complainant, respondent, and any other individuals, persons, or organizations affected by the complaint.
 - d) *"Days"* - Days irrespective of weekend and holidays.
 - e) *"Individuals"* - All categories of membership defined in the SLBC's Bylaws, as well as all individuals employed by, or engaged in activities with, the SLBC including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, directors and officers of the SLBC.

Purpose

2. The SLBC is committed to providing an environment in which all Individuals involved with the SLBC are treated with respect. Membership in the SLBC, as well as participation in its activities, brings many benefits and privileges. At the same time, Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the SLBC's policies, bylaws, rules and regulations, and *Code of Conduct and Ethics*. Irresponsible behaviour by Individuals can result in severe damage to the integrity of the SLBC. Conduct that violates these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, the SLBC provides Individuals with the mechanism outlined in this Policy so that complaints are handled fairly, expeditiously, and affordably.

Application of this Policy

3. This Policy applies to all individuals.
4. This policy applies to discipline matters that may arise during the course of the SLBC's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the SLBC activities, and any meetings.
5. This policy does not prevent discipline from being applied, during a competition or event, according to specific procedures in place for the particular event. Further discipline may be applied according to this policy.

6. Discipline matters and complaints arising within the business, activities, or events organized by entities other than the SLBC will be dealt with pursuant to the policies of these other entities unless requested and accepted by the SLBC at its sole discretion.

Reporting a Complaint

7. Any individual may report any complaint to the SLBC President or their designate. Such a complaint must be in writing and signed, and must be filed within fourteen (14) days of the alleged incident. Filing a complaint by email is acceptable. Anonymous complaints may be accepted at the sole discretion of the SLBC.
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 not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the SLBC. This decision may not be appealed.
9. At the SLBC's discretion, the SLBC may act as the complainant and initiate the complaint process under the terms of this policy. In such cases, the SLBC will identify an individual to represent the SLBC.

Mediation

10. Before any complaint proceeds to the formal stage and the parties agree, the dispute will be referred to the SLBC's President (or designate) with the objective of resolving the dispute via the SLBC's *Dispute Resolution Policy*.

Case Manager

11. Should mediation not resolve the dispute, the SLBC will appoint a case manager to oversee 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 SLBC. The case manager has an overall responsibility to ensure procedural fairness is respected at all times in this policy, and to implement this policy in a timely manner. More specifically, the case manager has a responsibility to:
 - a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this policy. If the case manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this policy, the complaint will be dismissed immediately. The case manager's decision to accept or dismiss the complaint may not be appealed.
 - b) Determine if the complaint is a minor or major infraction.
 - c) Appoint the panel, if necessary, in accordance with this policy.
 - d) Coordinate all administrative aspects of the complaint
 - e) Provide administrative assistance and logistical support to the panel as required.

- f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.
- 12. The case manager will inform the parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.
- 13. This policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this policy.
- 14. 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. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy.

Minor Infractions

- 15. Minor infractions are **single incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others, the SLBC, or the sport. Examples of minor infractions can include, but are not limited to, a single incident of:
 - a) Disrespectful, offensive, abusive, racist, or sexist comments or behavior;
 - b) Disrespectful conduct such as outbursts of anger or argument;
 - c) Conduct contrary to of the SLBC;
 - d) Being late for, or absent from, the SLBC events and activities at which attendance is expected or required;
 - e) Non-compliance with the SLBC's policies, procedures, rules or regulations;
 - f) Infractions made in writing or on-line through social media;
 - g) Minor violations of the SLBCs *Code of Conduct and Ethics*; and,
 - h) Tampering.
- 16. All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. If applicable, discipline specific to the particular event or competition shall be applied. The person in authority can be, but is not restricted to being, staff, officials, coaches, judges, organizers, or the SLBCs decision-makers.
 - 17. at the discretion of the person responsible for discipline of such infractions (as noted above).
- 17. Penalties for minor infractions, which may be applied singularly or in combination, include the following:
 - a) Verbal or written reprimand from the SLBC to one of the parties;
 - b) Verbal or written apology from one party to the other party;

- c) Service or other voluntary contribution to the SLBC;
- d) Removal of certain privileges of membership for a designated period of time;
- e) Suspension from the current competition, activity, or event;
- Q Fines;;
- g) Any other sanction considered appropriate for the offense; and/or,
- h) Discipline specific to the event or competition, if applicable.

19. Minor infractions that result in discipline will be recorded and records will be maintained by the SLBC. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

20. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to the SLBC, or to the sport. Examples of major infractions include, but are not limited to:
- a) Repeated minor infractions;
 - b) Any incident of hazing;
 - c) Incidents of physical abuse;
 - d) Behaviors that constitutes harassment, sexual harassment, or sexual misconduct;
 - e) Pranks, jokes, or other activities that endanger the safety of others;
 - f) Conduct that intentionally interferes with a competition or with any athlete's preparation for competition;
 - g) Conduct that intentionally damages the SLBC's image, credibility or reputation;
 - h) Disregard for the SLBC's bylaws, policies, rules and regulations;
 - i) Major or repeated violations of the SLBC's *Code of Conduct and Ethics*;
 - j) Intentionally damaging the SLBC property or improperly handling the SLBC monies;
 - k) Infractions made in writing or online through email or social media;
 - l) Abusive use of alcohol, any use or possession of alcohol by minors or use or possession of illicit drug and narcotics; and,
 - m) Any possession or use of banned performance enhancing drugs or methods.
21. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. If applicable, discipline specific to the particular event or competition shall be applied. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy. This review does not replace the appeal provisions of this Policy.
22. Major infractions will be handled using the Procedure for *Major Infraction Hearing* set out in this policy, except where a dispute resolution procedure contained within a contract, employee agreement, or other formal written agreement takes precedence.

Procedure for Major Infraction Hearing

23. The case manager shall notify the parties that the complaint is potentially legitimate and the incident shall be dealt with as a major infraction. The case manager shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the case manager and may not be appealed.
24. 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.
25. If the respondent acknowledges the facts of the incident, the respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The panel may still hold a hearing for the purpose of determining an appropriate sanction.
26. If a party chooses not to participate in the hearing, the hearing will proceed in any event.
27. The case manager will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the case manager deems appropriate in the circumstances, provided that:
 - a) The parties will be given appropriate notice of the day, time, and place of the hearing;
 - b) Copies of any written documents which the parties wish to have the panel consider will be provided to all Parties in advance of the hearing;
 - c) The parties may be accompanied by a representative, advisor or legal counsel at their own expense;
 - d) The panel may request that any other individual participate and give evidence at the hearing;
 - e) The panel may allow, as evidence at the hearing, any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate; and,
 - f) The decision will be a majority vote of panel members.
28. 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.
29. In fulfilling its duties, the panel may obtain independent advice.

Decision

30. After hearing the matter, the 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 panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the SLBC. In extraordinary circumstances, the panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the panel.

Sanctions

31. The panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:
- a) Verbal or written reprimand from the SLBC to one of the parties;
 - b) Verbal or written apology from one party to the other party;
 - c) Service or other voluntary contribution to the SLBC;
 - d) Expulsion from the SLBC;
 - e) Removal of certain membership privileges;
 - f) Suspension from certain teams, events and/activities;
 - g) Suspension from all the SLBC's activities for a designated period of time;
 - h) Withholding of prize money or awards;
 - i) Payment of the cost of repairs for property damage;
 - j) Suspension of funding from the SLBC or from other sources; and,
 - k) Any other sanction considered appropriate for the offense
32. Unless the panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the panel will result in automatic suspension until such time as compliance occurs.
33. Major infractions that result in discipline will be recorded and records will be maintained by the SLBC.

Suspension Pending a Hearing

34. The SLBC 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

35. An Individual's conviction for any of the following *Criminal Code* offenses will be deemed a major infraction under this Policy and will result in expulsion from the SLBC and/or removal from the SLBC's competitions, programs, activities and events upon the sole discretion of the SLBC:
- 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

- 36. The discipline and complaints 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 relating to the discipline or complaint to any person not involved in the proceedings.
- 37. The SLBC will not comment publicly on any complaint.

Timelines

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

Records and Distribution of Decisions

- 39. Minor and major infractions that result in discipline, as well as decisions of any appeals, shall be recorded and maintained by the SLBC.
- 40. Other organizations may be advised of any decisions and, if there was an appeal, the appeal decision.
- 41. Decisions and appeals are matters of public interest and shall be publicly available with the names of the individuals redacted. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed. Pursuant to the SLBC's *Confidentiality Policy*, the panel may determine that disclosing the person's identity would unduly violate the person's privacy and may decide that the decision, or part of the decision, shall be kept confidential.

Appeals Procedure

- 42. The decision of the panel may be appealed in accordance with the SLBC's *Appeal Policy*.



Sarnia Lawn Bowling Club (SLBC) POLICY # 9: DISPUTE RESOLUTION

Policy Drafted: April 13 2025

Policy Last Amended and Board Approved

Definitions

1. The following term has this meaning in this Policy:
 - a) "Individuals" - All categories of membership defined in the SLBC's Bylaws, as well as all individuals employed by, or engaged in activities with, the SLBC including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the SLBC.

Purpose

2. The SLBC 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. Alternate Dispute Resolution also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.
3. The SLBC encourages all individuals to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The SLBC believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among individuals are strongly encouraged.

Application of this Policy

4. This Policy applies to all individuals.
5. Opportunities for Alternate Dispute Resolution may be pursued at any point in a dispute within the SLBC when all parties to the dispute agree that such a course of action would be mutually beneficial.

Facilitation and Mediation

6. If all parties to a dispute agree to Alternate Dispute Resolution, a mediator or facilitator appointed by the SLBC, acceptable to all parties, shall be appointed to mediate or facilitate the dispute.
7. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated, and shall specify a deadline before which the parties must reach a negotiated decision.
8. Should a negotiated decision be reached, the decision shall be reported to, and approved by, the SLBC. Any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending the SLBC's approval.

9. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of the SLBC's Discipline and Complaints Policy.
10. The costs of mediation and facilitation will be shared equally by the parties.

Final and Binding

11. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.
12. No action or legal proceeding will be commenced against the SLBC or its individuals in respect of a dispute, unless the SLBC has refused or failed to provide or abide by the dispute resolution

processes set out in its governing documents.



Sarnia Lawn Bowling Club (SLBC) POLICY # 10: ELECTIONS AND NOMINATIONS POLICY

Policy Drafted: April 12 2025

Policy Last Amended and Board Approved

Overview

The Sarnia Lawn Bowling Club (SLBC) has produced this Elections Guide and Nominations Policy to describe how individuals can be elected to the SLBC's Board of Directors.

The SLBC's Board of Directors is empowered to hire and oversee the SLBC staff, approve policies and procedures relating to members, determine membership dues, appoint committees, resolve disputes, and generally manage the affairs of the organization.

The Board will consist of 10 Directors. Directors are elected for a two-year term. The members will elect:

- President
- Vice President
- Treasurer
- Secretary
- Eight (6) Directors-at-Large

The election of directors will take place at each annual meeting of members. The elections shall take place in two (2) parts:

- (a) The President, Treasurer and four (4) Director(s)-at-Large will be elected to the board at alternate annual meetings those listed in subsection (b);
- (b) The Vice President, Secretary and four (4) Director(s)-at-Large will be elected to the board in alternate annual meetings those listed in subsection (a).

Nominations Committee

The SLBC's Board of Directors appoints a Nominations Committee that has the primary responsibility to solicit interest for the SLBC's elected director positions. The board may appoint between three and five individuals to serve on the Nominations Committee and can add or remove members of the committee when necessary.

Committee members should not include currently-sitting directors unless the sitting director is not running for re-election.

The Nominations Committee operates with a Terms of Reference that can be changed and modified by the board.

Terms of Reference

Mandate: The Nominations Committee is a standing committee of the Sarnia Lawn Bowling Club (SLBC). It is responsible for ensuring, on a continuing basis, that the SLBC Board of Directors is composed of qualified and skilled persons capable of and committed to, providing effective governance leadership to the SLBC.

Key Duties: The Committee will perform the following key duties:

- Seek, identify and recruit qualified individuals to stand for election as Directors - in addition to seeking candidates through the usual networking channels within the lawn bowls community, the committee will also issue an open call for nominations through provincial promotional efforts including, but not limited to, press releases, the SLBC website, other online services where suitable, and advertisements in Ontario newspapers.
- Ensure that candidates for election meet the qualifications to serve as a director and have fulfilled any additional requirements;
- Communicate directly with each candidate to discuss the roles, responsibilities and expectations of a director;
- Consideration must be given to diversity, equity and inclusivity, specifically to individuals who identify as people with a disability, racialized people, people who identify as LGBTQ2S+, people who identify as non-binary and/or people who are Indigenous.
- Assist in determining the specific and desired competencies required on the board;
- Have regard to the specific and desired competencies required on the board as a whole in soliciting nominations;
- Oversee all aspects of the election procedures leading up to the Annual Meeting, including identifying and enforcing specific timelines and any other administrative requirements;
- Where appropriate, identify individuals for future nomination as directors and maintain this information for use by future the SLBC Nominations Committee_s;
- Carry out these duties in a manner that encourages a long-term view of the SLBC's leadership needs, as well as board succession planning; and,
- Such additional duties as may be delegated to the Committee by the board from time to time.

Authority:

The Committee will exercise its authority in accordance with the SLBC's Bylaws and such additional provisions as are set out in this Terms of Reference, and will do so without interference from the SLBC board or staff.

To be eligible to hold office as a director, an individual must meet the requirements of the *Not-for-Profit Corporations Act*, must satisfy any further requirements as set out in the SLBC Bylaws and the **Qualifications and Core Competencies of Elected Directors** and must complete a **Candidate Qualification Form**.

No member of the Nominations Committee may be seeking office in the upcoming election. The Nominations Committee will aim to finalize nominations at least 30 days before the Annual Meeting and will circulate same to members not less than 21 days before the Annual Meeting.

Composition:

The composition of the Nominations Committee shall be:

The Board will designate the chair of the committee.

Members of the committee will serve terms of one year, which may be renewed by the board.

Meetings

The committee will meet by telephone or in person, as required, with meetings held at the call of the chair.

Resources

The committee will receive the necessary resources from the SLBC to fulfill its mandate, as determined by the Board of Directors.

Reporting

As a standing committee of the SLBC, the committee operates independently of management and the board. Status reports at a meeting of the board, or full reports at a meeting of the members, shall be presented by the chair.

Approval and Review:

These Terms of Reference were approved by the SLBC board on (date). The board will review these Terms of Reference on a regular basis, with input from the committee as required.

Other:

Supporting or rejecting a candidate director requires a simple majority of committee members. Should any committee member be interested in being nominated as a director, he or she must resign from the committee.

Nominations Process

The Nominations Committee is responsible for approaching individuals to gauge interest in running for a board position but will also accept nominations from members and individuals.

How Candidates are Nominated

Members or individuals can submit nominees to the Nominations Committee as long as the Candidate Qualification Form is submitted before the deadline (14-days before the Annual Meeting) and signed by the individual who is being nominated. From time to time, the Nominations Committee may also determine other procedures that apply to nominations being submitted by groups or individuals (such as the **Qualifications and Core Competencies of Elected Directors**).

The Nominations Committee may also approach eligible individuals to determine their interest in serving as a director. Individuals who are approached by the Nominations Committee must still submit a signed Candidate Qualification Form. The Nominations Committee may publish notices in lawn bowls newsletters, the SLBC website and any other medium with the intention of soliciting nominations.

The Nominations Committee will review each **Candidate Qualification Form** to ensure that the individual is eligible and will reach out to each individual to discuss how they will be presented to the Members (see: **Role of Candidates**). Nominees who the Nominations Committee believes are ineligible will be given the opportunity to demonstrate their eligibility upon the nominee's request. The Nominations Committee will vote to decide the eligibility of any nominee whose eligibility is in question.

Role of the Nominations Committee

The Nominations Committee should promote diversity of the board in relation to geography, gender, age, equity and inclusivity, specifically to individuals who identify as people with a disability, racialized people, people who identify as LGBTQ2S+, people who identify as non-binary, and/or people of who are Indigenous. When soliciting candidates by posting notice of the director positions, the Nominations Committee will write targeted ads or notices particular to the medium in which the position is being promoted. For example, a notice posted on the SLBC website should describe the particular skills that are desired for a Director as well as fulfilling some of the responsibilities of the role. The Nominations Committee should also appoint a contact person from amongst its members who can answer questions about the process.

Role of the Candidates

The SLBC's Bylaws allow a potential nominee to submit the Candidate Qualification Form up to seven days before the Annual Meeting and this nominee will still be permitted to run for a director position. However, nominees who wait until the last minute to register will miss the opportunity provided by the SLBC for nominees to promote themselves, gain name recognition, and have their names and information posted on the SLBC website in advance of the elections.

Campaigning

Once approved as a nominee, nominees are free to 'campaign' by making others aware of their campaign material. Campaigning should be limited to advocating on behalf of the nominee and not disparaging other nominees who are running for the same position. Nominees should also avoid direct mailing to members or being otherwise aggressive while campaigning. The Nominations Committee reserves the right to revoke any nominee's nomination for any reason.

Speeches

Nominees may be provided with an opportunity to give a short speech at the Annual Meeting in support of their platform and their candidacy. Speeches should be kept to a maximum of two minutes and should be concise. The Nominations Committee, in consultation with the chair of the meeting, will determine whether or not candidate speeches should occur.

Qualifications and Core Competencies of Elected Directors

Directors shall fulfill all requirements of the *Not-for-Profit Corporations Act* and the SLBC Bylaws.

Directors of the SLBC commit themselves to ethical, businesslike and lawful conduct, including proper use of authority and decorum when acting as Board members. Accordingly, directors must be able to represent un-conflicted loyalty to the interests of all SLBC members. This accountability supersedes any conflicting loyalty such as to advocacy or interest groups, and membership on other boards. It also supersedes the personal interest of any director acting as a participant in the SLBC's services, or having a family member who is a participant in the SLBC services.

Skills and Characteristics

Potential directors will have one or more of the following skills and/or characteristics:

- Commitment and capacity (time, energy, expertise) to fulfill the commitment as a director;
- Knowledge about the roles and responsibilities of a director, board and staff;
- Experience in formulating policy;
- Experience in thinking strategically;
- Knowledge about the sport of bowls;
- Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report;
- Strategic connectivity to key clients and sponsors;

- Ethical and values-based behavior;
- Representative of client population (athlete, officials and coach);
- Accounting/Financial;
- Professional expertise (risk management, coaching, officiating);
- Fundraising and funding source contacts;
- Administration/management experience;
- Government relations/contacts;
- Organizational development/strategic planning experience; and,
- Other skills and attributes valued by the Board of Directors.

Requirement to Attend Meetings

All Board members are expected to attend all board meetings. Failure to attend three (3) consecutive board meetings without just cause may result in removal from the position.

Directors will be recruited based upon their demonstrated ability to contribute significantly to the leadership of the SLBC and to fulfill their statutory fiduciary responsibilities.

The core competencies that ideally will be reflected in the board as a whole are:

- Media/marketing/public relations contacts/experience;
- Lawn bowls background and knowledge as a Director, administrator, or volunteer leader;
- Knowledge of strategic and business planning;
- Human resources management expertise;
- Legal and risk management expertise;
- Business and corporate experience, including expertise in financial management; and
- Demonstrated leadership skills in the non-profit sector or other endeavours.

All candidates for election as a Director will complete and submit a **Candidate Qualification Form**.

Candidate Qualification Form

*This form must be submitted to the SLBC by **[date]***

This form is to be completed by any person nominated for election as a director with the SLBC. To be eligible for nomination, a person must:

- Be prepared to submit a criminal background check;
- Be a resident of Canada;
- Have the power under law to contract; and,
- Not have the status of bankrupt

Name of Candidate: _____

Address: _____

Phone Number(s): _____

Email Address: _____

1. **Please provide a brief summary of your experience in the lawn bowls community.**
2. **Please provide a brief summary of your experience in an amateur lawn bowls association.**
3. **Please provide a brief summary of any previous experience with the SLBC.**
4. **Please provide a brief summary of your experience with other voluntary or community organizations.**
5. **Please highlight additional skills or competencies that would contribute to the effective leadership and governance of the SLBC**

Signature

Date

Candidate Endorsement

The Nominations Committee hereby endorses _____ as a candidate for election as a Director with the SLBC.

Chair of Nominations Committee (Name)

Signature



Sarnia Lawn Bowling Club (SLBC)

POLICY # 11: EQUITY AND INCUSION POLICY

Policy Drafted: April 12 2025

Policy Last Amended and Board Approved

Definitions

1. The following terms have these meanings in this Policy:
 - a) *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 LGBTQ2 community. Moreover, the definition of this group is defined by the Canadian Human Rights Code.

Purpose

2. The SLBC is committed to encouraging inclusion, equity and access in its administration, policies, programs, and activities. The purpose of this Policy is to ensure that the SLBC provides under- represented groups with a full and equitable range of opportunities to participate and lead.

Procedures

3. The SLBC will enhance the quality of, and increase the level of participation in, the SLBC'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 the SLBC's programs and policies;
 - c) Ensuring that individuals from under-represented groups have no barriers to participation in the SLBC's programs, training, and coaching opportunities; and,
 - d) Dealing with any incidence of discriminatory behaviour according to the SLBC's *Code of Conduct and Ethics* and *Discipline and Complaints Policy*.

Decision-Making

4. The SLBC will encourage balanced representation by under-represented groups on its board and on all committees.

Communications

5. The SLBC 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. The SLBC 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. The SLBC resolves to incorporate equity concerns in its own strategies, plans, actions and operations on a continuing basis.

Evaluation

7. The SLBC will continually monitor and evaluate its inclusion, equity, and progress.



Sarnia Lawn Bowling Club (SLBC) Finance Policy & Expenditure Guidelines

Policy #12

April/2025

The intention of this policy is to set out rules related to paying for and reimbursement of expenses incurred on behalf of the SLBC.

1. Approval of Expenses

Expenses for goods or services purchased for the SLBC should be authorized by the appropriate approver.

- **Budgets:** Budgets are to be presented to the SLBC Board providing detailed costs outlining what goods and services will be purchased and their alignment with strategic goals.
- **Budgeted Expenses:** Budgeted expenses are those that are described in detail in budgets submitted by committees and approved by the Board of Directors.
- **Unbudgeted Expenses:** Unbudgeted goods or services to be purchased must be approved by the Board of Directors and expenses under \$ 100.00 may be approved by the Treasurer.
- **High Value Contracts:** All financial contracts with a value larger than \$10,000 must be signed by two
 - (2) Officers or other individuals as designated by the Board that hold the signing authority of the Corporation. (*By-Law item 8.8*)
- **Low Value transactions:** All transactions under \$100 will require only 1 signatory to issue.
 - A monthly list of these payables will be sent to a second signatory monthly.

● Documentation

Proper documentation of expenses must be presented to the Treasurer before payments may be processed.

Type of Expense and Appropriate Documentation

- **Recurring Expenses:** Recurring monthly or annual invoices for items like office administrative expenses and insurance will be directed to and paid by the Treasurer as they are received.
- **Purchased Goods and Services:** Purchases of goods or services acquired by Board or Committee members will require a purchase order & invoices containing the following details,
 - Name of the provider of the goods or service
 - Date of purchase or when service was provided
 - Description of the goods or services to be purchased
 - Location where the service was provided
 - A purchase order must be completed and submitted to the treasurer. (So there is an awareness of items ordered.)
 - HST/GST number must be included
- **Contracted Services:** Expenditures for Contracted Services must be clearly described in the contract with
 - Amount to be paid
 - Schedule of payments
 - Terms of Payment

- **Reimbursement Claims for Expenses incurred while on SLBC Business:** Expenses incurred by members while performing SLBC Board, Committee or other duties will be reimbursed with the proper claim and expense documentation which will consist of original or copies of original receipts with detail of purchase and taxes. Required for the purpose of claiming HST tax. (Visa slips or statement amounts will not be acceptable). **The claimant must complete an expense statement and submit the same within 30 days of the completion of the event.**
- **SLBC Expense Statement:** The statement is found on the SLBC minute book in the Financial Section, must be filled in with the following details,
 - The date the expense was incurred
 - A description clearly identifying the expense and the department to be charged, e.g. Marketing, Coaching
 - The actual cost (less taxes)
 - The tax amount
 - The amount to be paid for each item
 - The total amount to be paid to the claimant
 - Signature of the claimant
 - Date submitted
 - Accompanying Documentation
 - Original sales receipts indicating the amount to be reimbursed
 - Original invoice from service providers
- **Special Services Performed by Members:** Special services performed by SLBC members will be paid for on receipt of original Invoices detailing all items purchased and submitted by the member. They may be paid in installments or on a monthly basis for work done.

3. **Advance Payments**

The SLBC will only make payments in advance with a request made to the Treasurer and appropriate documentation outlining the reason.

4. **Refunds of Club Affiliation Fees**

Refunds for club affiliation fees will be based on club membership changing by 5 or more members. If membership drops by 5 or more, a refund will be issued; if increases an invoice will be sent.

5. **Expense Limits**

Claims for performing SLBC Business

Claims for certain travel costs associated with SLBC Business will have limits imposed on them that will be reviewed from time to time by the Board of Directors. Refer to Appendix "A".

Costs include, but are not limited to,

- mileage claims for travel will be paid on a per kilometer rate based on GPS Mileage
- meals incurred while on SLBC business will have maximum daily limit
- Claims for performing SLBC Business - Rates - Mileage claims for travel will be paid on a per kilometer rate based on GPS Mileage
 - Mileage rate = (\$0) per kilometer



Sarnia Lawn Bowling Club (SLBC) POLICY # 13: HARASSMENT

Policy Drafted: April 14 2025

Policy Last Amended and Board Approved

- 1 The Sarnia Lawn Bowling Club (SLBC) is committed to creating and maintaining a sport environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in an environment that promotes equal opportunities and prohibits discriminatory practices.
- 2 More particularly, SLBC is committed to providing an environment free from harassment on the basis of race, nationality or ethnic origin, religion, age, sex, sexual orientation, marital status, family status, or disability. Harassment on the basis of any of these grounds is a form of discrimination that is prohibited by the Ontario Human Rights Code. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.
- 3 SLBC does not tolerate harassment. All persons in positions of authority with SLBC or representing the SLBC are expected to take appropriate action when harassment occurs. Individuals whose conduct is found to constitute harassment as defined in this policy will face disciplinary action.

APPLICATION OF THIS POLICY

- 1 This policy applies to any employees as well as to all directors, officers, volunteers, coaches, athletes, officials, administrators, members and participants who are under the jurisdiction of SLBC. It applies to harassment that may occur during the course of all SLBC business, activities and events.
- 2 Harassment occurring within the business, activities or events of SLBC member clubs will be dealt with using the procedures of such clubs. Member clubs are encouraged to adopt harassment policies and procedures that are consistent with this policy.
- 3 Notwithstanding the procedures in this policy, a person in a position of authority is encouraged to take immediate, informal, corrective disciplinary action in response to behaviour that constitutes a minor incidence of harassment.

DEFINITIONS

- 1 Harassment is a form of conduct that is cruel, intimidating, humiliating, offensive or physically harmful. Types of behaviour that constitute harassment include, but are not limited to:
 - hostile verbal and non-verbal communications;

- condescending, patronizing, threatening or punishing actions that undermine self-esteem or diminish performance;
 - unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation;
 - practical jokes that cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - any form of hazing;
 - any form of physical assault;
 - sexual harassment, as defined in this policy;
 - behaviours such as those described above that are not directed towards individuals or groups but that have the effect of creating a negative or hostile environment; and/or
 - retaliation or threats of retaliation against an individual who reports harassment
- 2 Sexual harassment is defined as unwelcomed sexual remarks or advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when:
- Submitting to or rejecting this conduct is used as the basis for making decisions that affect the individual; or
 - Such conduct has the purpose or effect of interfering with an individual's performance; and/or,
 - Such conduct creates an intimidating, hostile or offensive environment.

APPEAL PANEL

The SLBC Appeal Panel, as defined in the Appeals Policy, shall decide any further actions which may include letters of warning or reprimand, fines, payments of any cost, suspension or expulsion from SLBC. Any member of SLBC whose conduct is in question shall have the opportunity to defend their actions and respond to the Council of Appeal or its designate.

COMPLAINT PROCESS

The complaint process is outlined in Policy #8, Discipline and Complaints.