

**Note: Financial information and personnel discipline are absent from these files.  
Anyone interested in these items can contact the website manager**

**BOARD OF DIRECTORS MEETING**  
**Leisure Lanes, Ponoka, January 8<sup>th</sup>, 2006**

**EXECUTIVE MEMBERS**

President	Eric Andersen	Ponoka	(403) 783-8215	<a href="mailto:hbs@telusplanet.net">hbs@telusplanet.net</a>
1 <sup>st</sup> Vice President	Kelly Hutchinson	Red Deer	(403) 341- 4368	<a href="mailto:kellyhutchinson@shaw.ca">kellyhutchinson@shaw.ca</a>
2 <sup>nd</sup> Vice President	Rob Taylor	Ponoka	(403) 783-4515	<a href="mailto:bowl-pon@telusplanet.net">bowl-pon@telusplanet.net</a>
Secretary/Treasurer	Pat O'Callaghan	Red Deer	(403) 314-0231	<a href="mailto:pdoc@shaw.ca">pdoc@shaw.ca</a>

The minutes of the Central Alberta 5-Pin Bowlers' Association are distributed to each executive member and to each local 5-Pin Bowlers' Association or, in its absence, to each bowling center

**PLEASE NOTE**, to all known local associations:

- Please ensure a copy of the minutes is distributed to each bowling center in your jurisdiction.
- All local associations, or bowling centers, will receive notice of the Annual General Meeting and will also receive the minutes of the meeting which sets the tournament dates and locations of the Central Alberta 5-Pin Bowlers' Association.
- Anyone wishing to be added to the distribution list for electronic distribution of information may e-mail [central5pin@shaw.ca](mailto:central5pin@shaw.ca)

**1. CALL TO ORDER**

- a. The meeting was called to order by Eric Andersen at 10:05 a.m. with eight members present (see attachment).

**2. READ AND APPROVE PREVIOUS MINUTES**

- a. Meeting of September 18, 2005
  - i. Errors and Omissions - none
  - ii. **MOTION** by Lynn, seconded by Kelly, that **“The minutes of the September 18<sup>th</sup>, 2005 Board of Directors meeting shall be adopted”**.  
Motion *Carried*.

**3. BUSINESS ARISING FROM THE MINUTES**

- a. 5 pin cards – Kelly – Red Deer 5 Pin had a certificate draw at Christmas, which didn't attract any new members – selling cards is a very hard sell.
- b. Annoyance was expressed at the new 5 pin registration forms as they do not leave a record for the bowling centre. It was suggested that they have at least a carbon copy included if we have to continue with this form. It would be preferable to go back to the old one line person form that was much easier to work with.

- c. High Low – Betty Lynn was requested to run the northern section of the High Low zone finals. She accepted.
- d. Youth Challenge – Camrose earlier requested a return to the rotation and will get back in 2010. Other centres have the opportunity to apply up to and during the Board meeting at the start of each new season.
- e. NCCP coaching – remember that all existing **level 2 coaches need to take (by 2007-08 season) “Making Ethical Decisions” available in Red Deer on February 7<sup>th</sup>**. Pre-registration and \$37.45 fee payable in advance.
  - i. From the Red Deer College website  
[http://www.rdc.ab.ca/continuingeducation/displayCourse.php?SUBJ\\_COD=E=EKSC&CRSE\\_NUMB=7037](http://www.rdc.ab.ca/continuingeducation/displayCourse.php?SUBJ_COD=E=EKSC&CRSE_NUMB=7037)

“This module is an outcome for evaluation in the new NCCP. The coach will apply the NCCP ethical decision-making framework to respond to an ethical situation and produce a response consist with the NCCP Code of Ethics. The coach will also determine whether the situation has legal or ethical implications. This module is for coaches who took Part A prior to April 2004 (formerly Level I).”
- f. The Inter Provincial Championship Alberta finals will consist of nine games, including 5 Saturday and 4 on Sunday.

#### 4. CORRESPONDENCE –

- a. Letter from Lynn Dwyer (attached) with regard to dress code violations and jumping/thumping feet on lanes at Youth Challenge in Rocky Mountain House.
  - i. Pat O'Callaghan was reprimanded for failure to sufficiently enforce the clothing rules.
  - ii. An attempt to be stricter will be made next season.
  - iii. A letter will be written to Lynn regarding next year's event.

#### 5. REPORTS

- a. **PRESIDENT'S REPORT** – attached
- b. **TREASURER'S REPORT** – attached.
  - i. **MOTION** by Kelly, seconded by Rob, that “**The treasurer's report be adopted**”. Motion *Carried*.
- c. **ALBERTA 5-Pin BOWLERS' ASSOCIATION REPORT** - attached.
- d. **MASTER BOWLERS' ASSOCIATION OF ALBERTA REPORT** – none
- e. **LOCAL ASSOCIATION / BOWLING CENTER REPORTS**
  - i. Leduc (Betty) – verbal - All is well
  - ii. Ponoka (Gay) – verbal - there are too many tournaments, we need to work with proprietors to avoid duplication and schedule tournaments when the

other group is not running one. General discussion followed and agreed with Gay's comments.

- iii. Rocky Lanes (Lynn) – verbal – Rocky charges \$20 membership that includes a 5 Pin card.
- iv. Camrose (Dale) – verbal – things are going o.k.
- v. Red Deer (Kelly) – verbal –
  - 1. Red Deer 5 Pin will pay some monies towards hotels for all bowlers who qualify at the Open. In order to qualify for the money the bowler must work a Red Deer 5 Pin bingo. People may work a bingo on behalf of someone else.
  - 2. City Championships just finished with winners as follows

Ladies	Ladies	Men
--------	--------	-----

Pins Over	Donna Gervais	Matt Sage*
Scratch	Kelly Hutchinson	Glenn Ford

(Glenn Ford was first but could only cash once)

## 6. TOURNAMENTS

### a. High-Low Doubles

- i. Eric was going to chair this event, but will be away during the tournament. Pat will replace Eric, and they will organize the event before Eric leaves.

### b. Open Championships

- i. Entries are coming in very slowly
- ii. An error was noted in the previous events. In 2002-03 bowling was in Leduc, in 2003-04 it was at the Bowladrome. This information was previously reversed.

### c. Inter Provincial Team Challenge

- i. Now is the time for centres to get the event organized.
- ii. Information to reach Eric Andersen by March 21<sup>st</sup>.

It would be useful to record the number of people who enter each event in each centre, so that the centres can see how they compare with other centres.

### d. League Executive Recognition Award

- i. Any 5 Pin member who is a league, zone or provincial executive may enter. Information is to be submitted through their bowling centres on the appropriate form prior to January 15th, 2006.

### e. Youth Challenge

- i. Hotel and bus is booked for the event in February in Lethbridge.

### f. Team Trio

- i. Event is concluded for this year.

7. **UNFINISHED (OLD) BUSINESS –**

- a. Casino – according to the Gaming representative, our application is ready for approval once the Alberta 5 Pin Bowlers' Association responds to a related question.

8. **NEW BUSINESS**

- a. Harassment Policy – Alberta 5 Pin Bowlers' Association has a policy which is on their website (<http://www.alberta5pin.com/default.asp>). Central Alberta 5 Pin Bowlers' Association as a member of Alberta 5 Pin Bowlers' Association will use the mechanism put in place by the provincial body. Alberta 5 Pin Bowlers' Association is looking for two volunteers (one female, one male) to serve as provincial harassment officers. Anyone interested can contact the executive. Some training may be involved.
- b. Dale Holfeld of Goodlife Foods came with a presentation on a proposal to raise funds for Central Alberta 5 Pin Bowlers' Association.
  - i. Goodlife Foods <http://www.goodlifebrands.ca> offers a variety of frozen foods available for home delivery through franchise holders in central Alberta or from the store in Red Deer .
  - ii. Dale would be prepared to issue a special card to bowlers (whether 5 pin members or not) then a percentage of sales on those cards would be returned to our group.
  - iii. An alternative would be to buy a cash card containing any amount, which would again yield a percentage for the group.
  - iv. The cards would result in bonus offers to members who use them, such as free merchandise or discount offers.
  - v. Dale has offered to approach the centres with the offer once details have been worked out.
- c. Website – Pat proposes a website for the zone and has the software to make it work. A proposed format is attached. Preliminary work will begin as the suggestion received a positive response.

9. **NEXT MEETING**

- a. May 28<sup>th</sup> at 10 a.m. in Ponoka at Leisure Lanes.

10. **ADJOURNMENT**

- a. **MOTION** by Betty, 2<sup>nd</sup> by Kelly, that “**the meeting be adjourned**”. Motion *Carried* at 12:26 p.m.

First off, I would like to thank you for giving me the opportunity to host the Zone 6 Youth Challenge tournament.

The tournament went fairly well I think, but there are a couple of items that need to be addressed. Firstly is THE DRESS CODE. We were all told that the dress code would be enforced - which I personally think is great, BUT - there were at least 3 violations of the dress code from Heritage bowlers and the tournament director allowed this - even when I questioned him on it. He said he was aware of them but was going to let it go. One girl had on a very tight collarless T-shirt that said "I'm so cute and I know it" on the front, another girl had on a plain collarless T-shirt, while another had on black jeans with decorative zippers up and down the legs and a spike belt with a short shirt that came just to the top of the belt. The parents of my Y.B.C. er's came to me and asked why they went to the expense of purchasing a house shirt and dress pants so their child conformed to the dress code when it was obvious that anything would have been acceptable.

The other thing involved 2 girls - "The Stomper" and "The Jumper". These girls stomped and jumped so hard that one of them broke the foul bell. They not only disturbed the bowler next to them but all bowlers on any lane. I spoke to the tournament director about this and he said it wasn't in the rule book but I felt it was - Rule 5 - iv. When I showed him this rule, he read it and said "Well, it doesn't say anything about jumping or stomping." He said that there was no rule to cover this but I assumed the "etc." in the rule would have covered this situation. I then spoke to the J.O.P. and he spoke to one of the girls and she said she'd try not to do it but that's the way she bowls. Well - it helped a little but not for long and they were right back at it - jumping and stomping so incredibly hard and loud. After the tournament, 3 sets of parents came to me and said they were disgusted at the behavior of said girls as well as the dress code violations.

My questions are: 1. If we have rules- let's follow them or change them. Zone 4 was expected to adhere to the dress code so why wasn't Zone 6?

2. These bowlers are all in the Y.B.C. program, learning all aspects of the sport of bowling - skill, sportsmanship, bowling etiquette, etc. So why then, are they allowed to behave in this manner in their own Y.B.C. program?

I don't mean to sound like a complainer - I enjoyed hosting the tournament, but I think we need clarification or rules that will or will not be followed.

Thank you for your time. Lynne Dwyer - Rocky Lanes

## **Central Zone Report**

For

**January 7, 2006**

Happy New Year Everyone

We held our two zone roll-offs for the Youth Challenge in early November and had 51 bowlers participate. Both teams are young and looking forward to bowling in Lethbridge. We have a new coach in each zone and new managers for each zone.

We will be holding our Hi-Low double zone on Jan.22 in Rocky MH and Leduc 84 teams eligible with six teams from each location advancing to Provincials in Red Deer.

There is lots of enthusiasm for The Open being held at Heritage Lanes on Jan 28 and 29.

All Bowling centers were asked to forward membership monies and cards into A5 before Christmas. So far Ponoka and Sylvan Lake have complied. Lethbridge has done a good job selling cards. I am curious as to how they sold 133 youth cards though.

We have had a business approach us for fund raising and we are just trying to put the final logistics together. Similar to the Sobey's format with the Proprietors.

Central is holding their next meeting tomorrow in Ponoka.

Eric Andersen  
CA5 President

A5 Report  
To  
Central Zone  
January 8<sup>th</sup>, 2006

We had a meeting of The AS board of Directors yesterday; lasted four hours and 45 minutes.

Hi-lights were:

Everything is looking good for the Open in Fort McMurray in Mid April Lethbridge is all ready for the Youth Challenge Provincials on February 3 and 4.

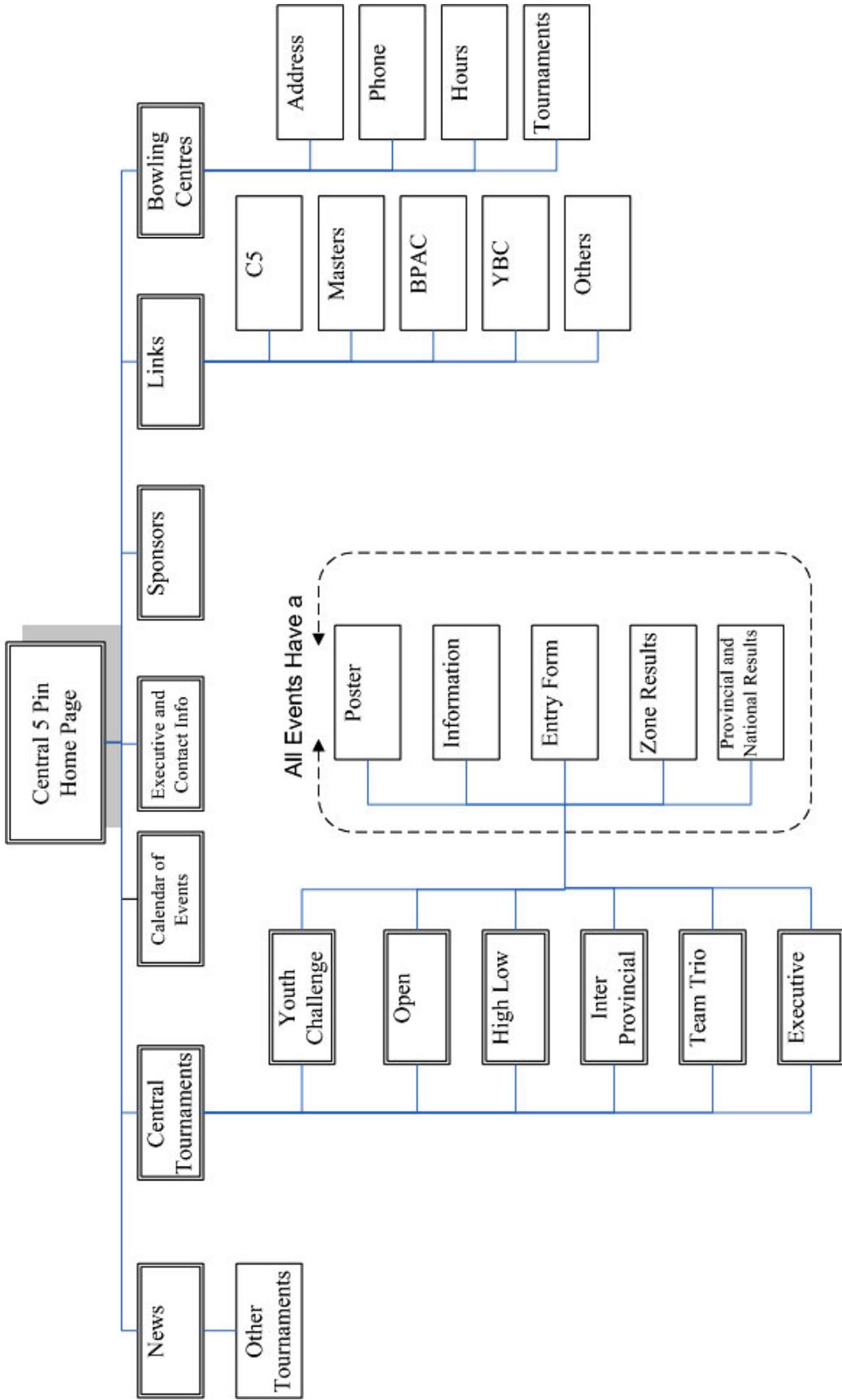
Final revisions were made to the harassment policy

We were informed that British Columbia has drop out off the C5 because of no funds. C5 was informed of this 2 weeks ago. There is going to be lots of discussion at the Semi Annual General Meeting in Hamilton in 10 days which I will be a part of.

We are going to revisit the By-laws again

A5 is looking to replace the Team Trio A singles event or a senior event Looking for suggestions

Next meeting in Red Deer Mar 18 10:00 AM



# ALBERTA 5 PIN BOWLERS' ASSOCIATION



## HARASSMENT POLICY

### TABLE OF CONTENTS

<b>HARASSMENT POLICY</b> .....	10
<b>POLICY STATEMENT</b> .....	10
<b>DEFINITIONS</b> .....	10
<b>RESPONSIBILITY</b> .....	11
<b>COACH/ATHLETE SEXUAL RELATIONSHIPS</b> .....	12
<b>DISCIPLINARY ACTION</b> .....	12
<b>CONFIDENTIALITY</b> .....	13
<b>HARASSMENT OFFICERS</b> .....	13
<b>COMPLAINT PROCEDURE</b> .....	13
<b>PROCEDURE WHERE A PERSON BELIEVES THAT A COLLEAGUE HAS BEEN HARASSED</b> .....	17
<b>APPEALS</b> .....	17
<b>REVIEW AND APPROVAL</b> .....	17

## HARASSMENT POLICY

**Note:** *For convenience, this policy uses the term “complainant” to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term “respondent” refers to the person against whom a complaint is made. A5PBA is used instead of Alberta 5 Pin Bowlers' Association for brevity.*

## POLICY STATEMENT

1. The Alberta 5 Pin Bowlers' Association is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.
  - Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory of Canada.
  - Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.
  - Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.
  - The A5PBA is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

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

2. This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials, and members of the A5PBA. The A5PBA encourages the reporting of all incidents of harassment, regardless of who the offender may be.
3. This policy applies to harassment which may occur during the course of all A5PBA business, activities, and events. It also applies to harassment between individuals associated with Alberta 5 Pin Bowlers' Association but outside A5PBA business, activities, and events when such harassment adversely affects relationships within the A5PBA's work and sport environment.
4. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

## DEFINITIONS

5. Harassment takes many forms, but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive.
3. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
    - submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual; or

- such conduct has the purpose or effect of interfering with an individual's performance; or
  - such conduct creates an intimidating, hostile, or offensive environment.
4. Types of behaviour which constitute harassment include but are not limited to:
- written or verbal abuse or threats;
  - the display of visual material which is offensive or which one ought to know is offensive;
  - unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;
  - leering or other suggestive or obscene gestures;
  - condescending, paternalistic, or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions;
  - practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
  - unwanted physical contact including touching, petting, pinching, or kissing;
  - unwelcome sexual flirtations, advances, requests, or invitations; or
  - physical or sexual assault.
8. Sexual harassment occurs in the form of behaviour by males toward females, between males, between females, or as behaviour by females toward males.
9. For the purposes of this policy, retaliation against an individual
- for having filed a complaint under this policy; or
  - for having participated in any procedure under this policy; or
  - for having been associated with a person who filed a complaint or participated in any procedure under this policy,
  - will be treated as harassment, and will not be tolerated.

#### **RESPONSIBILITY**

5. The A5PBA Executive is responsible for the implementation of this policy. In addition, the Executive is responsible for:
- discouraging and preventing harassment within the A5PBA;
  - investigating formal complaints of harassment in a sensitive, responsible, and timely manner;
  - imposing appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender;
  - providing advice to persons who experience harassment;
  - doing all in their power to support and assist any employee or member of the A5PBA who experiences harassment by someone who is not an employee or member of the A5PBA;

- making all members and employees of the A5PBA aware of the problem of harassment, and in particular, sexual harassment, and of the procedures contained in this policy;
  - informing both complainants and respondents of the procedures contained in this policy and of their rights under the law;
  - regularly reviewing the terms of this policy to ensure they adequately meet the organization's legal obligations and public policy objectives;
  - appointing officers and providing the training and resources they need to fulfill their responsibilities under this policy; and
  - appointing unbiased case review panels and appeal bodies and providing the resources and support they need to fulfill their responsibilities under this policy.
6. Every member of A5PBA has a responsibility to play a part in ensuring that the A5PBA sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy. In addition, any member of the A5PBA who believes that a fellow member has experienced or is experiencing harassment is encouraged to notify the Executive.
12. In the event that the Executive is involved in a complaint which is made under this policy, the A5PBA President shall appoint a suitable alternate for the purposes of dealing with the complaint.

#### **COACH/ATHLETE SEXUAL RELATIONSHIPS**

7. The A5PBA takes the view that intimate sexual relationship between coaches and adult athletes (except married or common-law couples), while not against the law, can have harmful effects on the individual athlete involved, on other athletes and coaches and on the A5PBA's public image. The A5PBA therefore takes the position that such relationships (except married or common-law couples) are unacceptable for coaches coaching at the Provincial or National Team level. Should a sexual relationship develop between athlete and coach, the A5PBA will investigate and take action, which could include reassignment, or if this is not feasible, a request for resignation.

#### **DISCIPLINARY ACTION**

14. Employees or members of the A5PBA against whom a complaint of harassment is substantiated may be severely disciplined, up to and including employment, dismissal or termination of membership in cases where the harassment takes the form of assault, sexual assault, or a related sexual offense.

## CONFIDENTIALITY

8. The A5PBA understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. The A5PBA recognizes the interests of both the complainant and the respondent in keeping the matter confidential.
16. The A5PBA shall not disclose to outside parties the name of the complainant, the circumstances giving rise to a complaint, or the name of the respondent unless such disclosure is required by a disciplinary or other remedial process.

## HARASSMENT OFFICERS

17. The A5PBA shall appoint at least two persons, one male and one female, who are themselves members or employees of the sport organization, to serve as officers under this policy. If more than two officers are appointed, the A5PBA shall ensure a gender balance.
9. The role of harassment officers is to serve in a neutral, unbiased capacity and to receive complaints, assist in informal resolution of complaints and investigate formal written complaints. In carrying out their duties under this policy, officers shall be directly responsible to the A5PBA {{director responsible for this policy}}.
19. The A5PBA shall ensure that officers receive appropriate training and support for carrying out their responsibilities under this policy.

## COMPLAINT PROCEDURE

10. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to this policy.
21. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should seek the advice of the harassment officer.
11. The harassment officer shall inform the complainant of:
  - the options for pursuing an informal resolution of his or her complaint;
  - the right to lay a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
  - the availability of counseling and other support provided by the A5PBA;
  - the confidentiality provisions of this policy;
  - the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
  - the external mediation/arbitration mechanisms that may be available;
  - the right to withdraw from any further action in connection with the complaint at any stage (even though the A5PBA might continue to investigate the complaint); and
  - other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.
12. There are four possible outcomes to this initial meeting of complainant and harassment

officer.

- (a) *The complainant and harassment officer agree that the conduct does not constitute harassment.*
    - If this occurs, the harassment officer will take no further action and will make no written record.
  - (b) *The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.*
    - If this occurs, the harassment officer will assist the two parties to negotiate a solution acceptable to the complaint. If desired by the parties and if appropriate, the harassment officer may also seek the assistance of a neutral mediator.
    - If informal resolution yields a result which is acceptable to both parties, the harassment officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.
    - If informal resolution fails to satisfy the complaint, the complainant will reserve the option of laying a formal written complaint.
  - (c) *The complainant brings evidence of harassment and decides to lay a formal written complaint.*
    - If this occurs, the harassment officer will assist the complainant in drafting a formal written complaint, to be signed by the complainant, and a copy given to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.
    - The respondent will be given an opportunity to provide a written response to the complaint. The harassment officer may assist the respondent in preparing this response.
  - (d) *The complainant brings evidence of harassment but does not wish to lay a formal complaint.*
    - If this occurs, the harassment officer must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.
    - When the harassment officer decides that the evidence and surrounding circumstances require a formal written complaint, the harassment officer will issue a formal written complaint and, without delay, provide copies of the complaint to both the complainant and the respondent.
13. As soon as possible after receiving the written complaint, but within 21 days, the harassment officer shall submit a report to the A5PBA Director responsible for this policy and senior staff member, containing the documentation filed by both parties along with a recommendation that:
- No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or
  - The complaint should be investigated further.
- A copy of this report shall be provided, without delay, to both the complainant and the respondent.

14. In the event that the harassment officer's recommendation is to proceed with an investigation, the A5PBA Director responsible for this policy and senior staff member shall within 14 days appoint three members of the A5PBA to serve as a case review panel. This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent.
26. Within 21 days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:
  - The complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of the hearing.
  - Members of the panel shall select a chairperson from among themselves.
  - A quorum shall be all three panel members.
  - Decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel.
  - The hearing shall be held *in camera*.
  - Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed, unless the complainant decided not to lay a formal complaint, but the officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint. If the respondent does not appear, the hearing will proceed.
  - The complainant and respondent may be accompanied by a representative or adviser.
  - The harassment officer may attend the hearing at the request of the panel.
15. Within 14 days of the hearing, the case review panel shall present its findings in a report to the A5PBA Director responsible for this policy and senior staff member, which shall contain:
  - a summary of the relevant facts;
  - a determination as to whether the acts complained of constitute harassment as defined in this policy;
  - recommended disciplinary action against the respondent, if the acts constitute harassment; and
  - recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
16. If the panel determines that the allegations of harassment are false, vexatious, retaliatory, or unfounded, their report shall recommend disciplinary action against the complainant.
29. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.
17. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:
  - the nature of the harassment;

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

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

- a verbal apology;
- a written apology;
- a letter of reprimand from the sport organization;
- a fine or levy;
- referral to counseling;
- removal of certain privileges of membership or employment;
- demotion or a pay cut;
- temporary suspension with or without pay;
- termination of employment or contract; or
- expulsion from membership.

32. Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the harassment officer's files. These files shall be kept confidential and access to them shall be restricted to the A5PBA Director responsible for this policy, the senior staff member, and officers.

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

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

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

### **APPEALS**

19. Both the complainant and respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panel's report.
36. Permissible grounds for an appeal are:
- the panel did not follow the procedures laid out in this policy;
  - members of the panel were influenced by bias; or
  - the panel reached a decision which was grossly unfair or unreasonable.
20. In the event that a notice of appeal is filed, the A5PBA Director responsible for this policy and senior staff member, shall together appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant or professional involvement with either the complainant or respondent, and no prior involvement in the dispute between them.
21. The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the reports of the harassment officer and the case review panel, and the notice of appeal.
39. Within ten days of its appointment, the appeal body shall present its findings in a report to the A5PBA Director responsible for this policy and senior staff member. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures.
22. A copy of appeal body's report shall be provided, without delay, to the complainant and respondent.
41. The decision of the appeal body shall be final.

### **REVIEW AND APPROVAL**

23. This policy was approved by the Alberta 5 Pin Bowlers' Association Board of Directors, **November 2005**.
43. This policy shall be reviewed by the Board of Directors and senior staff member on an annual basis.