



SAFE SPORT POLICY SUITE

Approved by the AEF Board of Directors:
March 2, 2026

Abstract

Alberta Equestrian Federation (AEF) is committed to providing a safe, respectful, and inclusive environment for everyone involved in equestrian sport.

AEF's Safe Sport policies were originally developed with the Sport Law & Strategy Group and approved by the Board of Directors in 2023. Since that time, Alberta has introduced a new province-wide Safe Sport framework, including the Alberta Universal Code of Conduct and an independent third-party process for reporting and addressing serious Safe Sport concerns.

To align with these provincial changes, AEF has updated its Safe Sport Policy Manual with legal support. AEF has formally adopted the Alberta Safe Sport Complaint Mechanism (ABSSCM), which means that reports of maltreatment connected to AEF activities are handled independently and fairly by external professionals, not internally by AEF.

This Policy Manual applies to all participants involved in AEF activities, including athletes, coaches, officials, volunteers, staff, and Board members. Safe Sport is a shared responsibility, and everyone plays a role in creating a positive, respectful sport environment.



ALBERTA EQUESTRIAN FEDERATION ("AEF")

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The Alberta Equestrian Federation Society (AEF)

STATEMENT ON SAFE SPORT

The Alberta Equestrian Federation ("AEF") has a fundamental obligation and responsibility to protect the health, safety, and physical and mental well-being of every individual participant that is involved in AEF affiliated activities, competitions, or clinics.

AEF takes situations involving misconduct or maltreatment very seriously. For this reason, AEF is committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

AEF's policies are intended to promote a safe sport environment in a manner that allows for consistent, immediate, appropriate, and meaningful action should any issues arise. They are also intended to be proactive in preventing issues from arising by communicating expected standards of behaviour.

Should anyone wish to report an incident or concern about misconduct or maltreatment at an AEF or affiliated event involving anyone associated with AEF, they may do so directly to the appropriate party as indicated in these policies, who will then determine the appropriate forum and manner to address the complaint.

AEF makes the following commitments to a sport environment free from maltreatment:

- a. All participants in sport can expect to play, practice, compete, work, and interact in an environment free from maltreatment.
- b. Addressing the causes and consequences of maltreatment is a collective responsibility that requires the deliberate efforts of all participants, broader sport community, sport club administrators, and organization leaders.
- c. Participants in positions of trust and authority have the general responsibility to protect the health and well-being of all other participants.
- d. Adult participants have a specific ethical and statutory duty and the additional responsibility to respond to incidents of maltreatment involving minors and other vulnerable participants.
- e. All participants recognize that maltreatment can occur regardless of age, gender, sexual orientation, gender identity or expression, race, ethnicity, Indigenous status, or level of physical and intellectual disability and their intersections. Moreover, it is recognized that those from traditionally marginalized groups have increased vulnerability to experiences of maltreatment.



- f. All participants recognize that individuals who have experienced maltreatment may experience a range of effects that may emerge at different time points and that can profoundly affect their lives.
- g. All adults working with children and youth have a duty to prevent or mitigate opportunities for misconduct.
- h. Individuals affiliated with the National Sport Organization (“**NSO**”) may have to complete appropriate mandatory training on preventing and addressing harassment and abuse where required.
- i. In recognition of the historic vulnerability to discrimination and violence which persists today amongst some groups, participants in positions of trust and authority have a duty to incorporate strategies to recognize systemic bias, unconscious bias, and to respond quickly and effectively to discriminatory practices.
- j. The Alberta Safe Sport Leadership Association (“**ASLA**”) is responsible to administer, manage, and oversee the Alberta Safe Sport Complaint Mechanism (“**ABSSCM**”), and the Alberta Universal Code of Conduct (“**AB UCC**”) and the related ABSSCM Policies (as defined herein). AEF adopts the ABSSCM and the AB UCC and will cooperate with this independent third party.



DEFINITIONS

1. The definitions set out in the Alberta Safe Sport Complaint Mechanism – Safe Sport Reporting Independent Resolution Policy (see Schedule "A" for ABSSCM) are hereby repeated and adopted.
2. Terms in this policy are defined as follows:
 - a. **The Alberta Equestrian Federation Society (AEF) Member(s)** – refers to all categories of individual members as defined in the by-laws of AEF who are subject to the policies, rules and regulations of AEF, as well as all persons employed by, contracted by, or engaged in activities with AEF including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, judges, Athlete Support Personnel, managers, administrators, parents or guardians, business and club representatives, spectators, committee members, or directors and officers.
 - b. **Alberta Safe Sport Complaint Mechanism (ABSSCM)** – as administered and delivered by the Alberta Sport Leadership Association, means the province-wide independent third-party reporting mechanism to prevent and address maltreatment in amateur sport in the Province of Alberta in accordance with the Alberta Universal Code of Conduct.
 - c. **ABSSCM Policies** – all applicable policies, rules, procedures and guidelines implemented under the ABSSCM, including, without limitation, the Alberta Universal Code of Conduct, the Safe Sport Reporting and Independent Resolution Policy, and any other policies, rules, guidelines and procedures as may be added, amended, replaced or removed by the Alberta Sport Leadership Association in its sole discretion from time to time.
 - d. **Alberta Sport Leadership Association (ASLA)** – the Alberta Sport Leadership Association administers, manages, and oversees the ABSSCM.
 - e. **Alberta Universal Code of Conduct (AB UCC)** – the Alberta Universal Code of Conduct, as amended from time to time by ASLA.
 - f. **Appeal Manager** – as defined by the ABSSCM Safe Sport Reporting and Independent Resolution Policy.
 - g. **Appellant** – the party appealing a decision.
 - h. **Athlete** – an individual who holds a valid AEF Membership and is a participant in AEF Events, who is subject to the policies of AEF.



- i. ***Athlete Support Personnel*** – any coach, groom, official, event organizer, or any other person working with, treating, or assisting an Athlete participating in or preparing for an Event.
- j. ***Bullying*** – offensive behaviour and/or abusive treatment of an AEF Member that typically, but not always, involves an abuse of power.
- k. ***Canadian Anti-Doping Program (CADP)*** – a set of rules that govern doping control in Canada. The CADP can be viewed [here](#). The 2021 CADP came into effect on January 1, 2021.
- l. ***Canadian Centre for Ethics in Sport (CCES)*** – an independent, national, not-for-profit organization responsible for administering the CADP and the World Anti-Doping Code in Canada. Additionally, CCES operates the Canadian Safe Sport Program (CSSP).
- m. ***Coach*** - all individuals who provide instruction to human participants for the purpose of learning to ride/drive and/or improving their skills and performance level in equestrian activity. It is inclusive of individuals who identify themselves as coaches, instructors and/or trainers of human athletes.
- n. ***Commercial Activity*** – any particular transaction, act, or conduct that is of a commercial character.
- o. ***Complainant*** – as defined by the ABSSCM Safe Sport Reporting and Independent Resolution Policy.
- p. ***Criminal Record Check (CRC)*** – a search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions.
- q. ***Days*** – calendar days.¹
- r. ***Diversity*** – the presence and integration of a variety of individuals with different personal characteristics, particularly Under-Represented Groups, in a group or organization.

¹ For the purpose of calculating deadlines, the following shall apply: the day of the act is not included in the calculation (i.e., the date of receipt of a decision is not Day 1); instead, the deadline would start on the day following receipt of the decision and would expire at midnight (in the location of the individual seeking to file an appeal) on the last day of the period. If the end date is a Saturday, a Sunday or a legal holiday, the period runs until the next day that is not a Saturday, a Sunday or a legal holiday. For example, if an individual receives a decision on Thursday December 17, 2020, the 14-day deadline to appeal this decision starts on Friday December 18, 2020 and would expire on Friday January 1, 2021. However, since January 1, 2021, is a legal holiday, January 2, 2021 is a Saturday, and January 3, 2021 is a Sunday, the deadline to appeal would expire at midnight (in the location of the individual seeking to file an appeal) on January 4, 2021.



- s. **Enhanced Police Information Check (E-PIC)** – a Criminal Record Check plus a search of Local Police Information.
- t. **Equity** – fairness afforded to individuals with diverse personal characteristics regardless of those characteristics.
- u. **Event** – an event sanctioned by or affiliated with AEF, which may include a social Event.
- v. **Executive Director** – the person holding the title of Executive Director as selected by the Board of Directors from time to time.
- w. **External Discipline Panel** – a panel of one or three people who are appointed by the Independent Third Party (as defined by the Independent Third Party) to decide on complaints that are assessed under this policy.
- x. **Harass or Harassment** – a course of vexatious comments or conduct against an AEF Member or group, which is known or ought reasonably to be known to be unwelcome. Harassing behaviours may also be Maltreatment (as defined by the AB UCC). 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 one ought to know is offensive;
 - 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. unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
 - ix. unwelcome sexual flirtations, advances, requests, or invitations;



- x. physical or sexual assault;
 - xi. 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; and/or
 - xii. retaliation or threats of retaliation against an individual who reports harassment.
- y. **Inclusion** – acceptance of individuals with diverse personal characteristics into a group or organization regardless of those characteristics.
 - z. **Independent Third Party (ITP)** – an independent authority designated, appointed or retained by ASLA to receive reports with respect to violations of the AB UCC and oversee the ABSSCM.
 - aa. **IP Address** – a numerical label that is assigned to electronic devices participating in a computer network that uses internet protocol for communication between devices.
 - bb. **Local Police Information (LPI)** – additional conviction and selected non-conviction information in national and local police data sources which may be relevant to the position sought.
 - cc. **National Sport Organization (NSO)** – The national governing body for a given sport or discipline in Canada
 - dd. **Maltreatment** – as defined in the AB UCC.
 - ee. **Minor** – an individual who is a Participant in an Event who is subject to the policies
 - ff. **Participant** – as defined by the ABSSCM Safe Sport Reporting and Independent Resolution Policy.
 - gg. **Party or Parties** – the individual(s) involved in a dispute.
 - hh. **Person in Authority** – any AEF Member who holds a position of authority within the Organization including, but not limited to, coaches, instructors, volunteers, officials, organizers, Athlete Support Personnel, committee members, or directors and officers.
 - ii. **Personal Information** – any information about an individual that relates to the person's personal characteristics including, but not limited to gender, age, income, home address or phone number, ethnic background, family status, health history, and health conditions.



- jj. **Power Imbalance** – as defined in the AB UCC.
- kk. **Prohibited Behaviour** – as defined in the AB UCC.
- ll. **Reporting** – as defined in the AB UCC.
- mm. **Representatives** – directors, officers, committee members, employees, athletes, coaches, officials, organizers, volunteers, administrators, contractors, and participants within "AEF".
- nn. **Respondent** – as defined by the ABSSCM Safe Sport Reporting and Independent Resolution Policy.
- oo. **Social Media** – the catch-all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, and X.
- pp. **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 several 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; or
 - 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.
- qq. **Suspected Concussion** – means the recognition that an individual appears to have either experienced an injury or impact that may result in a concussion or who is exhibiting unusual behaviour that may be the result of concussion.
- rr. **AB UCC Participant** – any individual subject to the AB UCC and as further defined by the AB UCC.



- ss. ***Under-Represented Groups*** – includes individuals who identify as Black, Indigenous, or people of colour (BIPOC), children in low-income families, seniors, people with disabilities, newcomers to Canada, and members of the 2SLGBTQ+ community.
- tt. ***Vulnerable Participant or Vulnerable Member*** – as defined in the AB UCC.
- uu. ***Vulnerable Sector Check (VSC)*** – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database.
- vv. ***Worker*** – any person who performs work for AEF including employees, managers, supervisors, temporary Workers, volunteers, student volunteers, part-time Workers, the Board of Directors, and independent contractors.
- ww. ***Workplace*** – any place where business or work-related activities are conducted. Workplaces include, but are not limited to, the registered office(s), work-related social functions, work assignments outside the registered office(s), work-related travel, the coaching and competition environment, and work-related conferences or training sessions.
- xx. ***Workplace Harassment*** – a course of vexatious comment or conduct against an AEF Member in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/coaching function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions.
- yy. ***Workplace Violence*** – the use of or threat of physical force by a person against a Worker in a Workplace that causes or could cause physical injury to the Worker; an attempt to exercise physical force against a Worker in a Workplace that could cause physical injury to the Worker; or a statement or behaviour that it is reasonable for a Worker to interpret as a threat to exercise physical force against the Worker in a Workplace that could cause physical injury to the Worker.
- zz. ***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.
- aaa. ***World Anti-Doping Code (WADC)*** – set of rules that govern doping control internationally.



THE ALBERTA UNIVERSAL CODE OF CONDUCT (“AB UCC”)

AEF recognizes the development of the AB UCC and has adopted the AB UCC (see Schedule “B” for the AB UCC), as amended from time to time, which shall be incorporated into the Safe Sport Policy by reference as if set out in full herein.

Any modifications or amendments made to the AB UCC shall come into effect immediately upon their adoption into the AB UCC and automatically without the need for any further action by AEF.

Purpose

1. The purpose of the Safe Sport Policy is to ensure a safe and positive environment within AEF Events by making AEF Members aware that there is an expectation, at all times, of appropriate behaviour consistent with the AB UCC, AEF's core values, mission, and policies.
2. AEF and AEF Members support equal opportunity, prohibit discriminatory practices, and are committed to providing an environment in which all individuals can safely participate in equestrian activity and are treated with respect and fairness.
3. AEF expects AEF Members to conduct themselves in a manner consistent with the True Sport principles, AB UCC, the related ABSSCM Policies and the AEF Member Code of Conduct and Ethics which have been adopted by AEF.
4. AEF acknowledges and agrees to its obligations and responsibilities in connection with the AB UCC, the ABSSCM and the related ABSSCM Policies.

Application of the Safe Sport Policy

5. The Safe Sport Policy applies to any AEF Members conduct during the business, activities, and Events of AEF including, but not limited to competitions, practices, evaluations, training sessions, travel associated with organizational activities, the office environment, and any meetings.
6. The Safe Sport Policy applies to AEF Members conduct outside of the business, activities, and events of AEF when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of AEF. Such applicability will be determined by AEF at its sole discretion.
7. The Safe Sport Policy applies to AEF Members active in AEF affiliated equestrian activities or who have retired from equestrian activities where any claim regarding a potential breach of the Safe Sport Policy occurred when the AEF Members were active in the AEF affiliated equestrian activities.



8. The Safe Sport Policy applies to AEF Members when participating at an NSO sanctioned competition, event, business, activities, training sessions and travel the AEF Member is bound by the NSO Code of Conduct and Ethics where applicable.

Prohibited Behaviours

9. AEF Members must refrain from any behaviour which contravenes AEF's position on humane equine care and treatment.
10. AEF Members must refrain from any behaviour that constitutes a Prohibited Behaviour as defined by AB UCC.
11. AEF Members are responsible for knowing what actions or behaviours constitute Prohibited Behaviours and Maltreatment as defined by the AB UCC.
12. Prohibited Behaviours under the AB UCC include, but are not limited to:
 - a. Physical Maltreatment
 - b. Subjecting a Participant to the Risk of Maltreatment
 - c. Psychological Maltreatment
 - d. Failure to Report
 - e. Neglect
 - f. Aiding and Abetting
 - g. Sexual Maltreatment
 - h. Retaliation
 - i. Grooming
 - j. Interference with or Manipulation of Process
 - k. Boundary Transgressions
 - l. Intentionally Reporting a False, Vexatious or Bad-Faith Report
 - m. Discrimination

See [Schedule B](#) for the AB UCC which includes a complete list and outline of Prohibited Behaviors.

In addition to the Prohibited Behaviours as defined by the AB UCC, the Safe Sport Policy sets out other expected standards of behaviour and conduct for AEF Members and any failure to respect these expected standards of behaviour by an AEF Member may constitute a breach of the Safe Sport Policy. Behaviour that constitutes a breach of the Safe Sport Policy includes, but is not limited to:

- a. Bullying
- b. Workplace Harassment
- c. Harassment
- d. Workplace Violence



Responsibilities of AEF Members

13. AEF Members have a responsibility to:

- a. refrain from any behaviour that constitutes Maltreatment and Prohibited Behaviour as defined by the AB UCC and the related ABSSCM Policies;
- b. refrain from any behavior that constitutes a breach of the AEF Member Code of Conduct and Ethics;
- c. maintain and enhance the dignity and self-esteem of other AEF Members by:
 - i. treating each other with the highest standards of respect and integrity;
 - ii. focusing comments or criticism appropriately and avoiding public criticism of Athletes, Coaches, officials, organizers, volunteers, employees, or other AEF Members;
 - iii. consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct;
 - iv. consistently treating individuals fairly and reasonably; and
 - v. ensuring adherence to the rules of equestrian activities and the spirit of those rules.
- d. refrain from the use of power or authority to coerce another person to engage in inappropriate activities;
- e. refrain from consuming tobacco products, cannabis, or recreational drugs while participating in programs, activities, competitions, or events;
- f. in the case of Minors, not consume alcohol, tobacco, or cannabis at any competition or event;
- g. in the case of individuals who are not Minors, not consume cannabis in the Workplace or in any situation associated with Events (subject to protections under applicable human rights legislation), not consume alcohol during training, competitions, or in situations where Minors are present, and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations;
- h. when driving a vehicle:
 - i. have a valid driver's license;



- ii. not be under the influence of alcohol or illegal drugs or substances;
 - iii. have valid car insurance; and
 - iv. refrain from engaging in any activity that would constitute distracted driving.
- i. respect the property of others and not willfully cause damage;
 - j. promote equestrian activities in the most constructive and positive manner possible;
 - k. refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a para-classification and/or not offer, receive or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a para-classification. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages;
 - l. refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of a competition and/or not offer, receive or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a competition. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages;
 - m. adhere to all applicable federal, provincial/territorial, municipal and host country laws; and
 - n. comply, at all times, with the By-laws, policies, procedures, and rules and regulations of AEF, as applicable and as adopted and amended from time to time.

Directors, Committee Members, and Staff

14. In addition to section 12 (above), directors, committee members, and staff of AEF have additional responsibilities to:
- a. function primarily as a director, committee member or staff member of AEF (as applicable) and ensure to prioritize their loyalty to AEF (and not to any other organization or group) while acting in this role. Certain obligations of directors and employees, such as confidentiality, continue after the end of a director's or committee member's term/employment;



- b. act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of an AEF Members confidence;
- c. ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities;
- d. comply with their obligations under the Screening Policy, including understanding ongoing expectations under the Screening Policy and fully cooperating in the screening process;
- e. conduct themselves openly, professionally, lawfully and in good faith;
- f. be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism in their decision-making on behalf of AEF;
- g. exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws;
- h. maintain required confidentiality of organizational information;
- i. commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings; and
- j. have a thorough knowledge and understanding of all governance documents.

Athlete Support Personnel

15. In addition to section 12 (above), Athlete Support Personnel have many additional responsibilities.

16. Athlete Support Personnel must understand and respect the inherent Power Imbalance that exists in this relationship and must not abuse it, either consciously or unconsciously.

17. Athlete Support Personnel and Coaches will:

- a. avoid any behaviour that abuses the Power Imbalance inherent in the coaching position of the Athlete Support Personnel or Coach;
- b. ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes;



- c. 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;
- d. 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;
- e. support the Athlete Support Personnel of a training camp, provincial/territorial team, or national team should an Athlete qualify for participation with one of these programs;
- f. comply with all established responsibilities and obligations as set out by the Coach's or Athlete Support Personnel's professional governing association or order, if any;
- g. accept and promote Athletes' personal goals and refer Athletes to other Coaches and specialists as appropriate;
- h. provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete;
- i. act in the best interest of the Athlete's development as a whole person;
- j. comply with their obligations under the Screening Policy, including understanding ongoing expectations under this policy and fully cooperating in the screening process;
- k. under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or prohibited substances or prohibited methods and, in the case of Minors, alcohol, cannabis, and/or tobacco;
- l. respect competitor Athletes and, in dealings with them, not encroach upon topics or take 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;
- m. when a Power Imbalance exists, not engage in a sexual or intimate relationship with an Athlete of any age;
- n. avoid compromising the present and future health of Athletes by communicating and cooperating with sport science and sport medicine professionals in the diagnosis, treatment, and management of Athletes' medical and psychological treatments, including when discussing optimal nutritional strategies or weight



control methods for junior-aged Athletes and above (18 + years of age). Dieting and other weight control methods are not permitted for Athletes 17 years of age and younger;

- o. recognize the power inherent in the position of Athlete Support Personnel or Coach and respect and promote the rights of AEF Members in equestrian activities. 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 AEF Members who are in a vulnerable or dependent position and less able to protect their own rights; and
- p. dress professionally and use appropriate language, considering the audience being addressed (e.g., the age/maturity of the individuals).

Athletes

18. In addition to section 12 (above), Athletes will have additional responsibilities to:

- a. follow their athlete agreement (if applicable);
- b. report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete;
- c. participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations;
- d. properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason;
- e. adhere to any rules and requirements regarding clothing, professionalism, and equipment; and
- f. act in accordance with applicable policies and procedures and, when applicable, additional rules as outlined by Athlete Support Personnel.

Coaches and Officials

19. In addition to section 12 (above), Coaches and officials will have additional responsibilities to:

- a. maintain and update their knowledge of the coaching program requirements (Coaches) and rules and rules changes (officials);



- b. not publicly criticize AEF Members;
- c. adhere, at all times, to the rules of their international federation and any other sporting organization that has relevant and applicable authority;
- d. place the safety and welfare of Participants, athletes, competitors, equines, and the fairness of the competition above all else;
- e. strive to provide a fair sporting environment and, at no time, engage in Maltreatment or Prohibited Behaviour (as defined by the AB UCC) toward any person on the field of play;
- f. respect the terms of any agreement that they enter with AEF;
- g. work within the boundaries of their position's description while supporting the work of other Coaches and officials;
- h. act as an ambassador of equestrian activities by agreeing to enforce and abide by national and provincial/territorial rules and regulations;
- i. take ownership of actions and decisions made while coaching or officiating;
- j. respect the rights, dignity, and worth of all Participants;
- k. act openly, impartially, professionally, lawfully, and in good faith;
- l. be fair, equitable, considerate, independent, honest, and impartial in all dealings with others;
- m. respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Participants;
- n. comply with their obligations under the Screening Policy, including understanding ongoing expectations under this policy and fully cooperating in the screening process;
- o. honour all assignments, unless unable to do so by virtue of illness or personal emergency and, in these cases, inform a supervisor or AEF at the earliest possible time;
- p. when writing reports, set out the actual facts to the best of their knowledge and recollection; and
- q. dress in proper attire for coaching or officiating.



Parents/Guardians and Spectators

20. In addition to section 12 (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 an AEF Member for making a mistake during a competition or practice;
- d. respect the decisions and judgments of officials and encourage Athletes to do the same;
- e. support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm;
- f. respect and show appreciation to all competitors, and to coaches, officials and other volunteers;
- g. never harass participants, competitors, Coaches, officials, parents/guardians, or other spectators; and
- h. never encourage, aid, covert up or assist an Athlete in cheating through doping, competition manipulation or other cheating behaviors.

Members

21. Business Members, Club Members and Competition Organizers must:

- a. adhere to all AEF governing documents and, where necessary, amend their own rules to comply or align with those of AEF;
- b. pay all required dues and fees by the prescribed deadlines;
- c. ensure that all Athletes and Coaches participating in Events are registered and in good standing;
- d. appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment;
- e. ensure that any possible or actual misconduct is investigated promptly and thoroughly;



- f. impose appropriate disciplinary or corrective measures when misconduct has been substantiated;
- g. advise AEF immediately of any situation where a complainant has publicized a complaint in the media (including social media);
- h. provide AEF with a copy of all decisions rendered pursuant to their own policies for complaints and appeals;
- i. implement any decisions and disciplinary sanctions imposed pursuant to AEF's discipline process;

Anti-Doping

22. AEF adopts and adheres to the [Canadian Anti-Doping Program](#). AEF will respect any sanction imposed on an individual as a result of a breach of the Canadian Anti-Doping Program or any other applicable Anti-Doping Rules.

Retaliation, Retribution or Reprisal

23. It is a breach of the AB UCC or Safe Sport Policy for any AEF Member to engage in any act that threatens or seeks to intimidate another individual with the intent of discouraging that AEF Member from filing, in good faith, a complaint pursuant to any AEF policy.

24. It is also a breach of the AB UCC or Safe Sport Policy or an AEF Member to file a complaint for the purpose of retaliation, retribution, or reprisal against any other AEF Member.

25. Any AEF Member found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

Privacy

26. The collection, use and disclosure of any personal information pursuant to this policy is subject to AEF's *Privacy Policy*.



SCHEDULE A - ABSSCM

[CLICK HERE FOR LINK TO ABSSCM](#)



SCHEDULE B – AB UCC

[CLICK HERE FOR LINK TO AB UCC](#)



ATHLETE PROTECTION POLICY

Purpose

1. This Athlete Protection Policy describes how Persons in Authority shall maintain a safe environment for all Athletes.

Interactions between Persons in Authority and Athletes – the 'Rule of Two'

2. AEF requires that the 'Rule of Two' be followed for all Persons in Authority who interact with Athletes, to the maximum extent feasible. The 'Rule of Two' is a directive that says that an Athlete must never be alone one-on-one with an unrelated Person in Authority.
3. AEF recognizes that fully implementing the 'Rule of Two' may not always be possible in some instances. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:
 - a. To the maximum extent possible, the training environment should be visible and accessible so that all interactions between Persons in Authority and Athletes are observable.
 - b. Private and one-on-one situations that are not observable by another adult or Athlete should be avoided to the maximum extent possible.
 - c. A Vulnerable Participant may not be alone under the supervision of a Person in Authority unless prior written permission is obtained from the Vulnerable Participant's parent or guardian.
 - d. Persons in Authority may not invite or host Vulnerable Participants in their home without the written permission from parents or guardians or without parents or guardians having contemporaneous knowledge of the visit.

Competitions, Training Sessions, and Practices

4. For competitions, training sessions and practices, AEF recommends:
 - a. A Person in Authority should never be alone with a Vulnerable Participant prior to or following a competition or training session unless the Person in Authority is the Vulnerable Participant's parent or guardian.
 - b. If the Vulnerable Participant is the first Athlete to arrive, the Athlete's parent should remain until another Athlete or Person in Authority arrives.
 - c. If a Vulnerable Participant would potentially be alone with a Person in Authority following a competition or training session, the Person in Authority should ask another Person in Authority (or a parent or guardian of another Athlete) to stay



until all the Athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Participant, should be present to avoid the Person in Authority being alone with a Vulnerable Participant.

- d. Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority.
- e. Persons in Authority and Athletes should take steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete who know they will be away from other Participants for a lengthy period must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message.

Communications

- 5. For communication between Persons in Authority and Athletes, AEF recommends:
 - a. Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone.
 - b. Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such personal communication is unavoidable, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian (when the Athlete is a Vulnerable Participant).
 - c. Parents/guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or may request that certain information about their child not be distributed in any form of electronic communication.
 - d. All communication between a Person in Authority and Athletes must be between the during appropriate hours, unless extenuating circumstances justify otherwise.
 - e. Communication concerning drugs or alcohol use (unless regarding its prohibition) is not permitted.
 - f. No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium.



- g. Persons in Authority are not permitted to ask Athletes to keep a personal secret for them.

Travel

6. For travel involving Persons in Authority and Athletes, AEF recommends:

- a. Teams or groups of Athlete shall always have at least two Persons in Authority with them.
- b. For mixed gender teams or groups of Athletes, there should be one Person in Authority from each gender.
- c. If two Persons in Authority cannot be present, reasonable efforts should be made to supplement supervision with screened parents or other volunteers.
- d. To the maximum extent possible, no Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian.
- e. A Person in Authority may not share a hotel room or be alone with an Athlete unless the Person in Authority is the Athlete's parent/guardian or spouse.
- f. Room or bed checks during overnight stays must be done by two Persons in Authority.
- g. For overnight travel when Athletes must share a hotel room, roommates must be age-appropriate and of the same gender identity.

Changing Areas

7. For changing areas and other closed meeting spaces, AEF recommends:

- a. Interactions between Persons in Authority and Athletes should not occur in any area where there is a reasonable expectation of privacy such as a locker/tack room, washroom or other changing area. A second adult should be present for any necessary interaction between an adult and an Athlete in any such area.
- b. If Persons in Authority are not present in the changing area, or if they are not permitted to be present, they should still be available outside the changing area and be able to enter the room or area if required, for reasons including but not limited to team communications and/or emergencies.

Photography/Video

8. For all photography and video of an Athlete, AEF recommends:



- c. Photographs and video should only be taken in public view. Content must observe generally accepted standards of decency and be both appropriate for and in the best interest of the Athlete.
- d. The use of recording devices in areas where there is a reasonable expectation of privacy is strictly prohibited.
- e. Examples of photos that shall be edited or deleted include:
 - i. images with misplaced apparel or where undergarments are showing;
 - ii. suggestive or provocative poses; and
 - iii. embarrassing images.
- f. If any content featuring an Athlete will be used on any form of public media, a Photo and Video Consent Form (**Appendix A**) must be completed before the content is recorded.

Physical Contact

- 9. Some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill, or tending to an injury. For physical contact, AEF recommends:
 - a. A Person in Authority must always request permission to make physical contact from the Athlete in advance and clearly explain where and why the physical contact will occur. The Person in Authority must make clear that they are requesting to touch the Athlete and not requiring physical contact.
 - b. Infrequent, incidental physical contact during a training session is not considered a violation of policy.
 - c. Non-essential physical contact may not be initiated by the Person of Authority. It is recognized that some Athletes may initiate non-essential physical contact such as hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance). This physical contact should always occur in an open and observable environment.

Enforcement

- 10. Any alleged violations of the Athlete Protection Policy shall be reported to and addressed by the ABSSCM.



APPENDIX A – PHOTO AND VIDEO CONSENT FORM

Name of Athlete (print): _____
Print

Name of Parent/Guardian: _____
Print

(When the Athlete is a Minor)

Date: _____

1. I, being the AEF Member or the parent or legal guardian of the minor AEF Member, hereby grant to AEF the permission to photograph and/or record the AEF Member's image and/or voice in pictures or videos (collectively the "**Images**"), and to use the Images to promote the sport and/or the Organization through traditional media such as newsletters, websites, television, film, radio, print and/or display form, and through social media such as Instagram, Facebook, YouTube, and Twitter. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes. This consent will remain in effect in perpetuity.

2. I, being the AEF Member or the parent or legal guardian of the Minor AEF Member, hereby fully release, discharge, and agree to save harmless the Organization, from any and all claims, demands, actions, damages, losses or costs that might arise out of the collection, use or disclosure of the Images or taking, publication, distortion of the Images, negatives, and masters or any other likeness or representation of the AEF Member that may occur or be produced in the taking of said Images or in any subsequent processing thereof, including without limitation any claims for libel, passing off, misappropriation of personality, or invasion of privacy.

3. I, being the AEF Member or the parent or legal guardian of the Minor AEF Member, **UNDERSTAND AND AGREE**, that I have read and understood the terms and conditions of this document. On behalf of myself, my heirs, and assigns, I agree that I am signing this document voluntarily and to abide by such terms and conditions.

Signature of AEF Member: _____

OR, if the AEF Member is a Minor

Signature of Parent/Guardian: _____



DISCIPLINE AND COMPLAINTS POLICY

1. The AEF designates the ABSSCM as its exclusive maltreatment reporting, intake, case management and independent resolution mechanism for Maltreatment and Prohibited Behaviour (as defined in the AB UCC) arising from or connected to Events or any AEF activities. ABSSCM
2. The AEF and all AEF Members are expected to fulfill responsibilities and obligations set out in the AB UCC, the ABSSCM and the related ABSSCM Policies, as updated and amended from time to time.
3. Disciplinary decisions involving sanctions imposed by ABSSCM will be published according to the guidelines established by ABSSCM.
4. AEF may notify relevant sport organizations of any disciplinary decision imposing a sanction and/or discipline on an AEF Member, including Minor or Vulnerable Participant, as required by the ABSSCM.
5. Records of all decisions will be maintained by AEF in accordance with the ABSSCM or the *Privacy Policy*.



SCREENING POLICY

Preamble

1. AEF understands that screening is a vital part of providing a safe equestrian environment and has become a common practice among sport organizations that provide programs and services to the sport community.

Application of this Policy

2. The Screening Policy applies to all individuals whose position with AEF is one of trust or authority which may relate to, at a minimum, directors, staff, finances, Coaches, or Vulnerable Participants.
3. Not all individuals associated with AEF will be required to obtain a criminal record check or submit screening documents because not all positions pose a risk of harm to AEF or AEF Members. AEF will determine which individuals will be subject to screening using the following guidelines (AEF may vary the guidelines at their discretion):

Level 1 – Low Risk – AEF Members involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Vulnerable Participants. Examples include parents, youth, or volunteers who are helping out on a non-regular or informal basis.

Level 2 – Medium Risk – AEF Members involved in medium-risk assignments who may be in a supervisory role, may direct others, may be involved with finances, and/or who may have limited access to Vulnerable Participants.

Level 3 – High Risk – AEF Members involved in high-risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with finances, and who have frequent or unsupervised access to Vulnerable Participants.

Screening Process

4. The implementation of this policy is the responsibility of the AEF Executive Director.
5. The screening process is overseen by the Executive Director. AEF will ensure that the member appointed as the Executive Director possess the requisite skills, knowledge, and abilities to accurately screen documents and render decisions under this policy.
6. The Executive Director is responsible for reviewing all documents submitted and based on the review, making decisions regarding the appropriateness of individuals filling positions within AEF. In carrying out the screening duties, the Executive Director may consult with



independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.

7. Nothing in this policy restricts or limits the Executive Director from requesting that the individual attend an interview with the Executive Director if the Executive Director considers that an interview is appropriate and necessary to screen the individual's application.
8. Nothing in this policy restricts or limits the Executive Director from requesting the individual's authorization to contact any professional, sporting, or other organization in order to assess the individual's suitability for the position that they are seeking.
9. Nothing in this policy restricts or limits the Executive Director from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Executive Director decides based on the information before the Executive Director.
10. The Executive Director may, where appropriate, draw an adverse inference from an individual's failure to provide information or answer queries.
11. When assessing an individual's screening application, the Executive Director shall determine whether there is reason to believe that the individual may pose a risk to AEF or to another individual.
12. An individual, having been previously penalized for a prior offence, shall not prevent the Executive Director from considering that offence as part of the individual's screening application.
13. If the Executive Director determines, based on the individual's screening application, in addition to any further material received by it, that the individual does not pose a risk to the members of AEF, the Executive Director shall approve the individual's application, subject to the Executive Director's right to impose conditions.
14. In the case of a decision denying an application or approving an application with conditions, a copy of the decision shall be provided to the applicant and to the Board of Directors of AEF, which may disseminate the decision as they see fit to best fulfil the mandate of AEF.
15. An AEF Member whose screening application has been denied or revoked may not re-apply to participate in the programs or activities of AEF for two (2) years from the date the rejected application was made.
16. The screening process is approved by the Board of Directors and may be amended from time to time.



Screening Requirements

17. A Screening Requirements Matrix is provided as **Appendix A**.

18. It is the policy of AEF that when an individual is first engaged by the Organization:

- a. Level 1 – Low Risk individuals will:
 - i. complete an Application Form (**Appendix B**);
 - ii. complete a Screening Disclosure Form (**Appendix C**); and
 - iii. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**).
- b. Level 2 – Medium Risk individuals will:
 - i. complete an Application Form (**Appendix B**);
 - ii. complete a Screening Disclosure Form (**Appendix C**);
 - iii. complete and provide an E-PIC;
 - iv. participating in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**); and
 - v. provide a driver's abstract, if requested.
- c. Level 3 – High Risk individuals will:
 - i. complete an Application Form (**Appendix B**);
 - ii. complete a Screening Disclosure Form (**Appendix C**);
 - iii. complete and provide an E-PIC and a VSC;
 - iv. participate in training, orientation, and monitoring as described in the Screening Requirements Matrix (**Appendix A**).
- d. Provide a driver's abstract, if requested. If an individual subsequently receives a charge, conviction for, or is found guilty of, an offense they will report this circumstance immediately to AEF. Additionally, the individual will inform AEF of any changes in their circumstance that would alter their original responses in their Screening Disclosure Form.



- e. If AEF learns that an individual has provided false, inaccurate, or misleading information, the individual will immediately be removed from their position and may be subject to further discipline in accordance with the *Harassment, Discipline and Complaints Policy*.

Minor

19. For the purposes of this policy, AEF defines a Minor as someone who is younger than eighteen (18) years old. When screening a Minor, AEF will:
- a. not require the Minor to obtain a VSC or E-PIC; and
 - b. in lieu of obtaining a VSC or E-PIC, require the Minor to submit up to two (2) additional letters of reference.
20. Notwithstanding the above, AEF may ask a Minor to obtain a VSC or E-PIC if AEF suspects the Minor has an adult conviction and therefore has a criminal record. In these circumstances, AEF will be clear in its request that it is not asking for the Minor's *youth record*. AEF understands that they may not request to see a Minor's youth record.

Renewal

21. Unless the Executive Director determines, on a case-by-case basis, to modify the submission requirements, individuals who are required to submit an E-PIC, Screening Disclosure Form, or Screening Renewal Form, are required to submit the documents as follows:
- a. an E-PIC every three years;
 - b. a Screening Disclosure Form every three years;
 - c. a Screening Renewal Form (**Appendix D**) every year; and
 - d. a Vulnerable Sector Check once.
22. At any time, including after either the submission of an individual's application or its approval (with or without conditions), the Executive Director may re-open an individual's file for additional screening if it is advised of new information that, in the discretion of AEF, could affect the assessment of the individual's suitability for participation in the programs or activities of AEF, or the individual's interactions with other individuals involved with AEF.

Orientation, Training, and Monitoring

23. The type and amount of orientation, training, and monitoring will be based on the individual's level of risk, at the discretion of AEF.



24. Orientation may include, but is not limited to, introductory presentations, facility tours, equipment demonstrations, parent/Athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or initial period of engagement.
25. Training may include, but is not limited to, certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
26. At the conclusion of orientation and training, the individual may be required to acknowledge, in written form, that they have received and completed the orientation and training (**Appendix E**).
27. Monitoring may include, but is not limited to, written or oral reports, observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

How to Obtain an E-PIC or VSC

28. An E-PIC may be obtained online via <http://www.backcheck.net/e-pic.htm>.
29. AEF Members may only obtain a VSC by visiting an RCMP office or police station, submitting two pieces of government-issued identification (one of which must have a photo), and completing any required paperwork. Fees may also be required.
30. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.
31. AEF understands that it may be required to assist an individual with obtaining a VSC. A Request for VSC (**Appendix F**) may need to be submitted or other documentation may need to be completed that describes the nature of the Organization and the individual's role with Vulnerable Participants.

Procedure

32. Screening documents must be submitted to the Executive Director.
33. An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted.
34. AEF understands that there may be delays in receiving the results of an E-PIC or a VSC. At the discretion of AEF, an individual may be permitted to participate in the role during the delay. This permission may be withdrawn at any time and for any reason.



35. AEF recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSC may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'. The Executive Director will use its expertise and discretion when making decisions based on the screening documents that have been submitted.
36. Following the review of the screening documents, the Executive Director will decide:
- a. the individual has passed screening and may participate in the desired position;
 - b. the individual has passed screening and may participate in the desired position with conditions;
 - c. the individual has not passed screening and may not participate in the desired position; or
 - d. more information is required from the individual.
37. In making a decision, the Executive Director will consider the type of offense, date of offense, and relevance of the offense to the position sought.
38. The Executive Director may decide that an individual has not passed screening if the screening documentation reveals any of the following:
- a. if imposed in the last three years:
 - i. any offense involving the use of a motor vehicle, including but not limited to impaired driving;
 - ii. any offense of assault, physical or psychological violence;
 - iii. any offense involving trafficking or possession of illegal drugs;
 - iv. any offense involving conduct against public morals; or
 - v. any offense involving theft or fraud.
 - b. if imposed at any time:
 - i. any offense involving a Minor or Minors;
 - ii. any offense involving the possession, distribution, or sale of any child-related pornography; or
 - iii. any sexual offense.



Conditions and Monitoring

39. Excluding the incidents above which, if revealed, would cause the individual to not pass screening, the Executive Director may determine that incidents revealed on an individual's screening documents may allow the individual to pass the screening process and participate in a desired position with *conditions* imposed. The Executive Director shall have the sole and unfettered discretion to apply and remove conditions, determine the length of time for the imposition of conditions, and determine how adherence to conditions may be monitored.

Records

40. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, for use in legal, quasi-legal, or disciplinary proceedings.

41. The records kept as part of the screening process include but are not limited to:

- a. an individual's Vulnerable Sector Check;
- b. an individual's E-PIC (for a period of three years);
- c. an individual's Screening Disclosure Form (for a period of three years);
- d. an individual's Screening Renewal Form (for a period of one year);
- e. records of any conditions attached to an individual's registration by the Executive Director; and
- f. records of any discipline applied to any individual by AEF or by another sport organization.



APPENDIX A – SCREENING REQUIREMENTS MATRIX

RISK LEVEL	ROLES (NOTE MINOR EXCEPTION BELOW)	TRAINING RECOMMENDED/REQUIRED	SCREENING
LEVEL 1 LOW RISK	a) Parents, youth or volunteers acting in non-regular or informal basis	Recommended: <ul style="list-style-type: none"> • Concussion Awareness • Fostering Healthy Equestrian Environments 	<ul style="list-style-type: none"> • Complete an Application Form (Appendix B) • Complete a Screening Disclosure Form (Appendix C) • Participate in training, orientation, and monitoring as determined by the Organization
LEVEL 2 MEDIUM RISK	a) Officials; and b) AEF Board of Directors and Staff.	Recommended based on role: <ul style="list-style-type: none"> • Respect in Sport for Activity Leaders • Commit to Kids Required: <ul style="list-style-type: none"> • Respect in Sport Activity Leaders (National Officials) • CAC Safe Sport Training 	<ul style="list-style-type: none"> • Level 1 Requirements • Complete and provide and E-PIC • Provide a driver’s abstract, if requested • Provide a VSC – applicable to athlete support personnel and personnel who could be alone with Athletes.
LEVEL 3 HIGH RISK	a) Coaches and Instructors;	Required <ul style="list-style-type: none"> • Concussion Training: <ul style="list-style-type: none"> • Equestrian Canada: Concussion Awareness (Momentum), OR • NCCP Making Headway in Sports • Prevention of Maltreatment in Sport: <ul style="list-style-type: none"> • Fostering Healthy Equestrian Environments (Momentum), OR • CAC Safe Sport Training, OR • Respect in Sport for Activity Leaders • NCCP Making Ethical Decisions Online Evaluation • First Aid Certificate: Standard First Aid Level C (delivered by a recognized Canadian First Aid provider). <ul style="list-style-type: none"> • Can't be delivered exclusively online. 	<ul style="list-style-type: none"> • Level 2 requirements AND • Two letters of reference. • Criminal Record Check • Vulnerable Sector Search for those born <i>before</i> February 28, 1986, ONLY. • Certificate of Insurance <ul style="list-style-type: none"> ○ EC Certificate of <i>Coaching</i> Insurance completed by insurance provider verifying: ○ Minimum \$2,000,000 CGL ○ EC and AEF as additional insured. • Screening Disclosure • Certification (NCCP).

Minor

For the purposes of this policy, AEF defines a Minor as someone who is younger than 18 years old. When screening Minor, AEF will:

- a) not require the Minor to obtain a VSC or E-PIC; and
- b) in lieu of obtaining a VSC or E-PIC, require the Minor to submit up to two (2) additional letters of reference.



APPENDIX B – APPLICATION FORM

Note: AEF Members who are applying to volunteer or work within certain positions with AEF must complete this Application Form. AEF Members need to complete an Application Form once for the position sought. If the individual is applying for a new position within AEF, a new Application Form must be submitted.

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street

City

Province Postal Code

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the policies and procedures of AEF, including but not limited to the AB UCC, AEF Member Code of Conduct and Ethics, *Privacy Policy*, and *Screening Policy*.

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the AEF will determine my eligibility to volunteer or work in the position.

NAME: _____ **DATE:** _____
Print

SIGNATURE: _____



APPENDIX C – SCREENING DISCLOSURE FORM

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street

City

Province Postal Code

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and the loss of volunteer responsibilities or other privileges

1. Have you been convicted of a crime? If so, please complete the following information for each conviction. Attach additional pages as necessary.

Name or type of offense: _____

Name and jurisdiction of court/tribunal: _____

Year convicted: _____

Penalty or punishment imposed: _____

Further explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.

Name of disciplining or sanctioning body: _____

Date of discipline, sanction, or dismissal: _____



Reasons for discipline, sanction, or dismissal: _____

Penalty or punishment imposed: _____

Further explanation: _____

- 3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.**

Name or type of offense: _____

Name and jurisdiction of court/tribunal: _____

Name of disciplining or sanctioning body: _____

Further explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize AEF to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with the national sport organization, and other organizations involved in the governance of sport. AEF does not distribute personal information for commercial purposes.

CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete.

I further certify that I will immediately inform AEF of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



APPENDIX D – SCREENING RENEWAL FORM

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street

City

Province Postal Code

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

By signing this document below, I certify that there have been no changes to my criminal record since I last submitted an Enhanced Police Information Check and/or Vulnerable Sector Check and/or Screening Disclosure Form and/or Driver's Abstract ("**Personal Document**") to AEF. I further certify that there are no outstanding charges and warrants, judicial orders, peace bonds, probation or prohibition orders, or applicable non-conviction information, and there have been no absolute and conditional discharges.

I agree that any Personal Document that I would obtain or submit on the date indicated below would be no different than the last Personal Document that I submitted to AEF. I understand that, if there have been any changes or if I suspect that there have been any changes, it is my responsibility to obtain and submit a new Personal Document to AEF instead of this form.

I recognize that, if there have been changes to the results available from any Personal Document and if I submit this form improperly, then I am subject to disciplinary action and/or the removal of volunteer responsibilities or other privileges at the discretion of the AEF.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____



APPENDIX E – VOLUNTEER ORIENTATION AND TRAINING ACKNOWLEDGEMENT FORM

1. I have the following role(s) with AEF (circle as many as apply):

- | | |
|--------------------|------------------|
| Parent/Guardian | Coach |
| Director/Volunteer | Athlete |
| Official | Committee Member |
| Other | |

2. As an individual affiliated with AEF, I acknowledge I have received and completed the following orientation and training:

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name of Training or Orientation: _____

Instructor: _____ Date Completed: _____

Name

Signature

Date



APPENDIX F – REQUEST FOR VULNERABLE SECTOR CHECK

INTRODUCTION

AEF is requesting a Vulnerable Sector Check for _____ [individual's full name] who identifies as a _____ [gender identity] and who was born on _____ [birthdate].

DESCRIPTION OF ORGANIZATION

AEF is a not-for-profit provincial organization for the sport of Equestrian in Alberta.

DESCRIPTION OF ROLE

_____ [individual's name] will be acting as a _____ [individual's role]. In this role, the individual will have access to vulnerable individuals.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc. where required]

CONTACT INFORMATION

If more information is required, please contact AEF:

The Alberta Equestrian Federation Society (AEF)

120 251 Midpark BV SE, Calgary, AB T2X 1S3

T: 403-253-4411

E: execdir@albertaequestrian.com

Signed: _____ Date: _____



PRIVACY POLICY

General

1. Background – Privacy of personal information is governed by the federal *Personal Information Protection and Electronics Documents Act* ("**PIPEDA**"). This policy describes the way that AEF collects, uses, safeguards, discloses, and disposes of personal information, and states AEF's commitment to collecting, using, and disclosing personal information responsibly. This policy is based on the standards required by *PIPEDA* and AEF's interpretation of these responsibilities.
2. Purpose – The purpose of this policy is to govern the collection, use and disclosure of personal information during commercial activities in a manner that recognizes the right to privacy of AEF Members with respect to their personal information and the need of AEF to collect, use or disclose personal information.

Application of this Policy

3. Application – This policy applies to Representatives in connection with personal information that is collected, used, or disclosed during any commercial activity related to AEF.
4. Ruling on Policy – Except as provided in *PIPEDA*, the ASLA will have the authority to interpret any provision of the ABSSCM and the related ABSSCM Policies that is contradictory, ambiguous, or unclear.

Obligations

5. Statutory Obligations – AEF is governed by the *PIPEDA* in matters involving the collection, use and disclosure of personal information.
6. Additional Obligations – In addition to fulfilling all requirements of *PIPEDA*, AEF and its Representatives will also fulfill the additional requirements of the AB UCC, ABSSCM and related ABSSCM Policies.

Accountability

7. Privacy Officer – The Privacy Officer is responsible for the implementation of this policy and monitoring information collection and data security and for ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted as follows: (next page)



The Alberta Equestrian Federation Society (AEF)

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8. Duties – The Privacy Officer will:
 - a. implement procedures to protect personal information in accordance with the ABSSCM and the related ABSSCM Policies;
 - b. ensure any third-party providers abide by this policy; and
 - c. train and communicate to staff information about the ABSSCM privacy policies and practices.
9. Employees – AEF shall be responsible to ensure that the employees, contractors, agents, or otherwise of AEF are compliant with the *PIPEDA* and this policy.

Identifying Purposes

10. Purpose – Personal information may be collected from Representatives and prospective Representatives for the purposes outlined under the ABSSCM and the related ABSSCM Policies.
11. Purposes not Identified – AEF shall seek consent from individuals when personal information is used for Commercial Activity not previously identified. This consent will be documented as to when and how it was received.

Consent

12. Consent – AEF shall obtain consent by lawful means from individuals at the time of collection and prior to the use or disclosure of this information. AEF may collect personal information without consent where reasonable to do so and where permitted by law. Implied Consent – By providing personal information to AEF, AEF Members are consenting to the use of the information for the purposes identified in this policy.
13. Withdrawal – An individual may declare to the Privacy Officer in writing to withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions. AEF will inform the AEF Member of the implications of such withdrawal.
14. Legal Guardians – Consent shall not be obtained from individuals who are minors, seriously ill, or mentally incapacitated and therefore shall be obtained from a parent, legal guardian or person having power of attorney of such an individual.



15. Exceptions for Collection – AEF is not required to obtain consent for the collection of personal information if:

- a. it is clearly in the AEF Member's interests and consent is not available in a timely way;
- b. knowledge and consent would compromise the availability or accuracy of the information and collection is required to investigate a breach of an agreement or contravention of a federal or provincial law;
- c. the information is for media or journalistic purposes; or
- d. the information is publicly available as specified in the *Act*.

16. Exceptions for Use – AEF may use personal information without the AEF Member's knowledge or consent only:

- a. if AEF has reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law and the information is used for that investigation;
- b. for an emergency that threatens an individual's life, health or security;
- c. aggregate information for statistical or scholarly study or research;
- d. if it is publicly available as specified in the *Act*;
- e. if the use is clearly in the individual's interest and consent is not available in a timely way; or
- f. if knowledge and consent would compromise the availability or accuracy of the information and collection was required to investigate a breach of an agreement or contravention of a federal or provincial law.

17. Exceptions for Disclosure – AEF may disclose personal information without the individual's knowledge or consent only:

- a. to a lawyer representing AEF;
- b. to collect a debt the individual owes to AEF;
- c. to comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction;



- d. to a government institution that has requested the information, identified its lawful authority, and indicated that disclosure is for the purpose of enforcing, carrying out an investigation, or gathering intelligence relating to any federal, provincial or foreign law; or that suspects that the information relates to national security or the conduct of international affairs; or is for the purpose of administering any federal or provincial law;
- e. to an investigative body named in the *Act* or government institution on AEF's initiative when AEF believes the information concerns a breach of an agreement, or a contravention of a federal, provincial, or foreign law, or suspects the information relates to national security or the conduct of international affairs;
- f. to an investigative body for the purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law;
- g. in an emergency threatening an individual's life, health, or security (AEF must inform the individual of the disclosure);
- h. aggregate information for statistical, scholarly study or research;
- i. to an archival institution;
- j. 20 years after the individual's death or 100 years after the record was created;
- k. if it is publicly available as specified in the regulations; or
- l. if otherwise required by law.

Limiting Collection, Use, Disclosure and Retention

18. Limiting Collection, Use and Disclosure – AEF shall not collect, use, or disclose personal information indiscriminately. Information collected will be for the purposes specified in this policy, except with the consent of the individual or as required by law.
19. Retention Periods – Personal information shall be retained as long as reasonably necessary to enable participation in AEF, to maintain accurate historical records and or as may be required by law.
20. Destruction of Information – Documents shall be destroyed by way of shredding and electronic files will be deleted in their entirety.



Safeguards

21. Safeguards – Personal information shall be protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use, or modification.

Breaches

22. Breaches – AEF is required to report breaches of its security safeguards and any unauthorized disclosure of, or access to, personal information to the Office of the Privacy Commissioner if the breach, disclosure, or access may pose a "real risk of significant harm" to an individual. A "real risk of significant harm" is defined as: "*Bodily harm, humiliation, damage to reputation or relationships, loss of employment, business or professional opportunities, financial loss, identity theft, negative effects on the credit record and damage to or loss of property*".
23. Reporting – AEF will report the breach or unauthorized access or disclosure to the Office of the Privacy Commissioner in the form and format specified by the Office of the Privacy Commissioner or will be subject to financial penalties.
24. Records and Notification – In addition to reporting the breach or unauthorized access or disclosure, AEF will keep records of the breach and inform affected individuals.

Individual Access

25. Access – Upon written request, and with assistance from AEF, an individual may be informed of the existence, use and disclosure of their personal information and shall be given access to that information. Further, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.
26. Response – Requested information shall be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.
27. Denial – An individual may be denied access to his or her personal information if the information:
- a. cannot be disclosed for legal, security, or commercial proprietary purposes; or
 - b. is subject to solicitor-AEF privilege or litigation privilege.
28. Reasons – Upon refusal, AEF shall inform the individual the reasons for the refusal and the associated provisions of the *Act*.



29. Identity – Sufficient information shall be required to confirm an individual's identity prior to providing that individual an account of the existence, use, and disclosure of personal information.

Challenging Compliance

30. Challenges – An individual shall be able to challenge compliance with this policy and the *PIPEDA* to the designated individual accountable for compliance.

31. Procedures – Upon receipt of a complaint AEF shall:

- a. record the date the complaint is received;
- b. notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint;
- c. acknowledge receipt of the complaint by way of written communication and clarify the nature of the complaint within three (3) days of receipt of the complaint;
- d. appoint an investigator using Organization personnel or an independent investigator, who shall have the skills necessary to conduct a fair and impartial investigation and shall have unfettered access to all relevant file and personnel, within ten (10) days of receipt of the complaint;
- e. upon completion of the investigation and within twenty-five (25) days of receipt of the complaint, the investigator will submit a written report to AEF; and
- f. notify the complainant to the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures within thirty (30) days of receipt of the complaint.

32. Whistleblowing – AEF shall not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any director, officer, employee, committee member, volunteer, trainer, contractor, and other decision-maker within AEF or deny that person a benefit because the individual, acting in good faith and on the basis of reasonable belief:

- a. disclosed to the commissioner that AEF has contravened or is about to contravene the *Act*;
- b. has done or stated an intention of doing anything that is required to be done in order to avoid having any person contravene the *Act*; or
- c. has refused to do or stated an intention of refusing to do anything that is in contravention of the *Act*.



IP Address

33. IP Address – AEF does not collect, use, or disclose personal information such as IP Addresses.

Applicable Law

34. Applicable Law – The AEF website is created and controlled by AEF in the Province of Alberta. As such, the laws of the Province of Alberta shall govern these disclaimers, terms, and condition



RECIPROCATION POLICY

Purpose

1. The purpose of this policy is to ensure enforcement and recognition of all disciplinary sanctions applied by AEF and the NSO where applicable.

Application

2. This policy applies to all AEF Members.

Responsibilities

3. AEF will:
 - a. provide copies of discipline and appeal decisions to the NSO where applicable and to the AEF Member(s) affected or impacted by the decision;
 - b. for discipline decisions provided to AEF by the NSO or by an AEF Member, determine per the *Discipline and Complaints Policy* whether to initiate further action against the individual(s) named in the decision; and
 - c. recognize and enforce the disciplinary sanctions imposed by the NSO and/or an AEF Member.

Members will:

- a. provide copies of discipline and appeal decisions involving AEF Members to AEF;
- b. recognize and enforce the disciplinary sanctions imposed by AEF and/or the NSO; and
- c. update their governing documents to reference the reciprocity procedures described herein.



DIVERSITY, EQUITY, AND INCLUSION POLICY

POLICY STATEMENT: AEF is committed to encouraging equity in its administration, policies, programs, and activities.

Purpose

1. AEF is committed to encouraging diversity, equity and inclusion in its administration, policies, programs, and activities.
2. The purpose of this policy is to ensure that AEF provides Under-Represented Groups with a full and equitable range of opportunities to participate and lead.

General

3. AEF will:
 - a. provide this policy to AEF Members and provide education on the importance of diversity, equity, and inclusion and what this entails in terms of practices, policies, procedures, and norms of behaviour;
 - b. provide registration forms and other documents that allow:
 - i. the AEF Member to indicate their gender identity and expression, rather than their sex or gender;
 - ii. the AEF Member to abstain from indicating a gender identity with no consequence to the individual;
 - iii. the AEF Member to indicate their pronoun(s); and
 - iv. the AEF Member to indicate their preferred name.
 - c. maintain organizational documents and AEF's website in a manner that promotes inclusive language and images;
 - d. refer to AEF Members by their preferred name and their pronoun(s);
 - e. work with Under-Represented Groups on the implementation, monitoring and/or modification of this policy;
 - f. when AEF has the authority to determine AEF Members 'use of washrooms, change rooms, and other facilities, AEF will permit individuals to use the facilities of their gender identity;



- g. ensure dress codes that respect an AEF Member's gender identity and gender expression;
- h. support inclusion, equity, and access for Under-Represented Groups; and
- i. exercise influence with external agencies to encourage equity.

Programming

- 4. AEF is committed to creating and supporting programs that address diversity, equity, and inclusion issues in sport. For example, AEF will:
 - a. ensure that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering AEF's programs and policies;
 - b. ensure that AEF Members from Under-Represented Groups have no barriers to participation in AEF's programs, training, and coaching opportunities;
 - c. create and support new programming that specifically addresses diversity, equity, and inclusion;
 - d. monitor and evaluate the success of its diversity, equity, and inclusion programming;
 - e. fund programs and services equitably;
 - f. encourage Under-Represented Groups to act as role models for young AEF Members;
 - g. create special opportunities to advance the number and levels of women in coaching; and
 - h. when planning educational sessions, consider a balance of presenters from all gender identities.

Staff, Board of Directors, Committee

- 5. AEF will:
 - a. strive to achieve gender balance in the appointment of all committees, task forces, and other decision-making or decision-influencing bodies, and in seeking nominations for and appointments to the Board;
 - b. include gender equity as a stated value that is accepted and promoted on nominating and selection committees;



- c. ensure equal opportunities exist for all staff to receive professional development to move towards senior levels of decision-making;
- d. develop, update, and deliver all policies, programs and services ensuring the concerns and needs of Under-Represented Groups are identified, promoted, and supported; and
- e. deal with any incidence of discriminatory behaviour according to AEF's *Code*.

Media Relations

6. AEF will:

- a. strive to ensure that Under-Represented Groups are portrayed equitably in promotional materials and official publications, and that gender-neutral language is used in all communications;
- b. produce all written and visual materials in a gender-inclusive manner;
- c. develop a communication plan that strives to give media visibility to Under-Represented Groups; and
- d. use gender-appropriate or gender-neutral language and positive, active visuals in all publications, graphics, videos, posters and on websites.

Ongoing Commitment to Inclusion, Diversity and Equity

7. AEF resolves to continue to incorporate inclusion, diversity, and equity matters in its strategies, plans, actions, and operations; including technical programs, business management, sponsorship, marketing, media, and communications.

Evaluation

8. AEF will continually monitor and evaluate its inclusion, equity, and diversity progress.



CONCUSSION POLICY AND CODE

Preamble

1. This policy is based on the 5th Consensus Statement on Concussion in Sport that was released in April 2017. The 6th Consensus Statement on Concussion in Sport is expected to be released in Spring 2023. At that time, this policy will be updated to reflect same. Until then, the 5th Consensus Statement on Concussion Sport remains the relevant authority.
2. This policy interprets the information contained in 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.
3. The CISG suggested 11 Rs of SRC management to provide a logical flow of concussion management. This policy is similarly arranged. The 11 Rs in this policy are: Recognize, Remove, Re-Evaluate, Rest, Rehabilitation, Refer, Recover, Return to Sport, Reconsider, Residual Effects, and Risk Reduction.
4. A concussion is a clinical diagnosis that can only be made by a physician.

Purpose

5. AEF is committed to ensuring the safety of AEF Members in its activities. AEF recognizes the increased awareness of concussions and their long-term effects and believes that prevention of concussions is paramount to protecting the health and safety of AEF Members.
6. This policy describes the common signs and symptoms of a concussion and how to identify them, the protocol to be followed in the event of a possible concussion, and a Return to Sport protocol should a concussion be diagnosed. Awareness of the signs and symptoms of concussion 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.
7. This policy applies to all activities and events for which AEF is the governing or sanctioning body including, but not limited to, competitions, practices, and training sessions.

Registration – *important to note that the registration will take place over 2025-2027.*

8. When an AEF Member under the age of 26 years old registers with AEF, the AEF Member **must** provide written or electronic confirmation that they have reviewed concussion awareness resources within the past 12 months.
9. AEF Members under the age of 26 years old must also sign the *Concussion Code of Conduct (Appendix A)*.



10. For Athletes younger than 18 years old, the athlete's parent or guardian **must** also provide confirmation that they have also reviewed the concussion resources as well and signed the *Concussion Code of Conduct*.
11. Athlete Support Personnel must provide confirmation that they have also reviewed the concussion resources and sign the *Concussion Code of Conduct*; but not if they will be interacting exclusively with Athletes who are 26 years old or older.

Recognizing Concussions

12. If a Participant demonstrates or reports any of the following **red flags**, a Designated Person in Alberta, or a licensed healthcare professional for any organization outside of Alberta shall be summoned and, if deemed necessary, an ambulance should be called²:
 - 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 more than once;
 - i. increasingly restless, agitated, or combative; and/or
 - j. increased confusion.

² If an onsite healthcare professional is not available, an ambulance should be called.



13. 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, absence of regular motor coordination, stumbling, slow labored movements; and/or
- f. facial injury after head trauma.

14. 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; and
- l. feeling slowed down or "in a fog".

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

- a. What venue are we at today?
- b. Where was your last major competition?



- c. What day is it?
- d. What event are you participating in?

Removal from Sport Protocol

16. 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 AEF Member must be immediately removed from participation by a designated person who is either an on-site AEF staff member and/or Show Organizer, Paramedic, show official, etc.

17. After removal from participation, the following actions should be taken:

- a. The designated person who removed the AEF Member should consider calling 9-1-1;
- b. AEF must make and keep a record of the removal;
- c. The designated person must inform the AEF Member's parent or guardian if the AEF Member is younger than 18 years old, and the designated person must inform the parent or guardian that the AEF Member is required to undergo a medical assessment by a physician or nurse practitioner before the AEF Member will be permitted to return to participation; and
- d. The designated person will remind the AEF Member, and the AEF Member's parent or guardian as applicable, of AEF's Return-to-Sport protocol as described in this policy.

18. AEF Members who have a Suspected Concussion and who are removed from participation should:

- a. be isolated in a dark room or area and stimulus should be reduced;
- b. be monitored;
- c. have any cognitive, emotional, or physical changes documented;
- d. not be left alone (at least for the first 1-2 hours);
- e. not drink alcohol;
- f. not use recreational/prescription drugs;
- g. not be sent home by themselves; and
- h. not drive a motor vehicle until cleared to do so by a medical professional.



19. An AEF Member who has been removed from participation due to a Suspected Concussion should not return to participation until the AEF Member has been assessed medically, preferably by a physician who is familiar with the [Concussion Recognition Tool 6 \(CRT6\)](#), even if the symptoms of the concussion resolve.

Re-Evaluate

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

Rest and Rehabilitation

21. 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 and follow the return to sport strategy outlined in Table 1, and sections 26 to 32.
22. 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

23. Participants who display persistent post-concussion symptoms (i.e., symptoms beyond the expected timeline for recovery – 1 to 14 days for adults and 4 weeks for children) should be referred to physicians with experience handling SRCs.

Recovery and Return to Sport

24. SRCs have large adverse effects on cognitive functioning and balance during the first 24-72 hours after injury. For *most* Participants, these cognitive defects, balance, and symptoms improve rapidly during the first two weeks after injury. An important predictor of slower recovery from an SRC is the severity of the Participant's initial symptoms following the first few days after the injury.
25. The table below represents a graduated return to sport for most Participants, those that did not experience high severity of initial symptoms after the following the first few days after the injury.



TABLE 1 – RETURN TO SPORT STRATEGY

Stage	Aim	Activity	Stage Goal
1	Symptom-limited activity	Daily activities that do not provoke symptoms	Gradual reintroduction of work/school activities
2	Light aerobic exercise	Walking or stationary cycling at slow to medium pace. No resistance training	Increase heart rate
3	Sport-specific exercise	Light drills. No head impact activities	Add movement
4	Non-contact training drills	Harder training drills. May start progressive resistance training	Exercise, coordination and increased thinking
5	Full contact practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal participation	

1. An initial period of 24 to 48 hours of both physical rest and cognitive rest is recommended before beginning the Return to Sport strategy.
2. There should be at least 24 hours (or longer) for each step. If symptoms reoccur or worsen, the Participant should go back to the previous step.
3. Resistance training should only be added in the later stages (Stage 3 or Stage 4).
4. If symptoms persist, the Participant should return to see a physician.
5. The Participant's Return-to-Sport strategy must be guided and approved by a physician with regular consultations throughout the process.
6. The Participant must provide AEF with a medical clearance form, signed by a physician, following Stage 5 and before proceeding to Stage 6.



Reconsider

7. The 2017 Concussion in Sport Group (CISG) considered whether certain populations (children, adolescents, and elite athletes) should have SRCs managed differently.
8. It was determined that all Participants, regardless of competition level, should be managed using the same SRC management principles.
9. Adolescents (13 to 18 years old) and children (5 to 12 years old) should be managed differently. SRC symptoms in children persist for up to four weeks. More research was recommended for how these groups should be managed differently, but the CISG recommended that children and adolescents should first follow a Return to School strategy before they take part in a Return to Sport strategy. A Return to School strategy is described below.

TABLE 2 – RETURN TO SCHOOL STRATEGY

Stage	Aim	Activity	Stage Goal
1	Daily activities at home that do not give the child symptoms	Typical activities of the child during the day if they do not increase symptoms (e.g., reading, texting, screen time). Start with 5–15 min at a time and gradually build up	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day	Increase academic activities
4	Return to school full time	Gradually progress school activities until a full day can be tolerated	Return to full academic activities and catch up on missed work



Residual Effects

1. Participants should be alert for potential long-term problems such as cognitive impairment and depression. The potential for developing chronic traumatic encephalopathy (CTE) should also be a consideration, although the CISG stated that *"a cause-and-effect relationship has not yet been demonstrated between CTE and SRCs or exposure to contact sports. As such, the notion that repeated concussion or subconcussive impacts cause CTE remains unknown."*

Risk Reduction and Prevention

2. AEF recognizes that knowing a Participant's SRC history can aid in the development of concussion management and the Return to Sport strategy. The clinical history should also include information about all previous head, face, or cervical spine injuries. AEF encourages Participants to make coaches and other stakeholders aware of their individual histories.

Non-Compliance

3. Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action in accordance with AEF's policies.

Liability

4. AEF shall not be liable for any Participant or other individual's use or interpretation of this policy. Further, none of AEF's members, directors, officers, employees, agents, representatives, and other individuals involved in any way in the administration of this policy shall be liable to any other individual in any way, in relation to any lawful acts or omissions committed in the honest application, administration, and/or enforcement of this policy.



APPENDIX AA – CONCUSSION CODE OF CONDUCT

PART A

The following section of the Concussion Code of Conduct must be signed by AEF Members 18 years and older. For AEF Members who are younger than 18 years old, a parent/guardian must also sign this section.

I will help prevent concussions by:

- wearing the proper equipment for my sport and wearing it correctly;
- developing my skills and strength so that I can participate to the best of my ability;
- respecting the rules of my sport or activity; and
- demonstrating my commitment to fair play and respect for all (respecting other athletes, coaches, team trainers, and officials).

I will care for my health and safety by taking concussions seriously, and I understand that:

- a concussion is a brain injury that can have both short-term and long-term effects;
- a blow to my head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion;
- I don't need to lose consciousness to have had a concussion;
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion. (Meaning: If I think I might have a concussion I should stop participating in further training, practice, or competition **immediately**, and I will tell an adult if I think another athlete has a concussion); and
- continuing to participate in further training, practice or competition with a possible concussion increases my risk of more severe, longer lasting symptoms, and increases my risk of other injuries.

I will not hide concussion symptoms. I will speak up for myself and others.

- I will not hide my symptoms. I will tell a coach, official, team trainer, parent, or another adult I trust if I experience **any** symptoms of concussion.



- If someone else tells me about concussion symptoms, or I see signs they might have a concussion, I will tell a coach, official, team trainer, parent, or another adult I trust so they can help.
- I understand that if I have a Suspected Concussion, I will be removed from sport and that I will not be able to return to training, practice, or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice, or competition.
- I have a commitment to sharing any pertinent information regarding incidents of removal from sport with my school and any other sport organization with which I have registered. (Meaning: If I am diagnosed with a concussion, I understand that letting all of my other coaches and teachers know about my injury will help them support me while I recover.)

I will take the time I need to recover because it is important for my health.

- I understand my commitment to supporting the return-to-sport process and I will follow my sport's Return-to-Sport Protocol.
- I understand I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice, or competition.
- I will respect my coaches, team trainers, parents, health-care professionals, and medical doctors and nurse practitioners, regarding my health and safety.

By signing here, I acknowledge that I have fully reviewed and commit to this *Concussion Code of Conduct*.

Name of AEF Member (print)	Signature of AEF Member	Date of Birth
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Name of Parent or Guardian (print)	Signature of Parent or Guardian	Date
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PART B

The following section of the Concussion Code of Conduct must be signed by all coaches who interact with AEF Members under the age of 26 years old.

I can help prevent concussions through my:

- efforts to ensure that my athletes wear the proper equipment and wear it correctly;
- efforts to help my athletes develop their skills and strength so they can participate to the best of their abilities;
- respect for the rules of my sport or activity and my efforts to ensure that my athletes do too; and
- commitment to fair play and respect for all (respecting other coaches, team trainers, officials and Participants and ensuring my athletes respect others and play fair).

I will care for the health and safety of Participants by taking concussions seriously. I understand that:

- a concussion is a brain injury that can have both short-term and long-term effects;
- a blow to the head, face, or neck, or a blow to the body may cause the brain to move around inside the skull and result in a concussion;
- a person doesn't need to lose consciousness to have had a concussion;
- an Athlete with a Suspected Concussion should stop participating in training, practice or competition **immediately**;
- I have a commitment to concussion recognition and reporting, including self-reporting of possible concussion and reporting to a designated person when an individual suspects that another individual may have sustained a concussion; and
- continuing to participate in further training, practice or competition with a Suspected Concussion increases a person's risk of more severe, longer lasting symptoms, and increases their risk of other injuries or even death.

I will create an environment where Participants feel safe and comfortable speaking up. I will:

- encourage athletes not to hide their symptoms, but to tell me, an official, parent or another adult they trust if they experience **any** symptoms of concussion after an impact;



- lead by example. I will tell a fellow coach, official, team trainer and seek medical attention by a physician or nurse practitioner if I am experiencing any concussion symptoms;
- understand and respect that any athlete with a Suspected Concussion must be removed from sport and not permitted to return until they undergo a medical assessment by a physician or nurse practitioner and have been medically cleared to return to training, practice or competition.
- *For coaches only:* commit to providing opportunities before and after each training, practice and competition to enable athletes to discuss potential issues related to concussions.

I will support Participants to take the time they need to recover.

- I understand my commitment to supporting the Return-to-Sport process.
- I understand the athletes will have to be cleared by a physician or nurse practitioner before returning to sport.
- I will respect my fellow coaches, team trainers, parents, physicians and nurse practitioners and any decisions made with regards to the health and safety of my athletes.

By signing here, I acknowledge that I have fully reviewed and commit to this *Concussion Code of Conduct*.

Name and role (print)

Signature

Date

