

## Fort Langley Youth Rowing Society

### DEFINITIONS

*The terms defined below shall apply to Fort Langley Youth Rowing Society policies included in this Fort Langley Youth Rowing Society Safe Sport Manual.*

Effective date	April 1st, 2026
Archived date	-
Date last reviewed	June 24th, 2026
Scheduled review date	April 1st, 2027
Replaces and/or amends - Safe Sport Policy document Sept 2, 2022	Definitions in force as Fort Langley Youth Rowing Society Safe Sport Policies document Sept 2nd, 2022
Approved by and date	Board of Directors, June 24th, 2026
Appendix(-ces) to this Policy	None

1. *"Affected Party"* – Any Individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the *Appeal Policy* and who may have recourse to an appeal in their own right under the *Appeal Policy*.
2. *"Appeal Manager"* – An individual appointed by Fort Langley Youth Rowing Society who may be any staff member, committee member, volunteer, director, or the Independent Third Party, to oversee the administration of the *Appeal Policy*. The Appeal Manager's responsibilities shall include those as described in the *Appeal Policy*.
3. *"Appellant"* – The Party appealing a decision pursuant to the *Appeal Policy*.
4. *"Athlete"* – includes any Individual who is registered with RCA or Fort Langley Youth Rowing Society for either recreational or competitive purposes.
5. *"Athlete Support Personnel"* – any coach, trainer, manager, agent, team staff, official, medical or paramedical personnel, parent, or any other person working with, treating, or assisting an Athlete participating in or preparing for sports competition.
6. *"Board"* – the Board of Directors of Fort Langley Youth Rowing Society, as applicable.
7. *"Case Manager"* – an independent individual appointed by RCA or a Provincial Rowing Association, as applicable, to fulfill the responsibilities described in the *Complaints and Discipline Policy*. In order to be appointed as a Case Manager, the individual must have relevant experience and skills to manage complaints and perform their duties, either as a legal practitioner or sport administrator.
8. *"Complainant"* – the Party making a complaint pursuant to the *Complaints and Discipline Policy* and as referred to in the *Investigations Policy*.
9. *"Complaint Resolution Officer"* – an individual appointed to handle the duties of the Complaint Resolution Officer as described in the *Complaints and Discipline Policy*.
10. *"Criminal Record Check (CRC)"* – A broad term that encompasses a variety of ways individuals can access an official copy of documentation related to criminal records across Canada.
11. *"CSSP Participant"* – An Individual affiliated with the Signatory who has been a) designated by Rowing Canada Aviron and b) who has signed the required consent form. CSSP Participants may include an Athlete, an official, an Athlete Support Personnel, an employee, a contractual worker, an administrator, or a volunteer acting on behalf of, or representing the Signatory in any capacity.
12. *"CSSP Rules"* – the rules adopted by Sport Integrity Canada that address the process by which Reports of Prohibited Behaviour are administered and enforced by Sport Integrity Canada and, where applicable, the SDRCC.

13. “Days” – calendar days<sup>1</sup>
14. “Discrimination” – as defined in the UCCMS and as amended from time to time.
15. “Duty to Report” – as defined in the UCCMS, and as amended from time to time.
16. “Event” – An event sanctioned by RCA or a Member, including Fort Langley Youth Rowing Society, and which may include a social Event.
17. “Harassment” – A course of vexatious comment (or comments) or conduct against an Individual or group, irrespective of whether the comment or conduct occurs in person or via any other media, including social media, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
  - i. Written or verbal abuse, threats, or outbursts;
  - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
  - iii. Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
  - 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 endanger a person’s safety, or which may negatively affect performance;
  - vii. Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity, which does not contribute to any Individual’s positive development, but is required to be accepted as part of a team or group, regardless of the Individual’s willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
  - ix. Deliberately excluding or socially isolating a person from a group or team;
  - x. Persistent sexual flirtations, advances, requests, or invitations;
  - xi. Physical or sexual assault;
  - xii. Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
  - xiii. Retaliation or threats of retaliation against a person who Reports harassment to RCA or to a Member.
18. “Independent Third Party” – the independent individual retained by RCA to receive complaints and to fulfill the responsibilities outlined in the *Complaints and Discipline Policy, Investigation Policy and Appeal Policy*, as applicable.
19. “Individuals” – refers to all categories of members and/or registrants defined in the By-laws of RCA or, as applicable, in the By-laws of Fort Langley Youth Rowing Society or any other Member, as well as all people employed by, contracted by, or engaged in activities with RCA, Fort Langley Youth Rowing Society or another Member including, but not limited to, employees, contractors, Athletes, Athlete Support

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<sup>1</sup> 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.

Personnel, umpires, officials, volunteers, managers, administrators, parents or guardians, spectators, committee members or directors or officers.

20. *"Maltreatment"* – as defined in the UCCMS, and as amended from time to time.
21. *"Members"* – Rowing Organizations, including Rowing Clubs<sup>2</sup> Special Associations and Provincial Rowing Associations, as defined in RCA's By-laws.
22. *"Minor"* – any Individual who is under the age of majority at the time and in the jurisdiction where the alleged breach of any RCA, Fort Langley Youth Rowing Society or other Member's policy has occurred. Adult Individuals are responsible for knowing the age of a Minor in the relevant jurisdiction and the age of majority in that relevant jurisdiction.
23. *"Parties"* – in the context of a complaint under the *Complaints and Discipline Policy*, the Complainant and Respondent; in the context of an appeal under the *Appeal Policy*, the Appellant, Respondent and Affected Party (or Parties).
24. *"Person in Authority"* – Any Individual who holds a position of authority within RCA, Fort Langley Youth Rowing Society or any other Member, including, but not limited to, Athlete Support Personnel, umpires, officials, managers, chaperones, committee members, and directors or officers. In addition to the responsibilities described for Individuals in the Code of Conduct and Ethics, a Person in Authority shall be responsible for knowing what constitutes Maltreatment and Prohibited Behaviour.
25. *"Power Imbalance"* - as defined in the UCCMS and as amended from time to time.
26. *"Prohibited Behaviour"* – as defined in the UCCMS and as amended from time to time.
27. *"Prohibited Method"* – as defined in the Canadian Anti-Doping Program, as amended from time to time by Sport Integrity Canada.
28. *"Prohibited Substance"* – as defined in the Canadian Anti-Doping Program, as amended from time to time by Sport Integrity Canada.
29. *"Provisional Measure"* – a temporary protective measure imposed by Sport Integrity Canada pending determination of a Report in accordance with the CSSP Rules.
30. *"Provisional Suspension"* - means that the Individual is barred temporarily from participating in in any capacity in any Event or activity of Fort Langley Youth Rowing Society, RCA, and its Members, or as otherwise decided pursuant to the *Discipline and Complaint Policy*, prior to the decision rendered in a hearing conducted pursuant to the *Complaints and Discipline Policy*.
31. *"Reporting (or Report)"* as defined in the UCCMS and as amended from time to time.
32. *"Respondent"* – the Party responding to a complaint or investigation; or, in the case of an appeal, the body or organization whose decision is being appealed, or the Individual who was the subject of a decision that is being appealed.
33. *"Sexual Maltreatment"* – as defined in the UCCMS and as amended from time to time.
34. *"Signatory" (or "Signatories")* - any sport organization that has adopted the CSSP pursuant to an Adoption Contract with Sport Integrity Canada, including Rowing Canada Aviron.
35. *"Social Medium (Social Media)"* – A form of electronic communication including websites for social networking and microblogging such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, Tik-Tok, and Twitter. Social Media is the plural of Social Medium representing all the platforms broadly.
36. *"Sport Integrity Canada"* – the body mandated to independently administer and enforce the UCCMS and Canadian Anti-Doping Program (CADP).
37. *"Tampering"* – as defined in the Canadian Anti-Doping Program, as amended from time to time by Sport Integrity Canada.
38. *"UCCMS"* – the Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time.

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<sup>2</sup> Wherever the term 'Club' is used in any policy included in this policy manual, it shall be understood as also inclusive of a Special Association where appropriate and required by the circumstances.

39. *“Vulnerable Participant”* –as defined in the UCCMS and as amended from time to time.
40. *“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.
41. *“Workplace”* - Any place where Events, business or work-related activities are conducted. Workplaces include but are not limited to, the office or facilities of Fort Langley Youth Rowing Society, work-related social functions, work assignments outside offices, work-related travel, the training and competition environment (wherever located), and work-related conferences or training sessions
42. *“Workplace Harassment”* – Vexatious comment(s) or conduct against a worker 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/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
- i. Bullying;
  - ii. Workplace pranks, vandalism, bullying or hazing;
  - iii. Repeated offensive or intimidating phone calls, text messages or emails;
  - iv. Inappropriate sexual touching, advances, suggestions or requests;
  - v. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
  - vi. Psychological abuse;
  - vii. Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
  - viii. Deliberately withholding information that would enable a person to do his or her job, perform or train;
  - ix. Sabotaging someone else’s work or performance;
  - x. Gossiping or spreading malicious rumours;
  - xi. Intimidating words or conduct (offensive jokes or innuendos); and
  - xii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
43. *“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. Types of behaviour that constitute Workplace Violence include, but are not limited to:
- Verbal or written threats to attack;
  - Sending or leaving threatening notes, text messages or emails;
  - Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
  - Wielding a weapon in a Workplace;
  - Hitting, pinching or unwanted touching which is not accidental;
  - Dangerous or threatening horseplay;
  - Physical restraint or confinement;
  - Blatant or intentional disregard for the safety or wellbeing of others;
  - Blocking normal movement or physical interference, with or without the use of equipment;
  - Sexual violence; and
  - Any attempt to engage in the type of conduct outlined above.

*For definitions found in the UCCMS, a current copy of the UCCMS can be found at:  
[https://sportintegrity.ca/sites/default/files/content/docs/2025-12/UCCMS-Final-E\\_0.pdf](https://sportintegrity.ca/sites/default/files/content/docs/2025-12/UCCMS-Final-E_0.pdf)*