



SAFE SPORT POLICY

The Universal Code of Conduct to Prevent and Address Maltreatment in Sport calls for all sporting environments to be free from physical, sexual and psychological abuse. The NBEA's Code of Conduct aligns with those values.

The NBEA has adopted the [Equestrian Canada Code of Conduct and Ethics](#) .

Statement of Purpose for the NBEA Safe Sport Policy:

The NBEA believes that all members of the NBEA should be proactive in making equestrian sport in New Brunswick as safe and positive as possible.

The NBEA is committed to creating a sport environment that is accessible, inclusive, respects participants personal goals and is free from all forms of Maltreatment. As part of commitment to Safe Sport our staff and board have completed Equestrian Canada's Safe Sport training.

The Code of Conduct

This Code applies to any Members conduct during the business, activities, and events of the NBEA including, but not limited to competitions, practices, evaluations, training sessions, travel associated with organizational activities, the office environment, and any meetings.

This Code applies to Members conduct outside of the business, activities, and events of the New Brunswick Equestrian Association when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of the New Brunswick Equestrian Association. Such applicability will be determined by the New Brunswick Equestrian Association at its sole discretion.

This Code applies to Participants where any claim regarding a potential breach of this Code occurred when the Participant was active in the sport.

Any Member who violates this Code may be subject to sanctions pursuant to the Discipline and Complaints Policy. In addition to facing possible sanctions pursuant to the Discipline and Complaints Policy, a Member who violates this Code during a competition may be removed from the competition or training area, and the Participant may be subject to further sanctions.

It is the intention of this Code of Conduct to promote respect and fairness in all NBEA athlete development program activities. It is the expectation of the New Brunswick Equestrian Association's Board of Directors and membership that all parents/guardians will adhere to the Code of Conduct at all times while engaged in any NBEA activity.

When participating at an Equestrian Canada sanctioned competition, event, business, activities, training sessions and travel, the Member is bound by the Equestrian Canada Code of Conduct and Awareness.

[Equestrian Canada Safe Sport](#).

How to report Maltreatment:

Complaints can be made by any member of the general public including but not limited to an athlete,

representative of a club or sport organization, a coach, a parent or any member of the NBEA. The complaint may be made to the NBEA or the [New Brunswick Safe Sport Dispute Resolution Program](#).

Minor infractions that are not considered serious by the complainant or the person to whom they are reported may be dealt with summarily by an appropriate person, such as a certified coach or sanctioned official, having authority over the member whose conduct is being reported.

Complaints directed to the NBEA will be sent to the Chair of the Member Conduct and Complaints Committee who will follow the procedure as set out in the Dispute Resolution Policy.

[Safe Sport NB Dispute Resolution FAQs](#)

[New Brunswick Safe Sport Dispute Resolution Program](#)

[NBEA Safe Sport Policies](#)

Please refer to additional resources provided by our partners in providing Safe Sport Policy and education.

[Sport NB Safe Sport Training](#)

[Equestrian Canada Safe Sport Policies and Educational Resources](#)

Discipline Groups and Member Clubs

Discipline Groups and Member Clubs will be provided with a copy of the New Brunswick Equestrian Association's Safe Sport Policies

Discipline Groups are required to adhere to the following policies and it is recommended that Member Clubs establish their own Safe Sport policies and apply the following guidelines.

- a) Adhere to relevant NBEA governing documents and policies and, where necessary, amend their own rules to comply or align with those of the NBEA.
- b) Ensure that all Athletes and coaches participating in sanctioned events of the NBEA are in good standing.
- c) Apply the appropriate NBEA screening guidelines to help ensure Athletes have a healthy and safe sport environment.
- d) Ensure that any reported misconduct is acted upon in accordance with the NBEA's Safe Sport policies.
- e) Report to the NBEA when misconduct has been substantiated and there has not been an immediate and satisfactory resolution

Complaint Process

The complaint concerning the conduct of an NBEA member shall:

- Be made in writing
- Identify the NBEA Member
- Set out the details of the complaint, including the names of any witnesses and their contact information
- Identify the name and address of the complainant, and
- Be signed by the complainant

Upon receiving a valid written complaint, the NBEA Chair of Member Conduct and Complaint Committee Chair shall:

- Determine whether the complaint is one which comes within the scope of this policy or if the complaint can

only be resolved using the legal courts, the New Brunswick Safe Sport Dispute Resolution Program, or by Equestrian Canada.

- If the complaint is determined to be frivolous, trivial or a nuisance complaint both parties will be advised in writing, after which the matter will be considered closed. A copy of this letter will be kept by the NBEA. If the Complaint is determined to be within the scope of this policy the Chair of the Member Conduct and Complaint Committee will provide a copy of the complaint, by registered mail, to the Member against whom the complaint was made within 14 business days of receiving the complaint;
- The Member shall have 14 business days from the date of receiving the complaint to respond in writing to the Chair.
- If there is potential for disciplinary action against the Member a formal hearing will be scheduled.
- The hearing will take place no later than 30 days from the date of determination that the complaint has merit.

Complaint Committee

The Chair of the Member Conduct and Complaint Committee is an appointed position. The primary staff person of the NBEA may be an NBEA member of the Hearing Committee. Three people from the executive of the NBEA will form the Hearing Committee. The Panel will be comprised of three persons who will have no significant involvement with the alleged infraction and will be free from any other bias or conflict of interest. If a conflict of interest is an issue, another member of the Board will serve on the committee.

The Hearing

- The Complainant, Member against whom the complaint has been made (the Parties) and the committee will receive copies of all of the supporting documentation pertaining to the complaint upon notification of the hearing date.
- The Parties have the right to present their case and be heard by the Committee.
- Both parties have the right to bring a support person with them at the hearing. Unless the support person is legal counsel, they must be an adult NBEA member in good standing.
- The hearing may be held in person, by teleconference, webinar, or other electronic means such as Skype or Zoom.

Discipline

A disciplinary action may include, but is not limited to:

- A verbal apology to the complainant
- A written apology to the complainant
- A letter of reprimand from the New Brunswick Equestrian Association
- Removal of membership and placed as a Member not in Good Standing
- Temporary suspension of membership
- Further mandatory education appropriate to the reported action

Where the facts of the incident are agreed upon, the hearing may be waived and the Panel will determine the appropriate disciplinary sanction. Notwithstanding, a hearing may be held for the purposes of determining an appropriate sanction.

If the individual being disciplined chooses not to participate in the hearing, the hearing may proceed in any event.

A letter of notice outlining the outcome of the hearing will be sent to the parties by registered mail no later than 14 business days following the conclusion of the hearing.

Appeal Procedure

The decision of the Panel may be appealed in accordance with the [NBEA's Appeal Policy](#). The policies in this document may be revised and amended by NBEA Board of Directors from time to time.

Social Media Policy

The NBEA has adopted the [Equestrian Canada Social Media Policy](#).

Inclusivity Policy

The NBEA promotes equity, diversity and inclusion; intentionally ensuring equal and fair opportunities for all individuals within all aspects of our activities, including programs, coaching, and competition as well as leadership positions.

The NBEA prohibits actions that discriminate against people based on, but not limited to the following grounds in the New Brunswick Human Rights Act:

- race,
- colour,
- national origin,
- ancestry,
- place of origin,
- creed or religion,
- age,
- physical disability,
- mental disability,
- marital status,
- family status,
- sex,
- sexual orientation,
- gender identity or expression,
- social condition, and
- political belief or activity.

Screening

The NBEA Screening policy may be found here.

| NBEA Safe Sport Standards | | | | | |
|--|---|---|---|---|--|
| Criteria | Standard/Training | NBEA Board of Director | NCCP Coaches | All Other Coaches & Candidates | EC Officials |
| Membership | New Brunswick Equestrian Association | Current and in Good Standing | | | |
| EC Coach status | Licensed or Registered | N/A | Licensed | Registered - mandatory; Highly Recommended for all | N/A |
| Screening | Criminal Records Check (including Vulnerable Sector Check* where applicable) | Completed by March 31, 2022 | Completed by August 31, 2022 ** | Highly Recommended by August 31, 2022 | Highly Recommended by August 31, 2022 |
| Specific Safe Sport Training Online Module | Choice of: Coach Association of Canada (CAC) Safe Sport, or Fostering Healthy Relationships (EC) | Completed by March 31, 2022 | Completed by March 31, 2022 | Highly Recommended by March 31st, 2022 | Completed by March 31, 2022 |
| Concussion Training Online Module | Choice of: CAC Making Headway in Sport or EC Concussion Training | Completed by March 31st, 2022 | Mandatory for NCCP/ Licensed Status | Mandatory for Registered Status | Completed by March 31st, 2022 |
| Insurance | Coverage | Commercial General Liability Manager's Liability (covered by NBEA policy) | Professional Liability Commercial General Liability (ensure appropriate coverage) | Professional Liability Commercial General Liability (ensure appropriate coverage with provider) | EC Officials' General Liability coverage |
| First Aid/CPR | Current Standard First Aid/CPR | Optional | NCCP/ Licensed Coach - Mandatory | EC Registered Status - Mandatory Highly recommended for all | Highly Recommended |
| Optional Training | Respect In Sport Online Module | Respect in the Workplace | Respect in Sport for Activity Leaders or Workplace*** | Respect in Sport for Activity Leaders or Workplace*** | Respect in Sport for Activity Leaders |
| | Mental Health First Aid | Highly Recommended | Highly Recommended*** | Highly Recommended*** | Highly Recommended |
| | Recreation for Mental Health | | | | |
| * Vulnerable Sector Check will require a letter from NBEA. Email nbeaeditor@gmail.com to obtain one. | | | | | |
| ** Vulnerable Sector Check required if born before 1986. | | | | | |
| *** NCCP Professional Development Opportunity | | | | | |

Approved by the New Brunswick Equestrian Association Board of Directors
March 27, 2022