



Ontario Jiu-Jitsu Association

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Policy Manual

The following document outlines the policies that govern all programs, services and operations of the Ontario Jiu-Jitsu Association.

Throughout this document, the acronym OJA will be used for the legal name of the organization: Ontario Jiu-Jitsu Association.

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ONTARIO JIU-JITSU ASSOCIATION

MISSION

The Ontario Jiu-Jitsu Association (OJA) will be the provincial leader in promoting excellence in the sport of Jiu-Jitsu through events, courses, and certification of athletes, coaches, and officials.

Center of Excellence

The OJA is dedicated to the highest level of excellence in the planning, implementation and review of each of its programs and operations. The effort is to build upon any successes and always look for areas of improvement and systems growth.

Focus on Safety and Health

The OJA has established the highest safety standards to ensure the well being of all athletes, coaches, and recreational participants involved in Jiu-Jitsu.

Industry Leader

The OJA strives to be a leader within the Jiu-Jitsu industry. This goal will be realized through the core objective of meeting the needs of all stakeholders within the industry including school/gym owners, coaches, event coordinators, all levels of athletes and volunteers.

Fostering Cooperation

The OJA will work openly with all individuals and groups committed to the cooperative growth of Jiu-Jitsu. A fundamental principle of the OJA is to foster a cooperative framework within the sector.

Demonstrating Ethics and Values

The OJA is committed to upholding the highest ethical principles in all of its operations and events. All OJA leaders will demonstrate appropriate conduct, positive attitudes, and will always work to create an environment that is respectful, safe, healthy and discrimination and harassment free.

Worldwide Presence

The OJA will be internationally known for its provincial operations and development of a long term athlete development program. The OJA will network and affiliate itself with individual and groups, committed to the principles and values of the organization.

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Introduction

The OJA is dedicated to ***promoting excellence in Jiu-Jitsu in Ontario***. This is the fundamental mission of our organization and is reflected in all of the programs and services administered by the OJA.

To strive for constant excellence requires research and development, continuous innovation, and regular review of all aspects of the organization, from the programs offered to the way that the organization is structured and administered.

As the OJA continues to develop, the integrity of the organization is maintained by its policies. While policies do not define any organization, they do ensure that the foundation, structure and regulations are maintained and understood by all stakeholders.

The policies of the OJA are interrelated even as they may apply to different persons or roles. For the sport, the policies are designed to ensure the health and safety of all participants. For the members, the policies ensure that every member has access to all programs and services, is treated with respect and dignity, and their rights are protected in accordance with the Canadian Charter of Human Rights.

Those in leadership positions - board members, club owner/operators, event coordinators, instructors, coaches, and officials – are required to understand these policies, particularly those that apply to their roles and responsibilities. However, these policies apply to all members of the OJA and all are encouraged to understand them and apply them during their involvement with our organization.

To remain in the forefront of amateur sports, the OJA updates the policies on a continual basis. Any new policies and procedures will be regularly communicated to membership.

Definitions

The OJA aims to standardize the Jiu-Jitsu industry in Ontario. This goal is essential in the development of a truly provincial organization with consistency from region to region. The following terms and definitions will be used by the OJA in all of its programs, services and operations.

1. **Jiu-Jitsu:** A physical activity involving two players engaged in a tactical game of strikes or manipulations, in which each player attempts to outscore the opposing player by utilizing defensive and offensive strategies according to established rules and procedures.
2. **Coach:** An OJA certified and registered member that develops the skills and ability of the athlete or participant during practice and competitions.
3. **Competitive Athlete:** An OJA registered member who engages in approved competitions to further their abilities with other athletes of similar parameters (age, weight, experience).
4. **Recreational Participant:** An OJA registered member that pursues the activity for the personal goals of fitness and skills development without the opportunity to engage in approved tournament competitions
5. **Official:** An OJA certified and registered member who takes leadership in the administration of the rules and regulations during approved competitions.
6. **Event Coordinator:** An OJA approved individual or group that organizes an approved competition for the benefit of competitive athletes to gain competitive experiences in a safe and regulated event.
7. **Tournament:** An OJA approved competition in which more than two athletes can enter a specific category and progress through single bout victories towards a final match for the entire category.
8. **Member Club:** - A club that has fulfilled the OJA registration requirements completely – includes the registration of all coaches, athletes, officials and recreational members.
9. **Amateur Athlete:** All athletes that have not competed for 'prize money' for their participation in any combat sport including but not limited to – boxing, mixed martial arts (MMA), grappling, no holds barred, Jiu-Jitsu, "tough man" contests, or any martial arts events.

I. Program Polices

A. Provincial Sporting Organization (PSO)

The provincial/territorial affiliate is the cornerstone of the competitive aspect of Jiu-Jitsu. The Board of Directors of the PSO is responsible for each policy listed below.

1. The PSO is a registered non-profit amateur sport association, open to all clubs within the jurisdiction to apply to become members.
2. The PSO is to support and uphold the OJA Mission and all policies, procedures and protocols of the OJA.
3. The PSO will be governed by a Board of Directors that will be comprised of representatives of at least three different OJA member clubs.
4. The PSO is responsible for ensuring that all members within their jurisdiction (eg. Affiliate Board of Directors, member clubs, Competitive Athletes, Coaches, Officials and members) have access to all OJA policies, procedures, rules and regulations and all updates.
5. The PSO is responsible for ensuring that all competitive events within their jurisdiction fulfill all OJA policies and procedures, and that all rules/regulations are abided by.
6. The PSO is responsible for evaluating all Officials within their jurisdiction and providing opportunities for re-training, mentoring and professional development.
7. The PSO is required to have a minimum of 1 million dollar Directors and Officers (DO) insurance policy as well as an insurance program that covers all programs and competitions.
8. The PSO is required to conduct annual general meetings (AGM) each year within 60 days of the end of the calendar year.
9. The Board members of the PSO are required to fulfill all regulations contained with the constitution and by-laws that govern the PSO.

B. Member Clubs

The following are policies related an OJA Member Club. The Owner/Operator of each Club is responsible for each policy listed below. In addition, the Member Club owner/operator is responsible for adhering to all requirements contained in all other OJA documents and manuals.

1. Clubs are to register annually for membership. (See appendix for Fees).
2. Upon registration of the Club – the Owner/operator is responsible for registering their current individual members. Only individual registered members are covered under the insurance policy.
3. The Owner/Operator is responsible for ensuring that all instructors and coaches are registered and have completed all requirements for coaches.
4. The Owner/Operator is responsible for registering any new member of the club (competitive or non-competitive) before they participate in any programs or classes.
5. The Owner/Operator must adhere to all protocols and procedures listed in all OJA rules and regulation documents and manuals.
6. The Owner/Operator is to record any safety or disciplinary events that occur during official club hours (See Club Manual).
7. Once a club membership expires, all individual members (coaches, instructors, athletes, officials, recreational members) are no longer members of the OJA and are no longer covered under the OJA insurance policy. **It is the sole responsibility of the club Owner/Operator to communicate to their individual members whenever they are no longer covered by the OJA insurance policy.**
8. All Member Club participants must be a member of the OJA. It is the club's responsibility to make sure this is enforced.

C. Official

The following are policies related to an OJA Official. The Official is responsible for each policy listed below. In addition, the Official is responsible for understanding and adhering to all related policies and procedures contained in OJA Rules and Regulations document.

1. Officials are to have completed an OJA Certification Course.
 - a. Certification entitles persons to officiate at authorized events.
 - b. Maintaining certification requires an official to officiate at 1 event per year.
2. Officials are to register annually for membership. (See appendix for Fees)
3. Officials are to be affiliated to a Member Club.
4. Officials are entitled to an honorarium established by the NSO or PSO/TSO to offset expenses incurred while performing their officiating duties. See appendix for Fees.
5. Officials are forbidden to accept any monetary gifts or money by any persons associated with or involved in an authorized event – including, but not limited to, the event coordinators, officials, athletes, coaches and relatives/associates of athletes.
6. Officials must wear their uniforms during the entire duration of their official duties.
7. Officials are not permitted to consume any alcohol the day of the event and one hour after the completion of the event.
8. Officials are expected to understand and adhere to the CODE of CONDUCT Agreement. Failure to do so will result in disciplinary action. (See Appendix for CODE).
9. The Chief Official is the OJA authority at any competitive event. He/she will conduct the weight-ins, rules meetings, and officiate the bouts by determining which officials will referee and judge which bouts.
10. All Officials are not permitted to be involved in any capacity (eg. officiating, coaching, competing) at any combative sport event in Ontario, which is not sanctioned by a government recognized PSO.

D. Coach

The following are policies related to an OJA Coach. The Coach is responsible for each policy listed below. In addition, the Coach is responsible for understanding and adhering to all related policies and procedures contained in all OJA documents and manuals.

1. Coaches are responsible for the health and safety of all athletes and recreational participants under their care while training at their OJA Member Club.
2. Coaches are responsible for the health and safety of all athletes under their care while competing at any OJA approved event.
3. Coaches are required to inform the athletes under their care as to all rules and regulations and policies of OJA.
4. Coaches are to have completed an OJA Certification Course (minimum Level I).
5. Coaches are to register annually for membership. (See appendix for Fees)
6. Coaches must be a member of an OJA Member Club.
7. Coaches must obtain a police screening check every 3 years inclusive of a vulnerability sector search.
8. Coaches are to have completed a first aid course (standard first aid or emergency first aid) every 3 years from a recognized provider.
9. Coaches must present their Coaching cards upon request at any authorized events.
10. Coaches are expected to understand and adhere to the CODE of CONDUCT Agreement.
11. Coaches that are the Owner/Operators of the Member Club are responsible for the communication and enforcement of all rules, regulations, policies and procedures listed in the Club Manual for all members in their club.
12. Coaches are not permitted to be involved in any capacity (eg. officiating, coaching, competing) at any combative sport event in Ontario, which is not sanctioned by a PSO.

E. Competitive Athlete

The following are policies related to an OJA Competitive Athlete. The competitive member is responsible for each policy listed below. In addition, the competitive member is responsible for understanding and adhering to all related policies and procedures contained in any OJA document and manual.

1. Competitive Athletes are to register annually for membership. (See appendix for Fees)
2. Competitive Athletes that register for any competition are required to complete an OJA Physical exam from their attending physician and submit to the OJA office 30 days prior to the first event of the year. (We need to discuss this issue)
3. Competitive Athletes are required to be a member of a Member Club, which is their primary location of training.
4. Competitive Athletes involved in events under a different government recognized sanctioning authority are not covered by the OJA insurance policy and participate at their own risk.
5. Competitive athletes are required to understand and adhere to all rules, regulations and policies of OJA. Failure to do so will result in disciplinary action.
6. Competitive Athletes are not permitted to be involved in any capacity (eg. officiating, coaching, competing) at any combative sport event in Ontario, which is not sanctioned by a government recognized PSO/TSO.

F. Recreational Participant

1. Recreational Participants are to register annually for membership.
2. Recreational Participants can register as Competitive Athletes at any time.

G. Event Coordinator

The following are policies related to an OJA Event Coordinator. The Event Coordinator is responsible for each policy listed below. In addition, the Event Coordinator is responsible for understanding and adhering to all related policies and procedures contained in the sanctioning documents and all OJA Rules and Regulations documents.

1. Event Coordinators are required to be club owners from OJA Member Clubs.
2. Event Coordinators must request approval from the PSO a minimum of 60 days prior to the event.
3. Event Coordinators are responsible for understanding and adhering to all procedures and documentation outlined in the OJA documents and manuals.
4. Event Coordinators must ensure that all municipal by-laws and all provincial and federal legal requirements for the event are adhered to, including but not limited to fire safety requirement, occupancy requirements, liquor licensing (if selling alcohol), and building access requirements.
5. Event Coordinators must ensure that a copy of a Certificate of Insurance for the event is provided to the OJA office listing the OJA as an additional party covered by the insurance policy.
6. If alcohol is being sold, Event Coordinators must provide evidence of Host Liquor Liability coverage as part of their event insurance.
7. Event Coordinators are responsible for having all required equipment and materials for the competitive event – including a scale for the weigh-ins, and all documents.
8. Event Coordinator are responsible for providing travel expenses to all Officials immediately upon completion of the competition in accordance to the amounts provided by the OJA when the event was sanctioned.
9. Event Coordinators are responsible for submitting all final documentation of the event one week after the event. Failure to do so will result in disciplinary action.
 - a. Chief Officials are responsible for finalizing the official's documents and results documents, as well as any incidents that may occur.
 - b. Event Coordinators are also responsible for any administration and document requirements of the provincial/territorial affiliate.
10. When Event Coordinators wish to involve athletes from other provinces or countries (non-members?) they must seek approval from the Provincial Office. The athlete must be a member of the OJA. Approval is based on evidence of bout record and safety record of athlete

11. Event Coordinators will be penalized for the violation of any OJA policy in accordance to the discipline policy.
12. Event Coordinators are responsible to ensure that all activities associated with their event, be these in direct control of the Event Coordinator or activities being administered by outside vendors or 3rd parties, are conducted legally and in compliance with all provincial, municipal and city by-laws.
13. The Event Coordinator is responsible to ensure that all event staff and volunteers conduct themselves in accordance to the mission and principles of the organization.
14. The Event Coordinator is responsible to ensure that the dress code for event staff and volunteers must be respectful and appropriate for a family audience. Lingerie, swimwear or sexually suggestive attire is not appropriate for OJA events. The Chief Official at any event will enforce this policy.
15. The Event Coordinator is responsible for ensuring that all music played at the event is 'radio-edit' music and does not contain any language that is racist, sexist, sexually suggestive, or contains any inappropriate language. The Chief Official at any event will enforce this policy.
16. The Event Coordinator is responsible for informing all participants (coaches and athletes) if an event has to be cancelled or postponed.
 - i. The OJA has the authority to cancel or postpone an event due to circumstances that may adversely affect the safety of any participants, including but not limited to, inclement weather, labor disputes, threats to the association or any participants.
 - ii. The OJA will make all attempts to contact the Event Coordinator and all participating officials in case of an event cancellation.
 - iii. The Chief Official has the authority to cancel an event if any OJA mandatory competition requirement is not met the day of the event, or if they determine that a circumstance may adversely affect the safety of any participants or the orderly running of the event. This can include, but is not limited to, inclement weather, labor dispute, threats to any officials, unsafe premises, or failure of the Event Coordinator to fulfill a mandatory OJA requirement upon request of the Chief Official.
 - iv. The OJA is not responsible for any liabilities or loss of revenue caused to the Event Coordinator due to the cancellation of their event.
 - v. The Chief Official will immediately contact the OJA office in the event of an event cancellation and complete an Incident Report within 72 hours of the event date.

H. Expenses – Official

1. Honorariums for all Referees, Judges, Chief Officials are included in the Event Coordinator sanctioning fee and will be provided to all participating officials.
2. Officials will receive an honorarium for their participation in the event from the Event Coordinator immediately upon completion of the event. The following are the allowable travel expenses for all officials:
3. The OJA will provide the Event Coordinator the total driving expense per officials prior to the event.

I. Tournament Format Competition

1. All elimination tournaments are responsible to fulfilling all event requirements as listed in the Event Coordinator Manual and those in the OJA Rules and Regulations.
2. All tournaments must have the following mandatory personnel: (discuss)
 - a. Chief Official
 - b. EMT
 - c. Judges (where applicable – see rulebook)
 - d. Chief Referee
 - e. Referee

J. Administration

1. All membership collection will be under the jurisdiction of the Provincial Office.
2. The OJA adheres to a privacy policy in which no information collected by the OJA will be shared with any internal or external personnel without the written permission of the personnel involved. Exception to this policy is for disciplinary/appeal cases, or those involving criminal investigations.
3. There is a no-refund policy for all membership fees, course fees, sanctioning fees, and other costs associated with all programs, services and events administered by the OJA.

II. Operational Policies

A. Discipline/Appeals

The Discipline/Appeals Policy addresses all reported incidents in which a policy, procedure or guideline of the organization has been violated. Such cases include all forms of harassment; intentional/unintentional violations of rules and regulations; any behavior contrary to the Code of Conduct Agreement (Officials, Coaches, and Athletes) and/or against the spirit of the Mission and values of the OJA.

1. Reported incidents of any violations of rules, regulations, or policies of the OJA will be addressed within 30 days of the occurrence.
2. A committee composed of a minimum of three persons will be established by the PSO to address all cases.
3. The disciplinary committee must all be members of the OJA, and must be selected based on their impartiality.
4. A reported incident is NOT considered a disciplinary matter until the completion of an investigation and a recommendation is provided.
5. The committee must inform the person(s) involved that a complaint has been raised against them and the nature of that complaint in writing. The name(s) of the complainant can be confidential depending on the nature of the issue.
6. The disciplinary committee is required to keep all information during their deliberations confidential.
7. The outcome is to be reached by majority of the committee and to be provided to the governance body (national, provincial, regional) involved in writing, within the 30-day period – with the disciplinary recommendation. The governance body is to forward this letter to the person(s) involved within 72 hours of receiving it.
8. Disciplinary recommendations include:
 - a. Illegal Offence according to the Criminal Code of Canada – Automatic expulsion and notification of authorities.
 - b. Serious Offence – Expulsion; suspension; or written warning.
 - c. Violation of Guidelines – Suspension; Written warning; or verbal warning.
 - d. Violation of Policies – Suspension; Written warning; or verbal warning.
 - e. Behavior/actions in contradiction to the spirit of the organization’s Mission, rules and regulations – Written warning; or verbal warning.
9. Additional recommendations may include verbal and/or written apologies to parties affected by the actions of the individual(s) named in the offence.

10. A person that has been issued a disciplinary action is provided a 30-day period to appeal. This appeal has to be requested in writing within 5 days of receiving the notice and has to be based on the following:
 - The panel did not follow the procedures laid out in this policy;
 - Members of the panel were influenced by bias; or
 - The panel reached a decision, which was grossly unfair or unreasonable.
11. The PSO is required to establish a committee to review the appeal, with a minimum of three persons and a maximum of four. All members of the appeals committee must be members of OJA. Of the three person committee:
 - a. One member is selected by the Provincial office or provincial/territorial affiliate;
 - b. The second is member of a governance body (national or provincial/affiliate).
 - c. The third is selected based on their expertise in the area of the complaint.
12. The committee has 30 days to respond to the appeal. The final result is by majority decision.
13. The results of their appeal investigation must respond in the following three outcomes:
 - a. In agreement of the Disciplinary Committee's findings and recommendations.
 - b. In disagreement of the Disciplinary Committee's findings and recommendations.
 - c. In agreement of the Disciplinary Committee's findings but in disagreement with the recommendations.
14. If the Appeals Committee is in disagreement of the original findings or outcomes, they are required to provide an alternative. The outcome established by this step is considered binding by all parties.
15. The Board will provide the final report to the party involved and the final report will be filed with the member's file. The report is considered confidential.

B. Harassment

The OJA is committed to providing an environment in which all individuals are treated with respect, equality, and dignity. All OJA members have the right to participate in an environment, which promotes access, equal opportunity and prohibits discriminatory behaviour and practices.

Harassment is a form of discrimination. Harassment takes many forms but can generally be defined as a comment, conduct, or gesture directed toward an individual or group of individuals, which anyone finds insulting, intimidating, humiliating, malicious, degrading or offensive.

Harassment is, prohibited by the **Canadian Charter of Rights and Freedoms** and by **Human Rights Legislation** in every province and territory of Canada.

Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offence under **Canada's Criminal Code**.

Whether the perpetrator is a Director, Employee, Coach, Official Volunteer, Member, Agent, Parent, or Athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another. The perception of the victim is paramount.

The following types of behaviour constitute harassment;

- Written or verbal abuse or threats;
 - The display of visual material which is commonly considered offensive;
 - Unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;
 - Leering or other suggestive or obscene gestures;
 - Condescending, paternalistic, or patronizing behaviour which undermines self-esteem, diminishes performance, or adversely affects working conditions;
 - Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
 - Unwanted physical conduct including touching, petting, pinching, or kissing;
 - Unwelcome sexual flirtations, advances, requests, or invitations; or
 - Physical or sexual assault.
1. The OJA is committed to providing an environment that is free of harassment.
 2. This policy applies to all members of the OJA including all Directors, Officers, Volunteers, Coaches, Athletes, Officials and members of all provincial/territorial affiliates.
 3. Every member has a responsibility in ensuring that the Jiu-Jitsu environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behaviour contrary to this policy.
 4. Every member who believes that another member has experienced or is experiencing harassment is encouraged to notify any member of the Board under this policy.

5. In the event that a Board Member or employee is involved in a complaint, which is under this policy, the OJA President shall appoint a suitable person for the purposes of dealing with the complaint.
6. If a harassment incident is reported to the Board, they are required to establish a committee to address the incident as so described in the Discipline/Appeals policy. If the complaint involves the President, the Board will appoint a suitable person.
 - a. If the parties involved are of opposite genders and the complainant is a female, half of the committee members are required to be females.
7. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

C. Sexual Harassment

Sexual harassment most commonly occurs in the form of behaviour by males towards females; however, sexual harassment can occur between males, between females, or as behaviour by females towards males. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature.

1. The OJA prohibits all forms of sexual harassment and all reported cases will be addressed by the Discipline/Appeals process, as would any form of harassment.
2. The OJA will impose appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender.
3. The OJA will make all members, employees, and volunteers of the organization aware of the problem of harassment, and in particular sexual harassment, and of the procedures contained in this policy.
4. The OJA will inform both complainants and respondents of the procedures contained in this policy and their rights under the law.
5. Coaches are strongly discouraged to engage in intimate relations with senior athletes under their care or responsibility.
6. At no time is any Coach, Official or Director to engage in an **intimate or sexual relationship** with an athlete under the age of 18 years.
7. The OJA understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. The OJA recognizes that interests of both the complainant and the respondent in keeping the matter confidential.

D. Reporting Harassment

1. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to this policy.
2. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should contact any member of the Board of Directors whom he/she feels most comfortable with.
3. The Board Member shall inform the complainant of:
 - The options for pursuing an informal resolution of his or her complaint through the Discipline/Appeals process;
 - The confidentiality provisions of this policy;
 - The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
 - The right to withdraw from any further action in connection with the complaint at any stage (even though the OJA might continue to investigate the complaint); and
 - Other avenues of resource, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the **Criminal Code**.
4. Where the investigation by the Discipline Committee does not result in a finding of harassment, a copy of the report of the case shall be placed in the Board files. These files shall be kept confidential and access to them shall be restricted to the OJA Board of Directors.
5. Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be placed in the personnel, membership, or volunteer file of the respondent. Unless the findings are overturned by the Appeals Committee, this report shall be retained for a period of 7 years, unless new circumstances dictate that the report should be kept for a longer period of time.
6. In recommending disciplinary sanctions, the options to be used are listed in the Discipline Committee's policies. The panel may consider the following options in addition, singly or in combination, depending on the severity of the harassment:
 - A verbal apology;
 - A written apology;
 - A letter of reprimand from the OJA;
 - Referral to counselling;
 - Termination of employment or contract (if an employee);
 - Suspension of membership and involvement (eg. Coaching responsibilities)
 - Termination of membership.

E. Discrimination

The OJA is committed to fostering respect and dignity for each of its members and employees. This policy is intended to foster equal opportunities and an environment free of discrimination to all members and employees.

1. The OJA prohibits any treatment which has a discriminatory effect on any person based on any of the following prohibited grounds; sex, race, ethnic origin, class, age, family status, sexual orientation, religion, or disability.
2. The OJA will take clear initiatives to encourage participation at all levels of the sport.
3. The OJA will raise the awareness and understanding of anti-discrimination behaviour and practices amongst its membership.

F. Gender Equity

Gender equity is the belief and practice of treating both sexes in ways that are fair and just. Specific programs and initiatives will be implemented to ensure that there is equitable representation from both genders in respect to membership, and in particular leadership, within the OJA. The OJA is committed to the position that gender equity initiatives are positive attempts to attract and include participation at all levels of the sport.

1. The OJA will take clear initiatives to encourage participation at all levels of the sport.
2. The OJA will raise the awareness and understanding of gender equity amongst its membership.
3. The OJA will ensure that gender equity is followed when developing, updating or delivering programs, policies and materials.
4. The OJA will strive to establish gender equity on its Board of Directors and its leaders within specific committees and taskforces of the organization.
5. The OJA will encourage all provincial/territorial affiliates and Member Clubs to ensure equal opportunities for all.

H. Competition Suspensions

1. The following policies must be adhered to after a knock out (KO).
 - i. The athlete is not permitted to participate in a sanctioned competition or club sparring for a 60 day period after the date of the KO decision.
 - ii. The Chief Official shall indicate in the passport and the final bout documents, the suspension period (start and end) and the requirement of a medical note to resume Jiu-Jitsu after the suspension period is completed.
 - iii. The athlete is only permitted to resume Jiu-Jitsu after the 60 day rest period once they have taken a special examination and certified by a qualified doctor of medicine to be fit to engage in Jiu-Jitsu competition. This letter must be provided to the club coach, the OJA office and the provincial affiliate.

- iv. An athlete that has received two KO results in a period of one year shall not take part in competition or sparring for a period of 120 days.
 - v. An athlete that has received three KO results in a period of one year shall not take part in a competition or sparring for a period of one year from the third KO.
 - vi. Any athlete that has suffered a KO must comply with any recommendations made by the EMT at the event for further examination.
2. The following policies must be adhered to after an athlete is seriously injured in competition or rendered unconscious due to a choke or strangulation technique.
- i. The athlete is not permitted to participate in a sanctioned competition or club sparring for a minimum 30 day period and after clearance from a doctor after the date of the injury.
 - ii. The Chief Official shall indicate in the passport and the final bout documents, the suspension period (start and end) and the requirement of a medical note to resume Jiu-Jitsu after the suspension period is completed.
 - iii. The event medical staff can indicate if an additional examination is required by the athlete before they are permitted to engage in competition or sparring.

I. Privacy

The OJA collects personal information when an individual or club registers, uses any programs and services, and enters a competition. The OJA may compile information about members with information the OJA obtains from external groups or other stakeholders.

1. Information Sharing and Disclosure

- a. The OJA does not rent, sell, or share personal information about members accept under the following circumstances:
 - i. To respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims.
 - ii. To investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, or violations membership, or as otherwise required by law.
 - iii. To investigate incidents brought before a Discipline/Appeals Committee.
- b. The OJA works with vendors, partners, sponsors, advertisers, and other service providers in different industries and categories of business. Member information is not shared with any of these groups without the express written permission of the member.
- c. The OJA reserves the right to send members communications relating to programs and services, announcements, information updates, special events, surveys and advertisements.

2. Confidentiality and Security

The OJA limits access to personal information about members to employees or volunteers who we believe reasonably need to come into contact with that information to provide.

3. Athlete Safety

- a. The medical information provided by competitive members is shared with medical personal associated with the OJA to ensure the health and safety requirements of the sport and the association are adhered to.
- b. In the event of a injury at an OJA sanctioned event, information regarding the injury will be communicated to the member's coach, club owner/operator, parent/guardian, provincial affiliate assigned to the portfolio of competitions, and the medical staff assigned to that competition.

- c. Injury information may also be shared with other sporting bodies (provincial, national, international) that OJA works with.

4. Changes to this Privacy Policy

The OJA may update this policy. The OJA will notify you about significant changes by sending a notice to the primary email address specified in your membership form.

J. Police Screening

The OJA Coach is a person in a position of authority and is responsible for the well-being of children and /or vulnerable persons. The OJA requires all applicants for coaching certification to obtain a police reference check that includes a vulnerability sector screening. The following outlines the OJA policy regarding screenings.

1. All applicants agree to disclose all information found in a police reference check to OJA.
2. The applicant is advised that if the screening identifies no information on the police record information the police services may send this information directly to the OJA. If local or national records or pardons are found, this information is sent directly to the applicant. Coaches are requested to disclose to the OJA the synopsis of record(s) provided to the individual by the police screening.
3. This information will be used to determine the suitability of successful candidates for their involvement as coaches having direct contact with children and/or vulnerable populations.
 - a. Vulnerable persons are defined as individuals, because of their age, a disability or other circumstances, whether temporary or permanent, are in a position of dependence to the person in authority.
4. The results of the police screening must be provided to the OJA. The actual results do not necessarily mean a disqualification from the position of Coach within OJA, nor do the results of the screen alone make a recommendation on the suitability of the applicant.
5. The applicant also consents to release information to the OJA related to an offence in which a pardon has been granted as the OJA is responsible for the well-being of children and /or vulnerable persons, and the applicant is applying for a coaching position which is a position of authority.
6. All information collected by the OJA by the applicant will be kept strictly confidential and will only be used by the officers of the OJA for the coaching certification program.