

**DEFINITIONS - POLICY**

\*Indicates a definition adapted from the UCCMS

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.
2. **Alternate Liaison** – An individual appointed under the Whistleblower Policy in the event the Compliance Officer is unable to act in an unbiased or discrete manner due to their role with the organization and/or the content of the Report.
3. **Appellant** – The Party appealing a decision.
4. **Appeal Manager** – An individual, who may be any staff member, committee member, volunteer, Director, or an independent third party, who is appointed to oversee the *Appeal Policy*. The Appeal Manager will have responsibilities that include using decision making authority empowered by the *Appeal Policy*.
5. **\*Athlete** – means any member of a Golf Ontario sponsored provincial team or a participant in a Golf Ontario sponsored try-out session, camp or competition in respect of such a team, as well as any person who plays in or is registered to play in a Golf Ontario sponsored competition and, if applicable, their caddie.
6. **Board** – The Board of Directors of Golf Ontario.
7. **Case Manager** – An independent individual (or individuals) appointed by Golf Ontario, who may or may not be the Ethics Commissioner (or designate) to receive and administer complaints under the *Discipline and Complaints Policy*.
8. **Committee Member** – an individual elected or appointed to a committee or work group of Golf Ontario.
9. **\*Complainant** – A Participant or observer who makes a report of an incident, or a suspected incident, of Maltreatment or other behaviour that is a violation of the standards described in the *Code of Conduct and Ethics*.
10. **Compliance Officer** – an individual appointed to receive Reports under the Whistleblower Policy
11. **Days** – Days including weekends and holidays.
12. **Director** – An individual appointed or elected to the Board of Directors of Golf Ontario.
13. **Discipline Chair** – an individual appointed to handle the duties of the Discipline Chair as described in the *Discipline and Complaints Policy*.
14. **Event** – An event conducted by Golf Ontario.
15. **Member Facility** - means any facility that pays a membership fee to the Golf Ontario.
16. **\*Minor** – Any Participant who is under the age of majority in the province of Ontario at the time and in the jurisdiction where the alleged Maltreatment has occurred. Adults are responsible for knowing the age of a Minor. In Ontario, every person attains the age of majority and ceases to be a minor on attaining the age of eighteen (18) years.
17. **\*Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of Golf Ontario who are subject to the UCCMS and the policies of Golf Ontario, as well as all people employed by, contracted by, or engaged in activities with, Golf Ontario including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
18. **Parties** – the groups involved with a dispute. In the *Discipline and Complaints Policy*, the Parties are the Complainant and Respondent. In the *Appeal Policy*, the Parties are the Appellant, Respondent, and any Affected Party.
19. **Person in Authority** – Any Participant who holds a position of authority within Golf Ontario including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, committee members, and Directors and Officers.
20. **\*Reporting (or Report)** – The provision of information in writing by any person or a Participant to a relevant independent authority (the independent person or position, such as a Case Manager, charged with receiving a report and determining next steps) regarding Maltreatment. Reporting may

occur through either: (i) the Complainant (of any age) or the one who experienced the Maltreatment, or (ii) a witness – someone who witnessed the Maltreatment or otherwise knows or suspects Maltreatment. In either case, the intention of Reporting is to initiate an independent investigative process, which could result in disciplinary action being taken against the Respondent. This also refers to the provision of information in writing by any Worker against another Worker under the Whistleblower Policy.

21. **\*Respondent** – The Participant responding to a complaint or, in the case of an appeal, the body whose decision is being appealed.
22. **Social Media** – The catch-all term that is applied broadly to new computer-mediated communication media such as (but not limited to) blogs, YouTube, Facebook, Instagram, Tumblr, TikTok, Snapchat, and Twitter.
23. **Vulnerable Participants** – Includes Minors and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority);
24. **Worker** – Any person who performs work for Golf Ontario including employees, managers, supervisors, temporary workers, volunteers, student volunteers, part-time workers, the Board of Directors, and independent contractors.
25. **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 training and competition environment, and work-related conferences or training sessions.