



viaSport

LGBTQI2S

RESOURCES



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You Can Play

You Can Play works to ensure the safety and inclusion of all in sports - including LGBTQ athletes, coaches, and fans. You Can Play works to guarantee that athletes are given a fair opportunity to compete, judged by other athletes and fans alike, only by what they contribute to the sport or their team's success.

Sport Inclusion Task Force

The Sport Inclusion Task Force is a coalition working to end LGBTQI2S bias in sport through education and promotion of LGBTQI2S inclusion in Canadian sport.

Canadian Olympic Committee

The Canadian Olympic Committee's mission is to lead the achievement of the Canadian Olympic Team's podium success and to advance the Olympic Values of Canada.

Coaches Association of Canada

The Coaching Association of Canada unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence.

Canadian Centre for Ethics in Sport

The Canadian Centre for Ethics in Sport serves to elevate the conscience of sport in Canada. The CCES works for, and on behalf of, athletes, players, coaches, parents, officials, and administrators serving as a strong voice in the dialogue regarding ethics in Canadian sport.

TransFocus Consulting

TransFocus Consulting bring systems-thinking to gender inclusion, helping organizations transform from the inside out. TransFocus leads clients through the process of comprehensive and integrated change management so you can be an inclusive, innovative and diverse organization.



LGBTQI2S WORKING GROUP MEMBERS

The following B.C. PSOs and DSOs were consulted as part of this process and provided valuable feedback and insight as it relates to the sport organization context:



Athletics BC



Basketball BC



BC Adaptive Snow Sports



BC Fencing



BC Hockey



BC Lacrosse



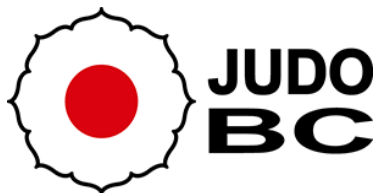
BC Soccer



Curl BC



Gymnastics BC



Judo BC



Triathlon BC

LGBTQI2S Policy Guidelines and Development

ABOUT

WHAT do we seek to accomplish?

In creating this series of policy guidelines, viaSport's objective is to create a series of functional and applicable policy and guidelines documents that can be used by provincial and disability sport organizations to create more inclusive environments, policies, and practices related to sexual orientation, gender identity, and gender expression. Our goal is to create safe, inclusive, and welcoming environments for all athletes, coaches, officials, volunteers, administrators, and spectators within our province's sport organizations.

WHY are we engaging in this work?

This initiative arose out of a desire to consolidate province-wide efforts to create more LGBTQI2S-inclusive sport organizations. viaSport held a funding review of all 60 provincial sport organizations (PSOs) and disability sport organizations (DSOs) in the fall of 2015 and asked which, if any, under-represented groups they were currently serving. Responses relating to creating supportive and inclusive environments and experiences for LGBTQI2S participants were varied; some organizations had experience drafting policy or working with their national sport federation (NSF), while other organizations had no experience in this space, but were looking to build their own capacity.

WHO is involved in this work?

While viaSport seeks ways to identify, disseminate, and educate sport leaders on the conditions required to make sport more inclusive and accessible for all British Columbians, viaSport's approach is to recognize the leadership and expertise of other groups, which led to viaSport's connection to You Can Play. This partnership led to the B.C. sport sector's first engagement in the LGBTQI2S space, which included a training and educational component led by You Can Play as well as the P.R.I.D.E. (Promoting Respect and Inclusion through Diversity Education) in Sport Forum hosted in September 2017. viaSport also joined Vancouver's Pride Parade for the first time in August 2017, teaming up with You Can Play, the Canadian Olympic Committee, PSOs, DSOs, and other local sport organizations to march in celebration of pride in sport.

These events also flagged the need to better equip sport organizations to engage in meaningful policy creation and development as well as providing practical, hands-on guidance for sport leaders and administrators looking to enact change. viaSport created a LGBTQI2S working group with representatives from B.C. PSOs and DSOs. You Can Play provided expertise and guidance related to the review and creation of inclusive policies that call for non-discrimination of athletes, coaches, and officials on the basis of sexual orientation, gender identity, or gender expression. Along the way, a number of national organizations, existing resources, and other provincial organizations were also consulted to ensure these resources are as current and applicable to the provincial level as possible.

WHERE do we see this work being applied?

The primary audience for these resources are the PSOs and DSOs of the B.C. Sport Sector. They were designed with B.C. and viaSport specific requirements and context in mind, and are suited to provide guidance to leaders, board members, executive directors, and sport administrators working within those organizations. While the intended audience of these resources is provincial organizations, there are applications and knowledge that may also prove useful for local sport organizations and clubs.

WHAT does LGBTQI2S mean and why do we use it?

LGBTQI2S is an umbrella term that stands for Lesbian, Gay, Bisexual, Transgender, Queer (or Questioning), Intersex, and Two-Spirit. Our intent in selecting LGBTQI2S, as opposed to other acronyms, is to put forward the broadest definition while also remaining in line with terminology currently used by Egale and the Sport Inclusion Task Force.

GUIDING PRINCIPLES: APPLYING CONCEPT TO PRACTICE

Part of this project was informed by SOGI 1 2 3, which was created by the ARC Foundation in 2016 in collaboration with a range of educational and LGBTQI2S partners. Activated in both BC and Alberta, SOGI 1 2 3 helps to align efforts across provincial associations and institutions to create effective, sustainable, and accelerated change.¹ As part of SOGI 1 2 3's work, the Ministry of Education's SOGI Working Group created a list of ten key components for effective sexual orientation and gender identity policies and procedures.² In each resource, we have adapted the applicable SOGI 1 2 3 component and framed it as a guiding principle that can be used to steer the implementation of the recommendations and content found in each resource. Identified as best practice, the intent in providing these guiding principles is to frame the key concepts that should help guide your decision making as you set out to create more inclusive policies, procedures, environments, and experiences for all LGBTQI2S participants.

USING THESE RESOURCES

The resources were designed in successive order, but do not necessarily need to be used in the order in which they appear. Resources can be accessed when and how you need them, and can also be applied independently of each other. Resource 1 will reveal areas that are in need of greater attention while Resources 2, 3, and 4 refer directly to elements included in the checklist. Resource 5 provides expertise related to a key component of the PSO and DSO data collection.

¹ The ARC Foundation (2018). Approach. *SOGI Education*. Retrieved from <https://www.sogieducation.org/approach/>.

² The ARC Foundation (2018). Ten Key Components for Effective SOGI-Inclusive Policies and Procedures. *SOGI Education*. Retrieved from: <https://bc.sogieducation.org/sogi1/#key-components-list>

Resource	Description
<p>1 LGBTQI2S Inclusion Readiness Checklist</p>	<p>This resource is intended to provide direction to sport organizations seeking to create more inclusive environments for athletes, administrators, coaches, officials, and volunteers on the basis of sexual orientation, gender identity, or gender expression.</p> <p>Organizations are invited to use this checklist to identify areas to pursue in the future and to self-identify where they can make modifications to their organization’s policies and procedures.</p>
<p>2 Adopting Inclusive Policy Language</p>	<p>This resource is intended to provide support to organizations interested in making the language of their organization’s policies and procedures more inclusive to all sexual orientations, gender identities, and gender expressions.</p> <p>Organizations can use this information as a follow-up to Resource 1, the LGBTQI2S Policy Readiness Checklist, or as a guide for updating their policies or communications in general.</p>
<p>3 Trans Athlete Inclusion Guidelines</p>	<p>This resource is intended to provide guidance to sport organizations looking to create, revise, or update their policy related to trans athlete participation.</p> <p>Organizations are encouraged to use this resource to help structure their trans athlete inclusion policy and to identify examples of best practice, terminology, and applicable policies.</p>
<p>4 Creating Inclusive Environments</p>	<p>This resource is intended to provide recommendations to sport organizations seeking to create more inclusive environments for athletes, administrators, coaches, officials, and volunteers on the basis of sexual orientation, gender identity, or gender expression.</p> <p>Organizations are welcome to use this resource to make changes within their organization and reinforce best practices.</p>
<p>5 Collecting Gender Identity Information</p>	<p>This resource is intended to provide guidance to sport organizations collecting data related to gender identity.</p> <p>Organizations are encouraged to use this resource as a guide to making changes within data collection practices.</p>

LGBTQI2S Inclusion Readiness Checklist

This resource is intended to provide direction to sport organizations seeking to create more inclusive environments for athletes, administrators, coaches, officials, and volunteers on the basis of sexual orientation, gender identity, or gender expression.

Organizations are invited to use this checklist to identify areas to pursue in the future and to self-identify where they can make modifications to their organization’s policies, procedures, and activities.

This checklist was adapted with permission from the work of the Sport Inclusion Task Force.

POLICIES AND PROCEDURES

Haven't thought of it
Would like to start
Have made some progress
We have implemented this

1 There is a non-discrimination statement inclusive of sexual orientation, gender expression, and gender identity available as a stand-alone document or incorporated into your organization’s policy

2 The following policy documents include specific protections related to sexual orientation, gender identity, and gender expression:

Code of Conduct

Employee Policies

Equity and Access Policy

Confidentiality Policy

Privacy Policy

Workplace Bullying and Harassment Policy

3 Your organization offers specific protections in line with the BC Human Rights Code, including in terms of:

Anti-discrimination/harassment of LGBTQI2S employees

Dress codes inclusive of diverse genders and gender expressions

Transition plans for transgender athletes, coaches, officials, and staff

Benefits packages inclusive of LGBTQI2S needs and definitions of family

Hiring practices

Four empty circles for rating

4 There are formally adopted guidelines or policy documents that provide confidentiality protections and privacy procedures for transition planning for athletes, coaches, officials, and staff

Four empty circles for rating

5 There are formally adopted guidelines or policy documents that enable trans athletes to participate in their sport consistent with their gender identity, including access to washrooms and change rooms consistent with their gender identity

Four empty circles for rating

Haven't thought of it
Would like to start
Have made some progress
We have implemented this

PHYSICAL ENVIRONMENT

6 There are gender neutral change rooms with shower facilities available for anyone to use

Four empty circles for rating

7 There are gender neutral washroom facilities available for anyone to use

Four empty circles for rating

Haven't thought of it
Would like to start
Have made some progress
We have implemented this

EDUCATION AND CAPACITY BUILDING

8 Your organization is visibly and actively aligned with LGBTQI2S inclusive activities

Four empty circles for rating

9 Your organization offers proactive LGBTQI2S, gender identity, and gender expression training for coaches, officials, and staff

Four empty circles for rating

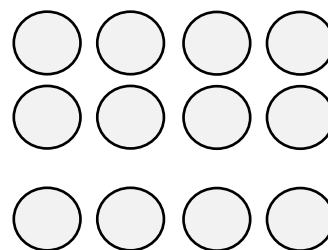
10 Your organization is actively and visibly engaged in promoting or participating in events and campaigns related to LGBTQI2S inclusion in sport (i.e. Pride Parade, viaSport P.R.I.D.E. Forum, You Can Play, Canadian Olympic Committee Sport Inclusion Program)

Four empty circles for rating

Haven't thought of it
Would like to start
Have made some progress
We have implemented this

COMMUNICATION AND RESOURCES

- 11 All communications use gender inclusive language
- 12 Your organization has LGBTQI2S specific resources available for coaches, athletes, officials, and staff
- 13 Your organization visibly champions LGBTQI2S inclusion (e.g. Pride or Trans flags, stickers, etc.)



LOOKING FOR MORE INFORMATION?

All of the components listed in the checklist³ above are addressed in subsequent resources:

1	Non-discrimination Statement	Resource 2 Adopting Inclusive Policy Language
2	Required Policies	
3	BC Human Rights Protections	
4	Confidentiality Practice	
5	Trans Athlete Inclusion Guidelines	Resource 3 Trans Athlete Inclusion Guidelines
6	Gender Neutral Change rooms	Resource 4 Creating Inclusive Environments
7	Gender Neutral Washrooms	
8	LGBTQI2S Activities	
9	Training	
10	Engagement	
11	Gender Inclusive Language	
12	Resources	
13	Visibility	

³ Egale Canada (n.d.) *LGBTQI2S Sport Inclusion Toolkit Checklist*. Retrieved from: <https://egale.ca/wp-content/uploads/2017/07/LGBTQI2S-Sports-Inclusion-Toolkit-Checklist-3.pdf>.

Adopting Inclusive Policy Language

This resource is intended to provide support to organizations interested in making the language of their organization's policies and procedures more inclusive to all sexual orientations, gender identities, and gender expressions.

Organizations can use this information as a follow-up to Resource 1, the LGBTQI2S Inclusion Readiness Checklist, or as a guide for updating their policies or communications in general.

KEY CONCEPTS

SAFETY

ANTI-HARRASSMENT

This resource was created by viaSport with help and support from the Sport Inclusion Task Force.

APPLYING CONCEPT TO PRACTICE

SAFETY - Participants' physical, emotional, mental, and psychological well-being is prioritized.

ANTI-HARRASSMENT - Both proactive measures (policy implementation, communication, education) and reactive measures (policy enforcement, procedures) to protect participants from harassment, bullying, discrimination, and violence are established.

UNDERSTANDING THE B.C. HUMAN RIGHTS CODE

The BC Human Rights Code protects from discrimination in areas including employment, tenancy, and services and facilities that are ordinarily available to the public.⁴ The grounds, or group characteristics, protected from discrimination in accommodation, service, and facility are: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.⁵ B.C.'s Human Rights Code was expanded to include explicit protections for gender identity and expression with the passage of Bill 27, Human Rights Code Amendment Act, 2016.⁶ The purpose of the code is to "foster a society in British Columbia in which there are no impediments to full and free participation in the economic, social, political and cultural life of British Columbia" and to also promote a "climate of mutual respect where all are equal...".⁷ B.C.'s legal framework includes the B.C. Human Rights Code as well as B.C.'s Human Rights Tribunal, Human Rights Clinic, and the Ministry of the Attorney General. Recent reports have observed that in B.C., the only province without a Human Rights Commission, resolving human rights complaints resides with the Human

⁴ BC Human Rights Clinic. (2016). *Overview of human rights law*. Retrieved from http://www.bchrc.net/overview_of_human_rights_law.

⁵ Human Rights Code (2018, May 16). *Human Rights Code [RSBC 1996] Chapter 210*. Retrieved from: http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01#section1.

⁶ BC Gov. News. (2016, July 25). *B.C. Human Rights Code to include explicit protection for gender identity, expression*. Retrieved from <https://news.gov.bc.ca/releases/2016JAG0025-001352>.

⁷ Human Rights Code (May 16, 2018). *Human Rights Code [RSBC 1996] Chapter 210*. Retrieved from: http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01#section1.

Rights Tribunal after discrimination has taken place.⁸ Preventative measures, including education and advocacy, resource development, and information sharing, have been challenging to implement.⁹

VIASPORT'S ROLE IN SUPPORTING THE B.C. SPORT SECTOR

viaSport's objective, as mandated by the Ministry of Tourism, Arts and Culture, is to ensure British Columbians from every background have the opportunity to participate in sport and reach their full potential, which extends to ensuring that opportunities to participate in sport are provided in safe and supportive environments free from harassment. viaSport seeks to identify, disseminate, and educate sport and physical activity leaders on the conditions required to make sport more equitable, welcoming, safe, and inclusive for everyone. By leading province-wide research, initiatives, and campaigns to create a more inclusive sport culture in B.C., viaSport works to bring attention to the barriers often faced by typically underrepresented populations, and works towards creating more equitable opportunities for all British Columbians. viaSport also provides annual contribution funding to the PSOs and DSOs of the B.C. Sport Sector, with the requirement that sport activities delivered across the province provide equitable opportunities for all British Columbians. A condition of receiving this funding is to ensure that policies are maintained, regularly reviewed, updated, and available to all members.

EXAMPLES AND GUIDANCE FOR SUGGESTED POLICIES

While viaSport does not require PSOs and DSOs to have the policy listed in this section, we recommend incorporating them into your policy documents.

NON-DISCRIMINATION STATEMENT

Having a non-discrimination statement can clearly state your organization's position and create a clear guideline for referral. This statement can be incorporated into a larger Code of Ethics, or a Discrimination and Harassment Policy, and subsequent policies might not have the same name.

Non-discrimination statements should:

- Declare your organization's commitment to providing a workplace free of discrimination and harassment
- Establish tone and wording of your statement as a way of signaling the spirit and intent of your organization's commitment¹⁰
- Commit to supporting and advancing inclusion and diversity, a culture of respect, or supportive environment
- Describe the ways in which the non-discrimination statement applies and to whom
 - For example, the non-discrimination statement should be applied to the following groups:¹¹
 - Board of Directors
 - Staff including full-time, part-time, contractors, temporary, and permanent staff

⁸ Government of BC. (2017, December). *A human rights commission for the 21st century: British Columbians talk about human rights* [PDF document]. Retrieved from <https://engage.gov.bc.ca/app/uploads/sites/213/2017/12/HRC-Final-Report-accessible-PDF.pdf>.

⁹ Ibid.

¹⁰ Trans Inclusion in Sport Expert Working Group. (2018). *Creating Inclusive Environments for Trans Participants in Canadian Sport: Policy and Practice Template for Sport Organizations*. [PDF document]. Canadian Centre for Ethics in Sport

¹¹ Ibid.

- Volunteers, interns, members of formal and informal advisory or working groups
- Move beyond preventing discrimination on grounds like 'sex' exclusively and add gender identity, gender expression, and sexual orientation

Curling Canada's Statement on Discrimination and Harassment

Curling Canada is committed to creating and maintaining a sport environment which is free from discrimination and harassment on prohibited grounds, including race, ancestry, place of origin, colour, ethnic origin, citizenship, political opinion, creed, sex, sexual orientation, disability, age, marital/family status, language and any other discrimination or harassment prohibited by applicable law.

These guidelines apply to all Curling Canada participants, which include all persons engaged in any paid or volunteer capacity with the Curling Canada or otherwise under the jurisdiction of the Curling Canada.

Without limiting the reach of the guidelines, Curling Canada participants include:

- all athletes eligible for nomination to, or forming part of, any team participating in sport competitions over which the Curling Canada has jurisdiction;
 - all persons working with those teams or athletes, including coaches, medical and paramedical personnel, and other support persons;
 - Curling Canada employees and persons under contract with the Curling Canada; and
 - Curling Canada governors, members and volunteers.
- Curling Canada's Policy and these guidelines apply to Curling Canada participants at all times, during the course of their work in sport and also during other activities where their conduct may affect the sport environment.

****NOTE:** The above policy uses the term 'sex' as prohibited grounds for discrimination; we recommend using sexual orientation, gender identity, and gender expression to reflect current best practice.*

EXAMPLES AND GUIDANCE FOR REQUIRED POLICIES

The following policies are required by viaSport. Recommendations on language, concept, and terminology are listed below. Organizations are invited to use these examples and guidelines to modify their existing policies.

CODE OF CONDUCT

Codes of Conduct should:

- Establish expectations for behavior for all administrators, coaches, officials, athletes, volunteers, and spectators
- Uphold principles of respect, non-discrimination, safety, and fair play
- Prohibit discrimination, harassment, bullying, and violence in all forms
- Include protections against discrimination and harassment on the grounds of sexual orientation, gender identity, and gender expression

BC Rugby's Code of Conduct

Proactively invite and include all people in Rugby, regardless of age, athletic ability, gender, ancestry, ethnic or racial origin, nationality, national origin, sexual orientation, marital status, religion, religious belief, political belief, disability or economic status.

5.3 Respect

Respect is at the heart of our sport and the Rugby community should have a sense of pride for upholding this core value. All Individuals have a responsibility to:

- maintain and enhance the dignity and self-esteem of individuals by:
- treating all individuals fairly and respectfully regardless of body type, physical characteristics, athletic ability, gender, ancestry, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status; and
- focusing comments or criticism appropriately and avoiding public criticism of players, coaches, officials, organizers, volunteers, employees or any other Individual Members.
- refrain from any behaviour that constitutes Harassment or online Harassment;
- refrain from any behavior that constitutes Sexual Harassment;
- refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities; and
- respect the property of others and not willfully cause damage.

5.4 Inclusion for All

Rugby has the power to build communities through camaraderie, teamwork and loyalty which transcends cultural, geographic, political and religious differences. All individuals have a responsibility to:

- promote the sport of Rugby in the most constructive and positive manner possible;
- proactively invite and include all people, regardless of age, athletic ability, gender, ancestry, ethnic or racial origin, nationality, national origin, sexual orientation, marital status, religion, religious belief, political belief, disability or economic status;
- upholding safety for all as the top priority, make or provide modifications to make BC Rugby competitions, programs and events accessible for disabled players, coaches, officials;
- upholding safety for all as the top priority, make or provide modifications or exemptions to facilitate mixed-gender play; and
- upholding integrity as the top priority, make or provide modifications or exemptions to facilitate the inclusion of players from lower socio-economic households.

***NOTE:** While the above policy uses gender in its Code of Conduct, we recommend explicitly referring to gender identity and gender expression for clarification.

EMPLOYEE POLICIES

Employee policies should:

- Use gender neutral language
 - Use their instead of his or hers
 - Use they instead of he and she
- Have dress codes inclusive of diverse gender identities and gender expressions
 - Employees have the right to dress in a manner consistent with their gender identity or gender expression, including employees who may dress in a manner that is not consistent with societal expectations of masculinity/femininity¹²
 - Employers should advocate for employees to dress to meet professional standards, rather than outlining appropriate dress for men or women¹³
- Include provisions for transition plans
 - According to the Government of BC's resource, *Supporting Transgender and Gender Diverse Employees in the Workplace*, transition planning could include the following topics:
 - Transition timelines regarding change of name, pronoun, and gender
 - If time off will be required for medical treatment, it is advisable to be prepared to discuss your benefit plan with the employee.
 - Naming or Pronoun Amendment Provisions
 - If pronoun or naming amendments need to be made to records and system, determine the appropriate timing for these changes to be made.
 - Training for co-workers, clients, or patients
 - If education is required, consideration of how training will be conducted and by whom.
 - Provisions for how harassment claims will be handled.¹⁴
- Provide benefits packages inclusive of LGBTQI2S needs and definitions of family
 - Benefits packages should recognize diverse family compositions, same sex spouses, and use gender neutral language wherever appropriate
 - Benefits packages should be relevant to all employees, with specific regard for medical coverage and parental leave
- Hiring practices
 - Ensure job postings use gender neutral language
 - Extend code of conduct beyond your organization, to include suppliers, partners, etc. to ensure alignment with organizational values around inclusion¹⁵

¹² Vancouver School Board. (2016, June 15). *ACB-R-1: Sexual orientation and gender identities* [PDF document]. *Policy Manual*. Retrieved from <http://vancouver.ca/files/cov/vsb-sexual-orientation-and-gender-identities.pdf>.

¹³ Grenier, A. & Hixson-Vulpe, J. (2017, September). Beyond diversity: An LGBT best practice guide for employers [PDF document]. *Great Place to Work & Pride at Work Canada*. Retrieved from <https://prideatwork.ca/wp-content/uploads/2017/09/Beyond-Diversity-LGBT-Guide.pdf>.

¹⁴ BC Public Service. (n.d.). Supporting transgender and gender diverse employees in the workplace [PDF document]. *Government of BC*. Retrieved from <https://www2.gov.bc.ca/assets/gov/careers/all-employees/working-with-others/gender-diverse-workplace.pdf>, p. 7.

¹⁵ Grenier, A. & Hixson-Vulpe, J. (2017, September). Beyond diversity: An LGBT best practice guide for employers [PDF document]. *Great Place to Work & Pride at Work Canada*. Retrieved from <https://prideatwork.ca/wp-content/uploads/2017/09/Beyond-Diversity-LGBT-Guide.pdf>.

According to the provincial government's guidelines, *Supporting Transgender and Gender Diverse Employees in the Workplace*, employers' responsibilities include:

- not discriminating on the basis of gender identity or expression in hiring, training, compensation, promoting, or terminating;
- providing trans employees access to appropriate washrooms, change facilities, dress code, and uniforms;
- upholding the privacy and confidentiality of a trans employee (including keeping trans status confidential if this is the employee's preference);
- understanding and following provincial law regarding gender identity and expression (e.g., changing personnel records to reflect a trans employee's gender identity); and,
- not refusing time off for medically necessary treatments;
- recognizing that transgender medical care is not cosmetic in nature;
- making accommodations for an employee, up to the point of undue hardship;
- not tolerating bullying and harassment due to their gender identity; and,
- encouraging a respectful work environment by leading by example and/or offering education support to their team.¹⁶

When adapting employee policies to be more inclusive of LGBTQI2S identified populations, we recommend carrying forward protected grounds on the basis of sexual orientation, gender expression, and gender identity.

¹⁶ BC Public Service. (n.d.). Supporting transgender and gender diverse employees in the workplace [PDF document]. *Government of BC*. Retrieved from <https://www2.gov.bc.ca/assets/gov/careers/all-employees/working-with-others/gender-diverse-workplace.pdf>.

EQUITY AND ACCESS POLICY

viaSport requires PSOs and DSOs to have an Equity and Access policy that speaks to inclusion more broadly. Equity and Access Policies should:

- Speak to your organization's vision around inclusion
- Make specific commitments in regards to inclusion and best practices
- Specify how and where the policy applies to your organization

Triathlon BC's Equity & Access Policy states:

A. Introduction

This policy recognizes that diversity is a source of strength and establishes that opportunities to participate in, and lead our organization, will be provided in a manner that respects principles of equity and access.

B. Policy Details

Triathlon BC is committed to a sport and work environment that provides equitable opportunities and access, and treats all individuals with respect and fairness. Equity is an organizational value, strived for in all aspects of Triathlon BC's undertakings. It is understood as the belief and the practice of treating persons in ways that are fair, equal and just, regardless of their gender, race, ancestry, place of origin, colour, citizenship, creed, sexual orientation, disability, age, marital status or family status. Access refers to the design and implementation of our programs and services, which are available to everyone who is entitled to them, free of any form of inequity, or any barrier that violates the concepts of fairness and natural justice. Triathlon BC endeavors to support, encourage and ease participation of underrepresented populations in all facets of triathlon (including but not limited to competition, administration, coaching, officiating and volunteering). Any athlete, employee, volunteer, official, board member, parent, committee member, or applicant for employment may appeal any decision of Triathlon BC, if, in his/ her belief, that decision does not reflect the principles of equity and access. This appeal is to be reported to the Board of Director representing Appeals or the Executive Director of Triathlon BC, and will follow the Appeals Procedure established by our organization.

**NOTE: We recommend using 'their' wherever his/hers is applied.*

A NOTE ON GENDER EQUITY

viaSport's requirements specify that an Equity and Access Policy *and/or* a Gender Equity Policy may be supplied. Gender equity and gender diversity are distinct concepts, but are addressed in this section because of the policy requirement for B.C. PSOs and DSOs.

Gender equity, as defined by the Canadian Association for the Advancement of Women and Sport and Physical Activity (CAAWS), is "the process of allocating resources, programs, and decision making fairly to both males and females ... and addressing any imbalances in the benefits available to males and females" without any discrimination on the basis of gender.¹⁷ Gender equity seeks to address imbalances in the benefits available and seeks to ensure that those who identify as female are provided with equitable access and opportunities as participants who identify as male.

¹⁷ Canadian Association for the Advancement of Women and Sport and Physical Activity. (2018). *What is gender equity?*. Retrieved from <http://www.caaws.ca/gender-equity-101/what-is-gender-equity/>.

For clarification, gender diversity takes account of the differences in gender expression and identity, and speaks more to creating welcoming spaces for those who identify along the non-binary spectrum. Gender diversity recognizes difference, and places a positive value on them. Gender diversity, gender variance, and gender non-conformity represent various gender identities and/or gender expressions that differ from cultural or societal expectations.¹⁸ We include this note in hope of providing clarity to those organizations which seek to establish gender equity while also providing inclusive support for the gender diverse community simultaneously.

In creating a gender equity policy, it is important to consider distinctions like extending your policy to include anyone who identifies as female, and being explicit in doing so. While gender equity policies are intended to address the imbalances experienced between male and female participants, considering diverse genders when drafting or updating your Gender Equity Policy can be a helpful approach and ensures your policy resonates with everyone.

Gender Equity Policies should:

- Commit to broadening access, ensuring opportunity, and equitably distributing resources for all participants
- Consider the diverse needs, interests, and experiences of all participants
- Ensure that needs and interests are met through programs, opportunities, and experiences
- Provide fair, just, and equitable treatment
- Take into consideration:
 - Hiring and recruitment practices
 - Resource allocation
 - Facility bookings
 - Participation rates
 - Activity programming
 - Promotional materials¹⁹

¹⁸ Egale Canada Human Rights Trust. (2017). *Glossary of Terms*. Retrieved from <https://egale.ca/wp-content/uploads/2017/03/Egales-Glossary-of-Terms.pdf>

¹⁹ Ibid.

BC Archery's Gender Equity Policy

BC Archery is committed to broadening access, ensuring opportunity, and equitably distributing resources for all participants of archery in BC.

1. Rationale or background to policy:

All individuals, regardless of gender, should have equitable opportunities to take part in archery as a participant, coach, official, administrator or leader. Gender equity is the belief and practice of treating all genders and sexes in ways that are fair and just. The concept of equity requires consideration of the unique needs, interests and experiences of the target group and the elimination of gender and sex-based discriminatory practices which are barriers to full participation.

2. Guidelines:

BC Archery will play a leadership role in raising the awareness and understanding of gender equity amongst members by establishing:

- Fair, unbiased, and equitable opportunities to participate in quality sport and physical activity programming, attain and sustain leadership roles, and access resources and facilities;
- A safe, supportive, inclusive, and relevant environment for sport participation.

3. Procedures:

BC Archery is committed to increasing the level of participation in programs and leadership by:

- Using gender neutral language in the organizations by-laws, policies and publications.
- Declaring that it is an equal opportunity employer and respecting the principles of pay equity.
- Striving to have a gender balance in the appointment of all committees and the board of directors.
- Ensuring equitable opportunities to participate in sport and physical activity are provided for all genders by;
- Making gender equity a key consideration when developing, updating and delivering programming.
- Working proactively to identify and eliminate barriers facing underrepresented groups in archery.
- Ensuring funding and resources are equitably distributed to all genders.
- Collecting gender-based statistics on an annual basis.
- Increasing exposure and building awareness of gender equity in all aspects of archery.
- Continually evaluating the organization's progress towards a more inclusive sport system.

CONFIDENTIALITY POLICY

Businesses and organizations in B.C. are bound by the province's Personal Information Protection Act (PIPA), which guides the collection, use, and disclosure of personal information. PIPA intends to balance two key principles, which are:

- An individual's right to protect their personal information, and
- An organization's need to collect, use or disclose personal information for reasonable purposes²⁰
 - Reasonable, in the context of PIPA, means what a reasonable person would find appropriate in a given situation

The Canadian Centre for Ethics in Sport (CCES) provides additional policy guidance as it relates to confidentiality. Individuals should not be required to disclose their gender or trans identity or history to a sport organization in order to participate, unless there is a justified reason to do so. This extends to high performance sport as well; individuals should not be required to disclose their trans identity or history. The CCES guidance for sport organizations, *Creating Inclusive Environments for Trans Participants in Canadian Sport*, states:

"... the policy guidance provided by this Expert Working Group recommended that all individuals should be able to participate in sport in the gender category with which they identify without being required to undergo any kind of medical intervention. As a result, a sport organization would not need to know an individual's trans identity or history and as such, disclosure would not be required. In some cases, however, trans participants will feel it necessary to disclose their trans status to the organization in order to move from one competitive gender category to another during transition."²¹

PRIVACY POLICY

According to CCES, inclusive policies "should recognize the necessity to protect the privacy rights of the athletes and strive to prevent physical, emotional and mental harm."²² As it relates to privacy, CCES also includes the following guidance:

- Ensure that information collected is necessary and appropriate
- Avoid seeking information unless it is truly relevant (if asking for a legal name is necessary, organizations should also ask individuals the name they prefer to be called)
- Maintain records in a way that respects an individual's right to privacy and confidentiality
- Do not disclose information about an individual's gender identity, sexual orientation, or stage of transition without an individual's express consent

Privacy policies should include:

²⁰ Office of the Information and Privacy Commissioner. (2015, October). *A guide to B.C.'s personal information protection act: For businesses and organizations* [PDF document]. (5th ed.). Retrieved from <https://www.oipc.bc.ca/guidance-documents/1438>.

²¹ Trans Inclusion in Sport Expert Working Group. (2016). Creating inclusive environments for Trans participants in Canadian sport [PDF document]. *Canadian Centre for Ethics in Sport*. Retrieved from <https://cces.ca/sites/default/files/content/docs/pdf/cces-transinclusionpolicyguidance-e.pdf>, p. 22.

²² Trans Inclusion in Sport Expert Working Group. (2016). Creating inclusive environments for Trans participants in Canadian sport [PDF document]. *Canadian Centre for Ethics in Sport*. Retrieved from <https://cces.ca/sites/default/files/content/docs/pdf/cces-transinclusionpolicyguidance-e.pdf>

- How personal information will be collected and used (for what purposes)
- Choice and opt-out options
- How third party service providers or agents, if reasonably necessary, may disclose personal information
- How personal information will be protected
- How personal information will be retained
- Where and how to ask questions in regard to the privacy policy

WORKPLACE BULLYING AND HARRASSMENT POLICY

All employers are required to provide for their employees a harassment free workplace. Anti-harassment policies should include:

- Policy Statement
- Application
- Definitions
 - Harassment
 - Sexual Harassment
- Responsibilities and expectations (of supervisors, employees, etc.)
- Procedures for addressing a harassment complaint
- Review period and process
- Information on how inquiries will be managed
- Explicit reference to how sexual orientation, gender expression, and gender identity are protected
- The Canadian Human Rights Commission provides an Anti-Harassment Policy template to help employers meet their human rights obligations.²³

EXAMPLE POLICIES

The policies examples included in this resource can be found at the following websites:

- BC Archery - Gender Equity Policy: <https://archeryassociation.bc.ca/gender-equity-policy>
- BC Rugby – Code of Conduct: <http://www.bcrugby.com/code-of-conduct/>
- Curling Canada – Statement on Discrimination and Harassment: <http://www.curling.ca/about-the-sport-of-curling/high-performance/policy-statement-and-guidelines-on-discrimination-and-harassment/>
- Triathlon BC – Equity and Access Policy: <http://www.tribc.org/wp-content/uploads/2016/11/Equity-and-Access-Policy.pdf>

²³ Canadian Human Rights Commission. (n.d.). *Developing a workplace anti-harassment policy*. Retrieved from <https://www.chrc-ccdp.gc.ca/eng/content/template-developing-anti-harassment-policy>.

Trans Athlete Inclusion Guidelines

This resource is intended to provide guidance and support to sport organizations looking to create, revise, or update their policy related to trans athlete participation.

Organizations are encouraged to use this resource to help structure their trans athlete inclusion policy and to identify examples of best practice, terminology, and applicable policies.

This resource was created by viaSport and You Can Play, with input from viaSport's LGBTQI2S Working Group and the Sport inclusion Task Force.

APPLYING CONCEPT TO PRACTICE

SELF-IDENTIFICATION – Participants have the right to self-identify, which includes the name they wish to be called, their preferred pronouns, and their gender identity

DRESS – Participants are free to express their gender identity or gender expression in whichever ways they wish. Dress codes, uniforms, and expectations should be as inclusive as possible and allow participants to express themselves in the way they so choose.

KEY CONCEPTS

SELF-IDENTIFICATION
DRESS

EXPERTISE IN CANADIAN SPORT

In 2016 The Canadian Centre for Ethics in Sport (CCES) created a comprehensive resource on policy background and information as it relates to trans athlete inclusion within the Canadian context. The 2016 guidelines were designed to help organizations and individuals better understand the experiences of trans participants in sport as well as what policy considerations should be taken in regards to gender diverse participants. Follow-up guidance, which will be released in 2018, extends to include a policy template specific to how Canadian sport organizations can deploy these recommendations. For the purposes of this resource, we have identified some of the key points that are most relevant to the context and experience of B.C. provincial sport organizations. Organizations that are interested in greater depth in this subject are well advised to take up the CCES resources.

DEVELOPING POLICY GUIDANCE

When your organization is starting to think about how to draft and revise its existing policies, we strongly recommend adding the voices of the LGBTQI2S community. If your sport doesn't have any members who are out publicly and interested in participating as part of this process, consider seeking input and representation from the LGBTQI2S community more broadly.

KEY ELEMENTS OF TRANS INCLUSION POLICIES

GUIDING PRINCIPLES

Guiding principles are one way to further articulate the policy premise underlying policies on trans inclusion.

The CCES Guidance provides the following guiding principles:²⁴

- People of trans identities should have equal opportunities to participate in our sport and strive for excellence at all levels and in all capacities.
- Policies governing participation of trans identities should nurture fair play, honesty and respect, and integrity.
- Policies governing participation of trans identities in our sport should embrace diversity and inclusion, resulting in a positive sporting experience, free of discrimination or harassment based on gender identity and expression.
- Participation in our sport should celebrate differences and focus on the benefits and the joy of sport.
- Policies governing the participation of trans people, particularly for our athletes, should be evidence-based, recognize the necessity to protect the privacy rights of trans individuals, and strive to prevent physical, emotional, and mental harm.
- Policies governing the participation of trans people should foster access and equitable participation for all participants.
- Practices that encourage understanding and support people of trans identities need to be enhanced to acknowledge the challenges and recognize the value of advocating for sport that is fair, safe and open to everyone.

GENDER IDENTITY BASED PARTICIPATION

One of the most important aspects of policy guidance as it relates to trans athletes is eligibility for participation in gender-based competition. We endorse the statement put forward by CCES, which is well informed by current research, debate, reflection, and consensus. Evidence-based policy, rather than policies based on speculative or anecdotal evidence, must be the guiding source of decision-making.²⁵

“Individuals participating in any LTAD level in Canadian sport (FUNDamental, Learn to Train, Train to Train, Train to Compete, Train to Win and Active for Life) should be able to participate in the gender with which they identify and not be subject to requirements for disclosure of personal information beyond those required of cisgender athletes. Nor should there be any requirement for hormonal therapy, unless the sport organization can prove that hormone therapy is a reasonable and bona fide requirement and where this is the case, only require this at the high performance”²⁶

In summary:

- Athletes, no matter the level of competition, should be able to compete with the gender with which they identify.

²⁴ Trans Inclusion in Sport Expert Working Group. (2018). Creating Inclusive Environments for Trans Participants in Canadian Sport: Policy and Practice Template for Sport Organizations. [PDF document]. Canadian Centre for Ethics in Sport, p. 7.

²⁵ Trans Inclusion in Sport Expert Working Group. (2018). Creating Inclusive Environments for Trans Participants in Canadian Sport: Policy and Practice Template for Sport Organizations. [PDF document]. Canadian Centre for Ethics in Sport, p. 13.

²⁶ Ibid.

- Athletes should not be required to disclose their gender identity or personal information beyond requirements for cisgender athletes.
- Athletes should not be required to undergo any form of surgery in order to participate at any level.
- Athletes should not be required to undergo hormone therapy in order to participate at any level.

USING CHOSEN NAMES AND PRONOUNS

Self-identifying extends beyond gender identity, and should also take into consideration pronouns and names. The CCES Guidance provides an example of a statement that can be used regarding names and pronouns:

“We will make every effort to learn and use the chosen name and pronouns of our staff and members. We recognize that failing to respect an individual’s gender identity or expression by continuing to use either an incorrect name (deadnaming, e.g., deliberately using their past name instead of their new name), or incorrect chosen pronouns (misgendering, e.g., using he instead of she or other chosen pronouns such as they) is discriminatory and will not be tolerated.”²⁷

DRESS AND EXPRESSION

All participants are free to express their gender identity or gender expression in whichever ways they wish. Dress codes, uniforms, and expectations should be as inclusive as possible and allow participants to express themselves in the way they so choose.

²⁷ Trans Inclusion in Sport Expert Working Group. (2018). Creating Inclusive Environments for Trans Participants in Canadian Sport: Policy and Practice Template for Sport Organizations. [PDF document]. Canadian Centre for Ethics in Sport, p. 8.

EXAMPLES OF TRANS INCLUSION POLICIES

The recent CCES guidance includes an appendix featuring a sample policy and guidance document in Appendix A.²⁸ While many of these aspects are recommended and have been identified as best practice, there are several strong examples of organizations adapting these recommendations to suit their policy needs, style, and format.

BC Lacrosse Association

BC Lacrosse's policy was developed based on a template created by **Basketball BC**, **Softball BC**, and **Volleyball BC**. BC Lacrosse made revisions to the policy based on the discussions of the viaSport LGBTQI2S working group and the help of Chris Mosier.

BC Lacrosse's Transgender Participant Policy

13. TRANSGENDER PARTICIPANT POLICY

13.01 Definitions

The following terms have these meaning in this Policy:

- a) "Transgender" – People who have been assigned one gender at birth but who identify with the other gender.
- b) "BC Lacrosse Association (BCLA) team or event" – includes any member, team, tournament, training opportunity or other sanctioned event organized or managed by BC Lacrosse Association or any member association/club/team.
- c) "Participant" – any player, parent, guardian, manager, trainer, coach, official, volunteer, organizer or other individual involved in the administration, support or conduct of a BC Lacrosse Association and/or member team or event.

13.02 The BC Lacrosse Association supports Inclusion of Transgender Participants

- a) The BC Lacrosse Association is an inclusive organization and welcomes participation of all individuals in our programs and activities, irrespective of race, ancestry, place of origin, colour, religion, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or physical or mental disability.
- b) The BC Lacrosse Association supports inclusion of transgender participants in all aspects of Lacrosse.
- c) The BC Lacrosse Association will assign a BC Lacrosse Association Support Contact person and provide contact information on the BC Lacrosse Association website to assist in issues relating to this policy.

13.03 Participation in the Gender Group with which the Player Identifies

- a) For the purpose of registration on gender-based BCLA/member teams or events, a player may register under the gender with which the player identifies.

13.04 Disclosure

- a) Disclosure of a player's transgender status is that player's choice.
- b) While the BC Lacrosse Association is entirely supportive of transgender participation and welcomes disclosure of same where an individual prefers,

²⁸ Trans Inclusion in Sport Expert Working Group. (2018). Creating Inclusive Environments for Trans Participants in Canadian Sport: Policy and Practice Template for Sport Organizations. [PDF document]. Canadian Centre for Ethics in Sport, p. 21.

disclosure of transgender status is not a requirement of participation. Such disclosure should not be sought of any Participant by any Participant.

Exception

- c) A transgender player must inform the BC Lacrosse Association Support Contact and may need to disclose their transgender status more generally where the player wishes to participate in a BC Lacrosse Association/member team or event that could be subject to doping control (see Doping Control), or when participating in an extra-jurisdictional event which requires said disclosure (see Extra-jurisdictional Participation).

13.05 Doping Control

- a) All athletes must be aware of and have a responsibility for meeting eligibility requirements based on doping control.
- b) Transgender athletes are encouraged to contact the BC Lacrosse Association Support Contact, and the Canadian Centre for Ethics in Sport (CCES), to assist in establishing eligibility at relevant events and what process, if any, may be required to obtain a Therapeutic Use Exemption (TUE) related to gender reassignment, if necessary.

13.06 Extra-Jurisdictional Participation

- a) All athletes must be aware of, and have a responsibility for, meeting eligibility requirements based on the rules and regulations of extra-jurisdictional events within which they wish to participate.
- b) Some BC Lacrosse Association/member teams and events occur in conjunction with other organizations or occur outside of BC. These extra-jurisdictional events may be subject to rules or requirements for transgender participation that are different from this policy. Transgender athletes are encouraged to contact the BC Lacrosse Association Support Contact, and the Canadian Centre for Ethics in Sport (CCES), to assist in determining eligibility at relevant events in advance of competition.

13.07 Confidentiality

- a) Any communication to the BC Lacrosse Association regarding participation or transgender policies between a transgender athlete and the BC Lacrosse Association will remain confidential to the extent requested by the athlete and/or their family, except as necessary for the purposes of implementing this Policy.

Application

- b) All individuals participating with the BC Lacrosse Association/member teams or events are expected to observe and follow this policy.
- c) Any member of the BC Lacrosse Association and/or participant in a BC Lacrosse Association/member team or event who becomes aware of conduct that violates this policy should report the conduct to a person within the BC Lacrosse Association.
- d) Any participant in a BC Lacrosse Association/member team or event in violation of this policy may be subject to sanction, including exclusion from the BC Lacrosse Association/member teams or events.
- e) The BC Lacrosse Association will endeavour to apply this policy in a reasonable and flexible manner, respecting the importance of fostering fair and equitable

participation and competition at all levels of play, maintaining and promoting the BC Lacrosse Association as an inclusive organization for transgender participants, and the privacy interests of those participants.

13.08 Facility Use – Washrooms and Change rooms

- a) Participants may use washroom and change room facilities consistent with the gender with which they identify. The BCLA recommends provision of gender neutral facilities where available.

13.09 Ongoing Monitoring

- a) This policy is informed by the recommendations of the Canadian Centre for Ethics in Sport, as detailed in “Creating Inclusive Environments for Trans Participants in Canadian Sport”– May 2016
- b) The BC Lacrosse Association commits to monitoring ongoing developments regarding national and international participation guidelines for transgender athletes and pledges to review and/or revise this Policy whenever new information becomes available, and at a minimum every 3 years.

Transgender Athlete Policy

Introduction

The OVA recognizes all forms of gender expression, and supports athletes competing in the gender category they identify with, regardless of the sex/gender that was assigned to them at birth.

Definitions:

- 1) The following term has this meaning in this policy:
 - a) Gender identity is each person's internal and individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person's sexual orientation. (Ontario Human Rights Commission)
 - b) Gender expression is how a person publicly presents their gender. This can include behaviour and outward appearance such as dress, hair, make-up, body language and voice. A person's chosen name and pronoun are also common ways of expressing gender. (OHRC)
 - c) Trans or transgender is an umbrella term referring to people with diverse gender identities and expressions that differ from stereotypical gender norms. It includes but is not limited to people who identify as transgender, trans woman (male-to-female), trans man (female-to-male), transsexual, cross-dresser, gender non-conforming, gender variant or gender queer. (OHRC)

Guiding Principles

- 2) The OVA will use the following principles to guide its decision making process in accordance with this policy:
 - a) The implementation and administration of this policy will consider a fair and equitable level of monitoring that is respectful, inclusive, and respects a person's human rights.

Purpose

- 3) The Ontario Volleyball Association believes in equal opportunity, and recognizes all forms of gender expression. Therefore, the OVA supports athletes competing in the gender category they identify with, regardless of the sex/gender that was assigned to them at birth. The OVA will consider the eligibility guidelines set out in this policy in order to ensure a fair and level playing field for all participants.

Eligibility Guidelines

- 4) Athletes shall be allowed to participate in any OVA-sanctioned event in accordance with their gender identity, irrespective of the gender listed on their birth certificate or other official government documents, and regardless of whether they have undergone any medical treatments. Therefore:
 - a) Male-to-female transitioning individuals shall be regarded as female
 - b) Female-to-male transitioning individuals shall be regarded as male

Application of Eligibility

- 5) The applicant will initiate the process by contacting the OVA (either directly, or through the club they wish to participate with) outlining their wish to participate in accordance to the OVA's Transgender Athlete policy. The OVA may, with reasonable cause, ask for additional information before moving forward with registration. Upon review of information and if it is deemed sufficient, the athlete will immediately be registered as their preferred gender and will continue to do so unless circumstances dictate that another gender declaration should be made.

Confidentiality

- 6) The Parties agree that they will not at any time disclose information identified by the other party as confidential to any person, corporation or third party and will make no use whatsoever of any information identified as confidential (other than in the ordinary and usual course of implementing this policy) without the prior written consent of the disclosing party, unless required by law.

Appeal

- 7) Any decision rendered in accordance with this policy may be appealed in accordance with the OVA's Appeal Policy.

Ringette Canada

Ringette Canada Guiding Principles

1. Ringette Canada utilizes the following guiding principles in drafting and applying this policy:
 - a. Athletes in developmental and recreational sport should be able to participate in the gender category in which they identify, without any need for disclosure of information or other requirements. The same policy of inclusion would apply to high performance athletes up until the point where they must comply with international federation rules
 - b. Hormone therapy should not be required for an athlete to participate in high performance sport (up to the point where international federation rules would take effect).
 - c. There should be no requirement for an athlete to disclose their transgender identity or history to compete in high performance sport (up to the point where international federation rules would take effect) unless there is a justified reason for them to do so.
 - d. Surgical intervention should never be required for a transgender athlete to participate in high performance sport.

Definitions

2. The following terms apply in this document:
 - a. "*Association*" – Ringette Canada
 - b. "*Bona fide*" – Acting in good faith, without deception or fraud.
 - c. "*Cisgender*" – People whose gender identity aligns with the sex they were assigned at birth

- d. “*Gender*” – The socially constructed roles, behaviours, activities and attributes that a society assigns to masculinity or femininity
- e. “*Gender Expression*” – The manner in which an individual represents or expresses gender to others – through behaviour, hairstyles, activities, voice, mannerisms, etc.
- f. “*Gender Identity*” – An individual’s deeply held sense or knowledge of their own gender
- g. “*Gender reassignment*” – Medically-supervised program of treatment to transition a person’s body to align with their gender identity through hormone therapy and/or surgery
- h. “*Intersex*” – Refers to a combination of features that distinguish male and female anatomy
- i. “*Sex*” – An individual’s biology that is generally categorized as male, female, or intersex
- j. “*Transgender*” – People whose gender identity differs from the sex they were assigned at birth. In order to align their bodies with their sense of gender, some transgender individuals undergo gender reassignment
- k. “*Transgender Female*” – Someone who was assigned the male sex at birth, but whose gender identity is female
- l. “*Transgender Male*” – Someone who was assigned female sex at birth, but whose gender identity is male
- m. “*TUE*” - Therapeutic Use Exemption

Purpose

- 3. The Association believes that all individuals deserve respectful and inclusive environments for participation that value the individual’s gender identity and gender expression. The Association wishes to ensure that all participants have access to programming and facilities in which they feel comfortable and safe. The Association is committed to implementing this policy in a fair and equitable manner.

Actions for Inclusion

- 4. The Association pledges to:
 - a. Provide this *Policy* to Association staff, Directors and coaches and offer additional inclusion education and training opportunities on its implementation;
 - b. Provide registration forms and other documents that allow: the individual to indicate their gender identity, rather than their sex or gender; and
 - c. the individual to abstain from indicating a gender identity with no consequence to the individual.
 - d. Maintain organizational documents and the Association website in a manner that promotes inclusive language and images;
 - e. Refer to individuals by their preferred name and pronoun;
 - f. Work with transgender athletes on the implementation and/or modification of this *Policy*;
 - g. When the Association has the authority to determine participants’ use of washrooms, change rooms, and other facilities, the Association will permit individuals to use the facilities of their gender identity;
 - h. Ensure uniforms and dress codes that respect an individual’s gender identity and gender expression; and
 - i. Determine Eligibility Guidelines for transgender participants (as described in this *Policy*).

Eligibility Guidelines – Exceptions

5. As applicable, the eligibility guidelines of the International Ringette Federation, and/or any major national or international Games Organization regarding transgender athlete participation will supersede the eligibility guidelines as outlined in this Policy.

Eligibility Guidelines

6. At both recreational and competitive levels, an individual shall participate in the gender category in which they identify.
7. Individuals are not required to disclose their transgender identity or history to the Association or any of the Association's representatives (e.g., coaches, staff, Directors, officials, etc.).
8. All athletes must be aware that they may be subject to doping control testing pursuant to the Canadian Anti-Doping Program. The administration of hormones as a component of gender reassignment will, in most cases, contravene the World Anti Doping Code. Transgender athletes undergoing gender reassignment are encouraged to contact the Canadian Centre for Ethics in Sport (CCES) to determine what procedures, if any, are required to obtain a TUE.

EXAMPLE POLICIES

The policies examples included in this resource can be found at the following websites:

- BC Lacrosse Association - Transgender Participant Policy: <https://bcla.imeetcentral.com/p/eAAAAAAL6OVAAAAAF2WIHc>
- Ontario Volleyball Association - Transgender Athlete Policy: <https://www.ontariovolleyball.org/sites/default/files/OVA%20Transgender%20Policy%20-%20Passed%20Oct%202015.pdf>
- Ringette Canada - Trans-Inclusion Policy: http://www.ringette.ca/wp-content/uploads/2015/10/Trans-Inclusion-Policy_Jan-2017_FINAL.pdf

Creating Inclusive Environments

This resource is intended to provide recommendations to sport organizations seeking to create more inclusive environments for athletes, administrators, coaches, officials, and volunteers on the basis of sexual orientation, gender identity, or gender expression.

Organizations are welcome to use this resource to make changes within their organization and reinforce best practices.

This resource was developed by viaSport and You Can Play with input from viaSport's LGBTQI2S Working Group.

APPLYING CONCEPT TO PRACTICE

COMMON LANGUAGE - All members of the organization should be well-informed and equipped with appropriate and respectful language. While language is also evolving, the individual is always the expert on how they identify, what terms they consider respectful, and what names and pronouns they would like to use.

FACILITIES - Participants may choose to use washrooms and change rooms that correspond with their gender identity, which also includes non-gendered facilities and single-use facilities wherever possible.

ENGAGEMENT - Learning, training, and educational opportunities that continue to promote inclusion are key to creating a supportive organizational culture

KEY CONCEPTS

COMMON LANGUAGE
FACILITIES
ENGAGEMENT

TERMINOLOGY

LGBTQI2S is an umbrella terms that stands for Lesbian, Gay, Bisexual, Transgender, Queer (or Questioning), Intersex, and Two-Spirit. Other varied acronyms you may be familiar with include:

- **LGBT:** Lesbian, Gay, Bisexual, Transgender
- **LGBTQ:** Lesbian, Gay, Bisexual, Transgender, Queer or Questioning
- **LGBTQ2+:** Lesbian, Gay, Bisexual, Transgender, Queer, Two-Spirit
- **LGBTQQIP2SAA:** Lesbian, Gay, Bisexual, Transgender, Questioning, Queer, intersex, Pansexual, Two-spirit (2S), Androgynous, and Asexual.

ESSENTIAL DEFINITIONS

The CCES includes the following essential term definitions:²⁹

- **Sex:** The classification of people as male, female, or intersex. Sex is usually assigned at birth and is based on an assessment of a person's reproductive system, hormones, chromosomes, and other physical characteristics, most notably by external genitalia.
- **Gender identity:** A person's innermost sense of their own gender. This can include man, woman, both, neither, or something else entirely. Gender also refers to a variety of social and behavioural characteristics (e.g. appearance, mannerisms). There are many words people may use to talk about their gender identity and expression.

²⁹ Trans Inclusion in Sport Expert Working Group. (2018). Creating Inclusive Environments for Trans Participants in Canadian Sport: Policy and Practice Template for Sport Organizations. [PDF document]. Canadian Centre for Ethics in Sport, p. 21.

- **Gender expression:** The way an individual communicates their gender identity to others. This is done through behaviour, body language, voice, emphasis or de-emphasis of bodily characteristics, choice of clothing, hairstyle, and wearing make-up and/or accessories. The traits and behaviours associated with masculinity and femininity are culturally specific and change over time.
- **Gender binary:** A social system whereby people are thought to have either one of two genders: man or woman. These genders are expected to correspond to sex assigned at birth: male or female. In the gender binary system, there is no room for diversity outside of man or woman, for living between genders, or for crossing the binary. The gender binary system is rigid and restrictive for many people who feel that their natal sex (sex they were labelled with at birth) does not match up with their gender or that their gender is fluid and not fixed.
- **Cisgender:** A term to describe a person whose gender identity corresponds with their birth-assigned sex (e.g. someone whose gender identity is man and was assigned male at birth).
- **Trans:** An umbrella term that describes people with diverse gender identities and gender expressions that do not conform to stereotypical ideas about what it means to be a girl/woman or boy/man in society. It includes but is not limited to people who identify as transgender, transsexual, cross dressers (adjective) or gender non-conforming (gender diverse or genderqueer).
- **Two-Spirit:** An English umbrella term used by some Indigenous people rather than, or in addition to, identifying as LGBTQ. This term affirms the interrelatedness of all aspects of identity - including gender, sexuality, community, culture, and spirituality.
- **Sexual orientation:** Sexual orientation describes human sexuality, from gay and lesbian to bisexual and heterosexual orientations. A person's gender identity is fundamentally different from and not related to their sexual orientation. Because a person identifies as trans does not predict or reveal anything about their sexual orientation. A trans person may identify as gay, lesbian, queer, straight, or bisexual.

Language is always evolving and changing. Some online resources for terminology that are being continuously updated are:

- Egale: <https://egale.ca/wp-content/uploads/2017/03/Egales-Glossary-of-Terms.pdf>
- CAAWS: <http://www.caaws.ca/e/wp-content/uploads/2017/05/LeadingTheWay-v2017.pdf>
- QMUNITY: http://qmunity.ca/wp-content/uploads/2015/03/Queer_Terminology_Web_Version_Sept_2013_Cover_and_pages.pdf

PHYSICAL ENVIRONMENT

The most supportive environments are those in which everyone has access to separate facilities *if* they wish to use them.

- Every locker room or change room offered should have private, enclosed changing areas, showers, and toilets available for everyone.
- If traveling to an away facility, asking in advance if the facilities offered are adequate, without disclosing why you are asking, is a good practice to follow.
- If your organization has jurisdiction over the signage used on washroom, shower, or locker room facilities, utilizing alternative signage on single-user washrooms can help create a more inclusive environment.
 - For example, single-user washroom signage has been updated in City of Vancouver buildings to reflect universal, function-based designation.³⁰

³⁰ City of Vancouver. (2016). *Supporting Trans* Equality and an Inclusive Vancouver*. Vancouver, BC: City of Vancouver Chief Human Resources Officer. Retrieved from:

- The Vancouver Park Board's Trans Working Group recommends that signage focuses on the function of the space, which reduces reliance on the English language and reduces gendered expectations.³¹

A 2016 settlement reached following the filing of a human rights complaint against Hockey Canada and Hockey Ontario included the creation of a trans inclusive dressing policy. The settlement recognizes the rights of trans youth to:

- 'access all facilities and services in accordance with their self-identified gender identity and expression;
- be addressed by their preferred names and pronouns; and
- have privacy and confidentiality with respect to their gender identity.'³²

Ontario Hockey Federation

Dressing Room Policy

1. Purpose

1.1 The Ontario Hockey Federation is committed to providing a safe, respectful, and fully inclusive environment for players, parents/guardians, staff, and volunteers;

1.2 With the support of the Ontario Hockey Federation, the [Name of Minor Hockey Association] will proactively work to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of any and all players;

1.3 All players will have access to dressing room facilities that most appropriately meet their individual needs, which may or may not include accommodations with respect to gender identity and gender expression;

1.4 All requests for dressing room accommodations will be taken seriously and will be assessed on an individual and confidential basis in order to address the specific needs and requirements of all players;

1.5 With the support of the Ontario Hockey Federation, the [Name of Minor Hockey Association] will work collaboratively with and advocate for players to identify the most appropriate access to dressing rooms, including any interim and long term accommodation solutions, so as to reflect both individual players' needs and the potential structural limitations of facilities;

1.6 This policy is written in accordance with Ontario's Human Rights Code (1990) (the Code), which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and disability; and

<http://vancouver.ca/files/cov/trans-gender-variant-and-two-spirit-inclusion-at-the-city-of-vancouver.pdf>.

³¹ Trans* and Gender Variant Working Group. (2014). *Draft Recommendations for Trans* and Gender Variant Inclusion in Vancouver Recreational Facilities*. Retrieved from: <https://docs.google.com/file/d/OB-tjv8mr43H5NktwRkNpSmx5X1U/edit>.

³² Ontario Hockey Federation. (2016). *OHF Policy on Dressing Room & Confidentiality Policies*. Retrieved from: https://www.omha.net/layout_container/show_layout_tab?layout_container_id=27249121&page_node_id=885513&tab_element_id=14541.

1.7 Under the Code, organizations and their personnel are liable for any discrimination and harassment based on gender identity and gender expression, or any other prohibited ground under the Code. Hockey associations must deal with complaints, take steps to prevent problems, and provide a safe and welcoming environment for trans people and all other persons protected under the Code.

HOSTING GUIDELINES

While your organization might not always have the ability or jurisdiction to change washroom signage in or build or retrofit washroom facilities, there are some examples of occasions where you have the ability to influence venue selection for events.

If your organization provides hosting standards and guidelines (for example, clubs are invited to submit bids to host a provincial championship), include stipulations on the types of accommodations that must be made available in order to be considered as a potential host.

CCES recommends the following statement:

'Hosting Guidelines: When submitting a bid to host an event... potential hosts are required to indicate what changing areas, toilets and showers are available, including private, separate changing, showering, and toilet facilities should these be requested by a trans participant. Potential hosts that do not have these facilities in place would not be excluded from consideration as an event host. However, in the event that a host is selected where these requirements are not met, the host organization would be expected to work with (insert name of your organization) to provide comparable accommodations.'³³

EDUCATION AND CAPACITY BUILDING

RESOURCES

There are several groups that have developed resources specific to the Canadian sport system:

- CAAWS
 - **Leading the Way** (PDF)
 - *Description:* Newly revised in 2017 with the support of Sport Canada and in partnership with AthletesCAN and the Coaching Association of Canada, CAAWS' ground-breaking resource— *Leading the Way: Working with LGBTQ Athletes and Coaches*— is a practical resource for coaches and other sport leaders to create welcoming, inclusive teams. This second edition still reflects the voices of Canadian LGBTQ and cisgender athletes and coaches, but now includes the Canadian results of the international *Out on the Fields Study on Homophobia in Sport (2015)*, as well as the recent guidance to sport organizations on creating inclusive environments for trans identities released by the Canadian Centre for Ethics in Sport.
 - *Link:* http://www.caaws-homophobiainsport.ca/e/resources_caaws/documents/LeadingTheWay-v2017.pdf
 - Additional resources can be found on the CAAWS website: http://www.caaws-homophobiainsport.ca/e/resources_others/
- CCES

³³ Trans Inclusion in Sport Expert Working Group. (2018). *Creating Inclusive Environments for Trans Participants in Canadian Sport: Policy and Practice Template for Sport Organizations*. [PDF document]. Canadian Centre for Ethics in Sport, p. 17.

- **Creating Inclusive Environments for Trans Participants in Canadian Sport - Guidance for Sport Organizations (PDF)**
 - *Description:* The guidance was developed in response to an increasing number of national, provincial and local sport organizations seeking advice from CCES to inform their policies and practices relating to trans participants. In response, the CCES convened an Expert Working Group tasked with understanding the existing research, issues and best practices concerning the inclusion of trans participants in sport and providing guidance to sport organizations at all levels of the Canadian sport system. This document outlines policy and practice recommendations, and is being made available to Canadian sport organizations to help in their work to make their sport more inclusive³⁴
 - *Link:* <https://cces.ca/sites/default/files/content/docs/pdf/cces-transinclusionpolicyguidance-e.pdf>
- **Creating Inclusive Environments for Trans Participants in Canadian Sport: Policy and Practice Template for Sport Organizations (forthcoming)**
 - *Description:* The [Guidance for Sport Organizations] resource has been well received within the Canadian sport community but Canadian sport leaders have asked for further guidance on what an inclusive policy document should contain, including best practices. In addition to a desire to create an inclusive environment in sport, sport organizations must be alive to the fact that Bill C-16 is now in effect. This federal bill added gender identity and expression to the list of prohibited grounds of discrimination in the Canadian Human Rights Act, which extends to sport. This template is designed to help your sport organization create your own policy and practice guidance on trans inclusion for your sport, from athletes to volunteers to paid staff. It identifies the key aspects a policy should include, the associated rationale or considerations, and provides a sample policy and practice guidance as an example (see Appendix A). Your sport organization will still have to tailor the policy and practice guidance to reflect your own sport's needs, but it is anticipated that there will also be much core content that is common to all sport organizations.³⁵
- Canadian Olympic Committee
 - **One Team: Creating a Safer School and Sport Environment Resources**

The One Team: Creating a Safer School and Sport Environment Resources was developed in conjunction with Egale Human Rights Trust and the You Can Play project. The goal of these resources is to promote LGBTQ inclusion and respect in schools and sport throughout the country (these resources are designed for students in grades 4-8).

 - **An Introduction to the One Team Program**

³⁴ Trans Inclusion in Sport Expert Working Group. (2016). *Creating Inclusive Environments for Trans Participants in Canadian Sport: Creating Inclusive Environments for Trans Participants in Sport*. [PDF document]. Canadian Centre for Ethics in Sport, p. 17. Retrieved from: <https://cces.ca/news/cces-releases-guide-creating-inclusive-environments-trans-participants-canadian-sport>

³⁵ Trans Inclusion in Sport Expert Working Group. (2018). *Creating Inclusive Environments for Trans Participants in Canadian Sport: Policy and Practice Template for Sport Organizations*. [PDF document]. Canadian Centre for Ethics in Sport, p. 17.

- *Description:* This resource introduces the research and current problems for LGBTQ children and youth in the education and sport landscape
- **Creating Safer Spaces for LGBTQ Students**
 - *Description:* Designed to provide educators, community leaders, and parents with a quick reference/reminder of what their role is and how they can support LGBTQ participants within the classroom and in sport.
- **Fostering Mental Fitness in LGBTQ Students**
 - *Description:* This resource introduces the concept of Mental Fitness and the basic Mental Fitness needs of Acceptance, Competence, and Relatedness
- These resources can be downloaded here: <https://olympic.ca/education/resources/oneteam/>
 - The resources are offered free through the Canadian Olympic School Program by signing up with the Olympic Club.

TRAINING

- CAAWS
 - **Leading the Way Webinars**
 - Leading the Way can be attended live online or viewed at any time: <https://register.gotowebinar.com/register/7295289724458992130>
- You Can Play
 - **Speaking Services and Training**
 - You Can Play provides a number of speaking services for students, coaches, athletic departments, companies, international organizations, sports teams, academic conferences, and special events.
 - You Can Play's speaking events and trainings can include powerful storytelling, LGBTQ 101, interactive exercises, discussion on intersectional identities (such as race and gender), and a speaker Q&A.
 - For more information: <http://www.youcanplayproject.org/page/-/One%20Pagers/You%20Can%20Play%20Presentations%20Guide.pdf>
- QMUNITY
 - **Queer Competency Trainings**
 - Queer Competency Trainings are experiential workshops to help you understand diversity and make your organization more inclusive for queer, trans, and Two-Spirit clients and staff.
 - **Pridespeaks**
 - Pridespeaks are interactive workshops for and by youth about sexual orientation, gender identity, and bullying. They are supported by the Ministry of Children and Family Development, and the Vancouver School Board.
 - Youth facilitators provide accurate, non-judgemental information about sexual orientation, gender identity, derogatory language, bullying at school, and myths and stereotypes about LGBTQ/2S youth. The workshops can be tailored upon request and are available for K-12 students.
 - For more information or to book: <https://qmunity.ca/learn/training/>
- Egale
 - **Corporate Training**

- Egale offers private, public and not-for-profit sector organizations reliable, high-quality training and development for professional, management and organizational development on both a local and national scale. We aim to help clients develop the strategy, motivation and accountability required to foster LGBT inclusion and safer space.
- Grounded in anti-racism and anti-oppression principles and practices, the Egale training & facilitation includes an evidenced-based, intersectional, systemic, organizational and human rights based approach to training design and delivery in LGBTQ inclusion.
- For more information, visit: <https://egale.ca/corporate-equity-training/>

COMMUNICATIONS AND RESOURCES

VISIBLE ALLYSHIP AND ENGAGEMENT

Visible alignment and engagement is a way to show your support for inclusive sport and also helps to indicate to LGBTQI2S individuals that your sport is taking action to provide a supportive environment.

- Pronoun Buttons or Name tags
 - Using a button or name tag is a great way to indicate your pronouns without directly asking someone what theirs are
 - viaSport designed pronoun button templates that any organization can use: https://www.viasport.ca/sites/default/files/Documents/Button_Pride%20Forum.pdf
 - Designing or purchasing name tags can also be a way to bring inclusive practice into your next event: <https://www.mynamebadges.com/hello-my-name-is-gender-pronouns-visitor-label/sku-lb-2848>
- Signage
 - Having visible signage can be a simple, yet powerful way to indicate your organization's support. CAAWS Leading the Way manual explains why such demonstrations are important:

‘Display signs visibly demonstrating acceptance of those who are LGBT and indicate that you are an LGBT ally. Your organization may have these signs as part of a diversity effort or you may wish to create your own positive space in sport signs, stickers or buttons ... Posting a Positive Space sign on your clipboard, laptop or office door is a powerful signal to those who are LGBT that they need not worry about your acceptance. Similarly, having a Positive Space web button that links directly to CAAWS’ LGBT resources on your website is a visible sign of organizational commitment.’³⁶
 - CAAWS provides Positive Space in Sport graphic which can be made into a link on your website or printed on stickers. The image can be downloaded here: http://www.caaws-homophobiainsport.ca/e/resources_caaws/documents/I_Support_Eng.pdf
 - Small pride or trans flags, added to your organization's website, can be another idea that simply and easily communicates your organization's support. Examples of the types of icons that can be downloaded can be found here: <https://icons8.com/icon/32414/lgbt-flag>
- Participating in Pride Activities

³⁶ Canadian Association for the Advancement of Women in Sport. (2014). *Leading the Way: Working with LGBTQI2S Athletes and Coaches* [PDF Document]. P. 12. Retrieved from: http://www.caaws.ca/e/wp-content/uploads/2014/09/CAAWS_LeadingtheWay.pdf

- The Canadian Olympic Committee marches in pride parades across the country in tandem with You Can Play, professional sport organizations, and amateur sport representatives
 - The delegation started marching in 2017, and went to ten parades from Halifax to Vancouver³⁷
 - viaSport helps to organize BC's contingent in the Vancouver pride parade, and other sport partners around the province have also appeared in regional pride celebrations
 - To get involved in Vancouver's pride parade, email info@viasport.ca or follow our social media feeds to ensure you're getting the most up to date information on how to take part
- LGBTQI2S Sport Organizations
 - Getting involved with LGBTQI2S organizations, following campaigns, or showing support are also great ways to indicate allyship.
 - You Can Play: <http://www.youcanplayproject.org/>
 - You Can Play is dedicated to ensuring equality, respect, and safety for all athletes, without regard to sexual orientation and/or gender identity.
 - You Can Play seeks to challenge the culture of locker rooms and spectator areas by focusing only on an athlete's skills, work ethic and competitive spirit.
 - PrideTape: <http://pridetape.com/>
 - Pride Tape is a badge of support from teammates, coaches, parents and pros to young LGBTQ players. It shows every player that they belong on the ice. That we're all on the same team. Buying Pride Tape will help support LGBTQ youth outreach initiatives, such as You Can Play and the Institute for Sexual Minority Studies and Services. That means every roll of tape will make an impact on and off the ice.
 - Pride Tape proudly support the NHL's mission to drive positive social change and foster more inclusive communities. By participating in the NHL's 'Hockey is for Everyone' month, our collective goal is to make sport a more inclusive environment for players, their families and fans of every race, colour, religion, national origin, gender, age, sexual orientation, socio-economic status and those with disabilities.

EXAMPLE POLICIES

The policies examples included in this resource can be found at the following websites:

- Ontario Hockey Federation - Dressing Room Policy: https://cdn3.sportngin.com/attachments/document/0106/5202/DRP_2016-09-08_OHF_Dressing_Room_Policy_vf.pdf

³⁷ Canadian Olympic Committee. (2017). *Pride Parade 2017*. Retrieved from: <https://olympic.ca/one-team/pride-parade/>

Collecting Gender Identity Information

This resource is intended to provide guidance to sport organizations collecting data related to gender identity.

Organizations are encouraged to use this resource as a guide to making changes within data collection practices.

APPLYING CONCEPT TO PRACTICE

CONFIDENTIALITY – Participants have the right to the confidentiality of their legal and/or preferred gender, pronouns, and name. Participants are not required to disclose their trans identity or history in order to participate.

KEY CONCEPTS CONFIDENTIALITY

DATA COLLECTION PRACTICES IN CONTEXT

Sport remains a societal institution that reinforces the gender binary whether it's in terms of the sports made available to participants of certain genders, the uniforms or equipment provided, and the sign-up forms and registration processes that accompany sport registration.

The PSOs and DSOs that receive annual contribution funding from viaSport through the Ministry of Tourism, Arts, and Culture are required to supply the gender identity of their members as part of their annual reporting requirements. This data is used to help study trends in sport participation and to monitor viaSport's ongoing work related to gender equity. For example, only 42% of B.C. sport participants identify as female and viaSport is working to make sport more reflective of our province's population at large.

Since the spring of 2018, viaSport has engaged TransFocus Consulting to determine ways to make the practice of collecting gender related data more inclusive and expanding gender reporting options. It is our intent that broadening the entries that can be made into B.C.'s provincial database systems will provide a more inclusive experience that can also more accurately capture the experiences of gender diverse participants in sport.

TransFocus's findings and recommendations will directly impact the ability of B.C.'s two provincial databases to accept expanded gender categories. Additionally, viaSport and the LGBTQI2S Working Group will work to refine the technical implications of making such changes.

We have found, as part of the process of creating these recommendations, that there are other instances where sport organizations are compelled to solicit gender identity information beyond the occurrences required for our provincial databases. We offer these guidelines as best practice that can ideally be applied to any form where gender identity is included.

CONSIDERATIONS

PRIVACY OF INFORMATION

It is a sport organization's responsibility to protect the privacy rights of participants and endeavor to prevent physical, emotional, and mental harm.³⁸ As such, it is always important to emphasize that organizations must not disclose information about an individual's gender identity, sexual orientation, or stage of transition without an individual's express consent.

PREPARING TO COLLECT GENDER IDENTITY INFORMATION

If you are preparing to collect gender identity information, for example, when creating a new uniform order form, it's always important to ask the following questions:

- How will your organization use this information?
- Will individuals interacting with this form have a positive or negative experience?
- Is collecting gender identity relevant? Appropriate? Significant?
- How will this form change if I don't ask gender related information?

Best practice indicates that your organization should also be able to answer the following questions for anyone who inquires:

- How data will be collected and stored?
- Who will have access to that data?
- How can one opt out of providing information?
- Will any third parties come into contact with the data?

TECHNICAL GUIDANCE

Technical guidance on how these adjustments will apply to viaSport's two provincial databases will be shared directly with funded PSOs and DSOs.

³⁸ Trans Inclusion in Sport Expert Working Group. (2016). Creating inclusive environments for Trans participants in Canadian sport [PDF document]. *Canadian Centre for Ethics in Sport*. Retrieved from <https://cces.ca/sites/default/files/content/docs/pdf/cces-transinclusionpolicyguidance-e.pdf>

