[Insert Name of sport organization] (the 'Organization')
STATEMENT ON SAFE SPORT

The Organization has a fundamental obligation and responsibility to protect the health, safety and physical and mental well-being of every individual that is involved in its sport and recreation community.

The Organization takes any situation involving misconduct or maltreatment very seriously. For this reason, the Organization is committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

The Safe Sport policies have been provided by the Ottawa Sport Council and adapted for the Organization. The policies are intended to promote a Safe Sport environment in a manner that allows for consistent, immediate, appropriate and meaningful action should any issues arise, but also to prevent issues from arising in the first place by communicating expected standards of behaviour.

The Organization recognizes the ongoing development of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). The UCCMS was developed after an extensive consultation process involving subject matter experts from both within and outside the Canadian sport system. It serves as the foundation for developing a coordinated implementation strategy to prevent and address maltreatment of all participants (athletes, coaches, officials, administrators, practitioners, etc.). The UCCMS defines Maltreatment, including obvious overt physical maltreatment as well as more subtle forms of maltreatment such as *grooming, power imbalances* and *neglect.* Although the UCCMS currently only applies to Canada's sport community at the national level, the Organization recognizes the value of aligning its conduct standards with the national standard. Sections of the policies that are aligned with the UCCMS are indicated with an (*).

The policies that make up the Organization's Safe Sport approach include the following

- Safe Sport Policy
- Athlete Protection Policy
- Screening Policy
- Code of Conduct and Ethics
- Discipline and Complaints Policy
- Dispute Resolution Policy
- Appeal Policy
- Concussion Policy and Return to Play Protocol
- Social Media Policy
- Risk Management Policy
- Whistleblower
- Event Discipline Procedure

[Insert Name of sport organization] (the 'Organization')
SAFE SPORT POLICY

** Indicates a section that has been adapted from the Universal Code of Conduct to Prevent and Address Maltreatment in Sport ("UCCMS")*

Definitions

1. Terms in this Policy that carry specific meaning will be capitalized; their definitions are provided in Appendix A of the *Code of Conduct and Ethics.*

Purpose

2. This Policy describes how the Organization aims to provide a safe sport environment.

Commitment to True Sport Principles

Commented [MK1]: Does your organization commit to the True Sport Principles? If not, remove this section

3. As a True Sport member, the Organization shares a commitment to the belief that good sport can make a great difference. The Organization commits to the True Sport Principles, which are:
    a) **Go for It –** Rise to the challenge – always strive for excellence. Discover how good you can be.
    b) **Play Fair –** Play honestly – obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.
    c) **Respect Others –** Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.
    d) **Keep it Fun –** Find the joy of sport. Keep a positive attitude both on and off the field.
    e) **Stay Healthy –** Place physical and mental health above all other considerations – avoid unsafe activities. Respect your body and keep in shape.
    f) **Include Everyone –** Share sport with others. Ensure everyone has a place to play.
    g) **Give Back –** Find ways to show your appreciation for the community that supports your sport and helps make it possible.

Commitment to a Sport Environment Free from Maltreatment

4. *The Organization makes the following commitments to a sport environment free from Maltreatment:
    a) All Participants in sport can expect to play, practice and compete, work, and interact in an environment free from Maltreatment.
    b) Addressing the causes and consequences of Maltreatment is a collective responsibility and requires the deliberate efforts of all Participants, sport stakeholders, sport club administrators and organization leaders.
    c) Participants in positions of trust and authority have the general responsibility to protect the health and well-being of all other Participants.
    d) Adult Participants have a specific ethical and statutory duty and the additional responsibility to respond to incidents of Maltreatment involving Minors and other Vulnerable Participants.
    e) All Participants recognize that Maltreatment can occur regardless of age, sex, sexual orientation, gender identity or expression, race, ethnicity, Indigenous status, or level of physical and intellectual disability and their intersections. Moreover, it is recognized that those from traditionally marginalized groups have increased vulnerability to experiences of Maltreatment.
    f) All Participants recognize that individuals who have experienced Maltreatment may

experience a range of effects that may emerge at different time points and that can profoundly affect their lives.

g) All adults working with children and youth have a duty to prevent or mitigate opportunities for misconduct.

h) In recognition of the historic vulnerability to discrimination and violence amongst some groups, and that continues to persist today, Participants in positions of trust and authority have a duty to incorporate strategies to recognize systemic bias, unconscious bias, and to respond quickly and effectively to discriminatory practices.

Pledge

Commented [MK2]: Does your organization commit to the True Sport Principles? If not, you can remove this section.

5. Stakeholders, members, and leaders of the Organization are expected to live the True Sport Principles. The Organization pledges to embed the True Sport Principles in its governance and operations in the following ways:
    a) Conduct Standards – The Organization will adopt comprehensive conduct standards that are expected to be followed by Participants.
    b) Athlete Protection – The Organization will provide coaches and other stakeholders with general and sport-specific athlete protection guidelines.
    c) Dispute Resolution and Investigations – The Organization will have dispute resolution processes that are confidential and procedurally fair and that require independent investigation for certain alleged violations of the conduct standards.
    d) Strategy – The Organization will have a strategic plan that reflects the organization's mission, vision, and values.
    e) Governance – The Organization will have a diverse blend of sport leaders and will adhere to principles of good governance.
    f) Risk Management – The Organization will intentionally manage risks to its operations and events through the use of risk management plans and/or risk registries.

Conduct Standards

6. The Organization will adopt and maintain a *Code of Conduct and Ethics* that describes standards of conduct and behaviour for all Participants. General standards of conduct apply to all Participants and specific standards are described for positions within the Organization. The *Code of Conduct and Ethics* will have specific stakeholder sections, including but not limited, to:
    a) Athletes
    b) Coaches
    c) Officials
    d) Volunteers
    e) Directors and Committee Members
    f) Parents and Spectators

7. The *Code of Conduct and Ethics*, and/or other relevant policies, will contain detailed definitions of key terms, including:
    a) Maltreatment
    b) Harassment
    c) Discrimination
    d) Workplace Harassment
    e) Workplace Violence

Anti-Doping

8. The *Code of Conduct and Ethics* will indicate that the Organization adopts and adheres to the Canadian Anti-Doping Program (CADP) in recognition that by participating in their sport, the CADP applies to all participants. The Organization will maintain compliance with the anti-doping rules of its Provincial Sport Organization and National Sport Organization, where applicable.

Social Media

9. The Organization will adopt and maintain a policy and/or set of guidelines on social media (a "*Social Media Policy*") that describes standards of conduct that are expected of Participants when using social media. The *Social Media Policy* will indicate specific conduct standards and risks that are common and/or exclusive to social media.

10. The *Social Media Policy* will highlight the importance of responsible coach-athlete interaction on social media and provides examples of violations of conduct standards.

Concussion and Safe Return to Play

11. The Organization will adopt and maintain a policy and/or protocol on concussion safety (a "*Concussion Policy*") that outlines the Organization's approach to assessing and managing concussions and a procedure for the safe return to play following a concussion. The *Concussion Policy* will also include a *Concussion Code of Conduct*.

Athlete Protection

Screening

12. The Organization will adopt and maintain a comprehensive *Screening Policy* that requires some Participants to pass a screening process before being permitted to interact with Athletes. The *Screening Policy* will:
    a) Categorize positions in the Organization as 'Low Risk', 'Medium Risk', and 'High Risk' and require progressive screening measures for individuals serving in each category of risk.
    b) Describe how frequently some Participants must obtain a criminal record check and which type of check(s) they must obtain.
    c) Describe how frequently some Participants must submit Screening Disclosure Forms and Screening Renewal Forms.
    d) Empower a Screening Committee to prohibit Participants who do not pass screening from participating in certain positions.
    e) Empower a Screening Committee to attach conditions to a Participant's participation in certain positions.

13. The Organization will adopt and maintain an *Athlete Protection Policy* that can be used by coaches, managers, medical personnel, and other Persons in Authority. The Organization may provide training on the policy and take steps to ensure the policy is being implemented. The Organization will conduct a regular review of the policy to add and/or modify new content as appropriate.

14. The Organization will annually ensure that Participants have received up-to-date training. When the training program has been substantially updated to include new information or resources, or if the Participant's certification has expired, the Participant will be required to re-take the training.

15. The Organization will provide annual, up-to-date information on their policies and procedures related to Maltreatment.

Resources

16. The Organization will regularly provide information to Participants about resources and training related to athlete protection. Resources and training opportunities can include:
    a) NCCP modules
    b) Respect in Sport
    c) Commit to Kids
    d) Red Cross – Respect Education Courses

Athlete Engagement

17. The Organization will engage with athletes to determine the level of success of their athlete protection measures as well as to identify any gaps or athlete concerns. This engagement may take the form of:
    a) Anonymous athlete surveys
    b) Athlete involvement in Organizational decision-making
    c) Independently-led athlete outreach consultations

Dispute Resolution

18. The Organization will adopt and maintain dispute resolution policies that will include:
    a) *Discipline and Complaints Policy*
    b) *Dispute Resolution Policy*
    c) *Appeal Policy*
    d) *Event Discipline Procedure*
    e) *Whistleblower Policy*

19. Taken together, the suite of dispute resolution policies will include the following features:
    a) An impartial (and independent, where appropriate) individual or entity to whom complaints can be submitted.
    b) Sanctions for violations of conduct standards.
    c) Mechanism for suspension of individuals pending the conclusion of the process.
    d) Non-biased and experienced case managers, decision-makers and investigators (where applicable).
    e) Protection from reprisal for submitting complaints.
    f) Anonymity for the complainant in cases of whistleblowers, to the maximum extent possible (where applicable).
    g) Impartiality and independence of appeal procedures when appeals are permitted.
    h) Opportunity for alternative dispute resolution.
    i) Investigations of complaints where circumstances merit.
    j) In-event discipline procedures (when an event does not have its own disciplinary procedures).

Alignment

20. The Organization recognizes the importance of safe sport for athletes and participants across the region. The Organization will adopt a *Reciprocation Policy* that will require:
    a) Any Member Associations belonging to the Organization and/or affiliated organizations to report discipline decisions to the Organization;
    b) The Organization to report its discipline decisions to the appropriate affiliated organizations; and,
    c) The Organization to recognize and enforce sanctions imposed by affiliated organizations and

Commented [3]: Consider how your Organization currently handles appeals – the process by which certain decisions of your Organization can be challenged. Does your Organization provide an internal appeal mechanism?

Does your Organization belong to a PSO and/or NSO and can your Organization's decisions be appealed externally 'up the chain' to the PSO/NSO level?

How your Organization is structured will determine what your Appeal Policy will look like.

similarly, for affiliated organizations to recognize and enforce sanctions imposed by the Organization.

Obligations – Reporting and Third-Party Case Management

21. The policies of the Organization include requirements that certain complaints must be reported to government entities, local police services, and/or child protection agencies.

22. The policies of the Organization include requirements that complaints must be received by the Organization and also provide an alternative mechanism of reporting to an impartial individual who has no conflict of interest or bias with respect to the complaint in issue.

Records

23. The Organization will retain records of decisions that have been made pursuant to the Organization's policies. These records may be shared with other individuals or organizations including, but not limited to, national sport organizations, provincial/territorial sport organizations, multi-sport organizations, and government entities.

Governance and Operations

24. The Organization will have a comprehensive plan in which athlete protection and safe sport are top priorities for the Organization.

25. The Organization will adopt and maintain a *Risk Management Policy* that describes how the Organization will address risks ranging from 'Unlikely' to 'Almost Certain' and from 'Minor' to 'Catastrophic'. The Organization will contemplate risk management strategies that retain, reduce, transfer, and/or avoid the risk. Risks can occur in the following areas:
    a) Operational/Program
    b) Compliance
    c) Communication
    d) External
    e) Governance
    f) Financial
    g) Health and Safety

26. The Organization will pursue a governance structure and organizational culture that reflects the diversity of the athletes and stakeholders within the sport, that furthers diversity, inclusion, and access, that adheres to all applicable federal and provincial legislation, and that moves toward an alignment strategy for sport across the province/territory and Canada.

27. The Organization will continually monitor and evaluate its policies, practices, and procedures

Policy History	
Approved	
Next Review Date	