



SAFE SPORT LEAD TRAINING

TONIGHT'S PLAN

Agenda

- Overview of What Safe Sport Is
- Process for implementing Policies in organizations
- Details of Policies themselves

Important Notes

- Package to come following session – policy template, slides, implementation
- Each organization unique but also similar
- Questions in chat box – do my best to answer in moment if not going to be covered, time at end to go back through the list
- I will be here to support moving forward

Generally Assume – Everyone is Doing their Best

SAFE SPORT

SN

02
Scores

Sport Minister holds emergency roundtable to address safe-sport crisis in Canada

CBC Investigation (Feb 2019)

Over 20 years - 340 Coaches Charged with Sexual Offences
against Minors
600 Victims, 222 Convictions, 34 ongoing cases
Spanned 36 sports



Devin Heroux ✓
@Devin_Heroux

Experts are calling it a watermark day for **safe sport** in **Canada**.

Ottawa, @KirstyDuncanMP establishing investigation unit, national toll-free helpline to address abuse in **sport** in wake of our investigation

Reaction next on @CBCTheNational

cbc.ca/news/federal-s...



9:01 PM · 2019-03-13 · Twitter for iPhone

WHAT IS SAFE SPORT?

A commitment and initiative to prevent and address maltreatment in sport, ensuring sport environments are free from abuse and harassment.

SUPPORT SAFE SPORT

- ✓ **Adopt the Safe Sport Policy Package**
- ✓ **Build awareness amongst all members, staff, volunteers**
- ✓ **Create an inclusive and safe culture within our organization**
- ✓ **Actively Implement Policies – Screening & Protection**

THE POLICY PACKAGE

DEFINITIONS

One set full package

ONTARIO UNIQUE

CONCUSSIONS

WORKPLACE

- Harassment
- Violence

PREVENTION

- Codes of Conduct
- Protection Policy
- Social Media Policy
- Screening Policy
- Whistle Blower

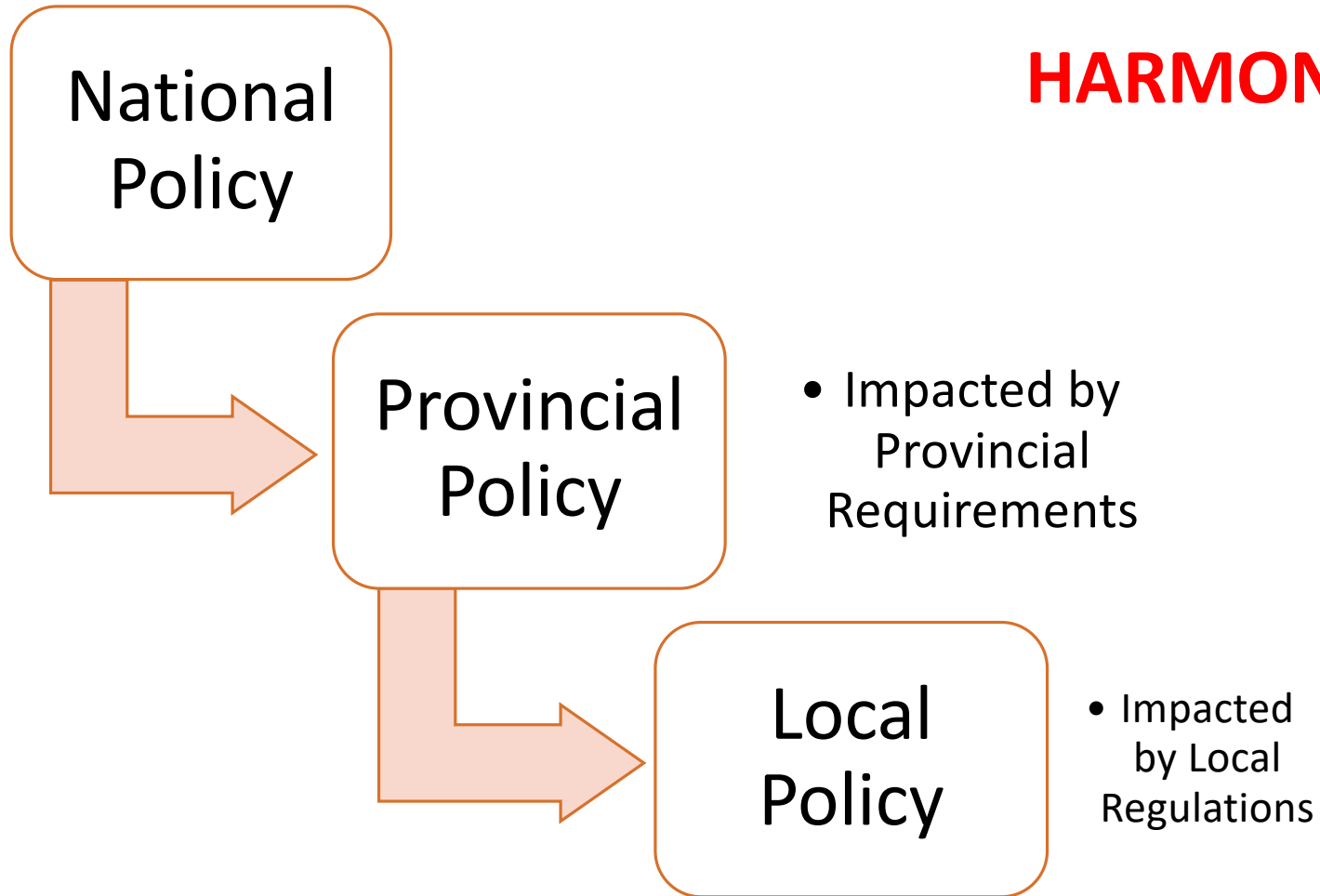
RESPONSE

- Discipline & Complaints Policy
- Appeal Policy
- Dispute Resolution Policy

PURPOSE OF THESE POLICIES

**To create
consistent expectations and implement a
nationally aligned support system to respond
to situations**

HARMONIOUS



HARMONIZED APPROACH

The substantive and procedural aspects of all policies should be the same at the national, provincial and community level

- Standards of behaviour & conduct should be consistent
- Harmonized takes pressure off each level of sailing in Canada
- Resources Invested Once – thousands of dollars & hours
- Canadian sailing organizations are handed an almost complete tool

Most Common Misconceptions

MYTH – We don't have a need. Everyone is well intentioned and gets along

REALITY – It just takes one! 30-40% of marriages end in divorce.

MYTH – We don't have time & resources to deal with this (Costs too much)

REALITY – When something happens it will be too late and resources will be very strained if nothing in place – need preventative work now!

REALITY – Without these policies you still have to manage situations with higher costs

MYTH – We can handle any issues ourselves

REALITY – Clubs that have gone through situations often discover their policies not thorough enough & look to the PSA for support. Conflict of Interest issues
Legal fees, time and expertise become a lot regardless of club size.

“Reasonable & Fair”

Every situation will be uniquely different

The policies provides structure and guidance to support leaders of organizations

A level of judgement will always be needed – goal is to be fair & reasonable

Learn as we go

The document will evolve with time and experience –

as we know more we'll do better

Process – Key Steps



Preparation

- Identify & Register Safe Sport Lead
- Review By-laws
- Review current and new policies
- Find & Replace “[ORGANIZATION NAME]” in documents
- Assess resources (Human/\$) - how are you currently managing this area?
- Who could be involved in Internal Discipline Process

Process – Key Steps

Awareness & Education

- Attend session for Safe Sport leads ✓
- Build awareness & understanding with key stakeholders

Adoption

- Board/Owner adopts policy – Asking by March 31st (Effective April 1st)
- Confirmation to PSA upon signing (email/form)
- Provide Sign Off to Sail Canada if requested

Process – Key Steps



Implementation

- Communication with stakeholders
- Training
- Documentation completed – proof of training, agree to codes of conduct, screening disclosures (We will provide templates for forms)
- Archiving old policies
- Public availability of new policies
- Make sure using registered instructors & Officials

Process Questions

Contact Info at bottom of page – what do we include?

- Club name, club address, website and email address - no individual information but the organization information you would put on an official policy or document

Do we need a legal budget?

- Suggested to be prepared, what would happen now if a situation were to arise, clubs dealing with situations in the last few years have had good size legal bills to manage.
- This policy does put some supports in place through Sail Canada but some funds in reserve should you ever have a legal situation would be good risk management procedures.

Process Questions

What do people need to sign, what do people need to read, how do we share?

Understand (if you sign agreements etc. link to it)

Code of Conduct from package

Post Publicly

How to contact ITP/OSIC

All Policies

Documentation of other items such as safety education is important

**OTHER QUESTIONS
ON PROCESS?**

HOW & WHY

UCCMS

Universal Code of Conduct to Prevent and Address Maltreatment in Sport

Created by athletes for athletes

Addresses the most serious breaches

Separates maltreatment from misconduct

Read at link provided, may be updated at various times

Key Definitions

Maltreatment

TIPS
In document
capitalized words are
defined

Any volitional act by an individual that results in harm or the potential for physical or psychological harm to another Individual,

What does that look like in Sailing

Psychological verbal – personal criticism, body shaming,

Non assaultive physical – throwing things or punching objects

Denying Attention – abandonment as punishment, denying feedback or training opportunities

Physical - Contact or

Non Contact – forcing isolation, providing alcohol to minor, painful stance for no purpose, denying food, drink, medical attention, allowing early return from injury

Sexual

Key Definitions

Neglect

Any pattern, or a single serious incident, of lack of reasonable care, inattention to an Individual's needs, nurturing or well-being, or omissions in care.

Neglect is determined by the objective behaviour but the behaviour must be evaluated with consideration given to the Individual's needs and requirements, not whether harm is intended or results from the behaviour.

What does that look like

Not providing recovery time from injury

Not considering disabilities

Not providing supervision of athletes

Not considering welfare of athlete in training

Failure to ensure safety

Allowing them to disregard rules, regulations

Grooming & Gatekeepers

- Slow gradual & escalating process of building comfort and trust with an athlete **and/or** their parents/guardian
- Often very difficult to recognize
- Allows for inappropriate conduct to become normalized
- Often preceded by building confidence and comfort that an individual can be trusted with the care of the athlete.

What does that look like

- Favouritism, extra time and attention, gifts
- All appears innocent and well intentioned
- Private communication – social media/text, personal photos
- Private travel, meetings, time together

Code of Conduct

Provides the expectation of appropriate behaviour at all times for everyone and a commitment to follow all policies in place

Everyone

- Maintain and enhance the dignity & self esteem of others
- Refrain from maltreatment or prohibited behaviour
- Abide by all laws and organizations policies
- Respect property of others
- In sailing activities, Adults not being under the influence, Minors not consuming alcohol etc.

Athlete Support Personnel

- Provide necessary information
- Ensure a safe environment
- Recognize the power imbalance between you and an athlete, and act accordingly
- Act in athlete's best interest
- Never condone use of drugs or prohibited substances

Sections for Board, Staff, Parents, Officials

Protection Policy

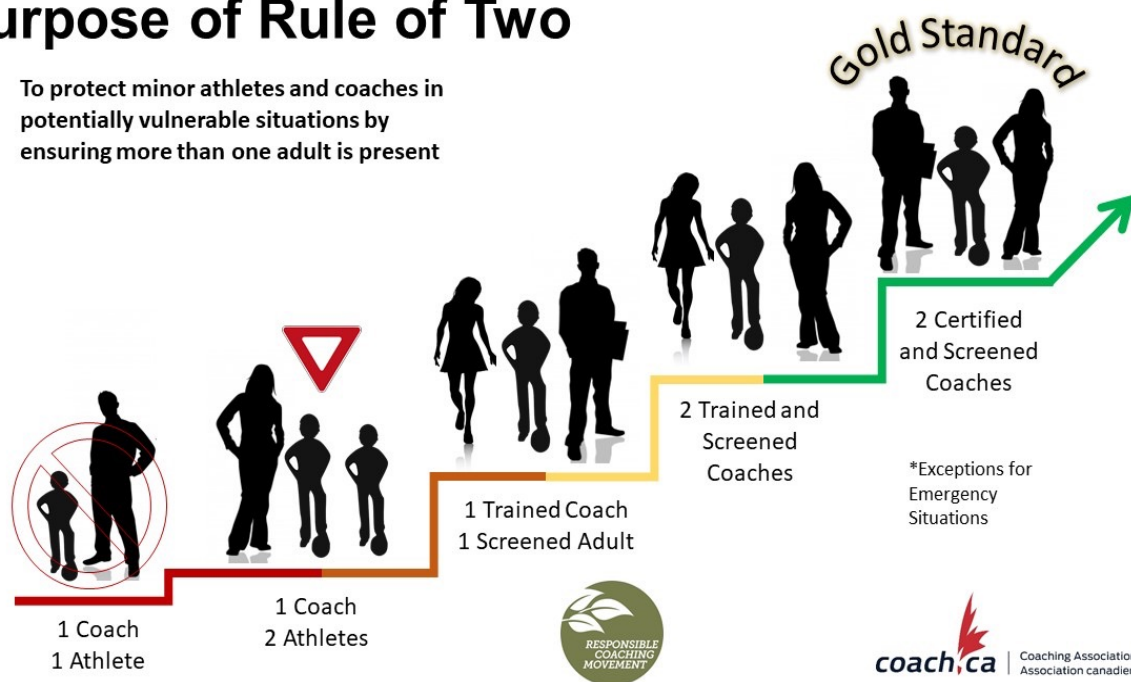
Policy lays out what is acceptable safe sport environment & actions

- Practices and Events
- Communications
- Virtual Settings
- Travel
- Locker Room/Changing Area
- Photography/video
- Physical Contact

A Person in Authority must follow Rule of Two

Purpose of Rule of Two

To protect minor athletes and coaches in potentially vulnerable situations by ensuring more than one adult is present



A Person in Authority should never be alone with an Athlete

How do we make Rule of Two work?

For example: Before & After Practice

- Pickup and drop off should be timed with practice start and end times.
- Participants wait in car, outside until multiple have arrived

What does Open & Observable look like?

For example: Participant meetings or 1 on 1 Coaching

- Outside, visible and within earshot distance of another coach, screened volunteer, parent, or adult.

Education & Preparation

Communication with Participants & Parents

Know expectations, understand the “why”

Be proactive in ensuring everyone knows what's
acceptable

Everyone has a role to play!

Social Media Policy

What is acceptable behaviour under the Code of Conduct and Protection Policy also applies to social media use

- Always keep others information private
- Individuals always have the right to ask sailing organizations to disengage with them on social media

Remember:

- Anything you post could be seen by anyone.
- Deleting media afterwards does **not** remove the possibility of sanctions.
- What you post represents you and the sport.



Screening Policy

Outlines the expectations around Member Organizations to screen personnel and volunteers

- Screening is not just criminal record checks!
 - Resumes/applications, interviews, references, training all part of screening
- Screening matrix determines what screening is completed based on job role/responsibilities
- Everyone will complete some level of screening
- Screening done at initial start with annual & 3-year renewals

Ask Staff/Volunteers to sign off on Screening Disclosure Forms which requires disclosure of past and guarantee to update if needed

Screening Policy Questions

Is Sail Canada looking after all these duties or do we need this committee

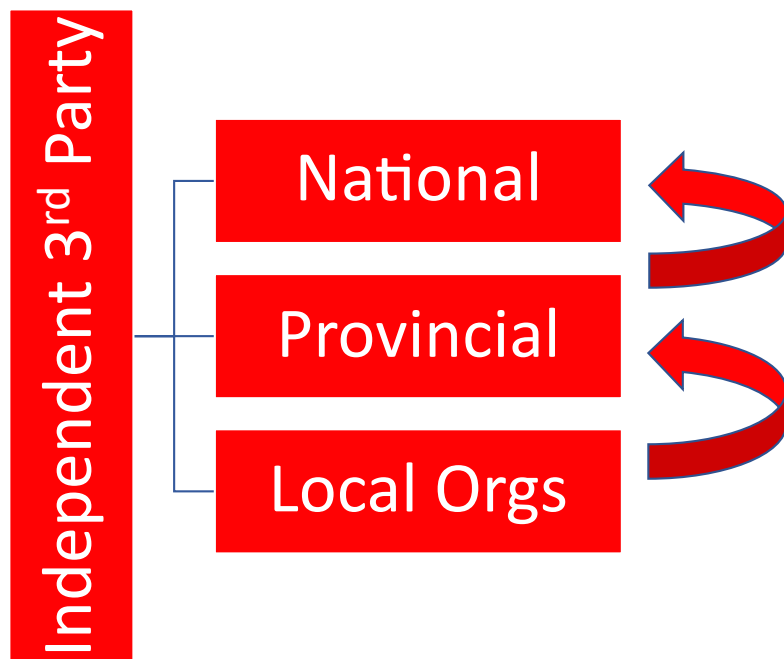
- Screening is not just criminal record checks
- Sail Canada has a process in place for Criminal Record Check for coaches/instructors but rest is organization's responsibility.

What happens if a report says something we don't know how to deal with?

- Connect with your PSA – we can support you with complex situations if you are unsure

Discipline & Complaints Policy

The main policy to deal with alleged breaches of preventative policies



- Minor issues dealt at level they occur (Process #1)
- Coaches/Instructors/Officials fall under Office of Sport Integrity Commissioner for UCCMS related breaches

Discipline & Complaints

Policy outlines detailed process

Independent Third Party – Triage for validity & responsibility for managing

14 days to report a complaint in writing to ITP

Systematic ladder to complaint management:

provides support provincially & nationally

Important to know & respect – Confidentiality & Privacy systems in place

Investigations Process

Investigations conducted when Independent Third Party determines there is a need for an independent investigation

ITP will appoint an investigator

Independent investigator with training/experience

Report goes back to ITP who then proceeds based on report

INDEPENDENCE IS KEY

At all levels ensuring the process is independent from staff and Directors is important to future scrutinization

Reporting & Triaging

Easy to report concerns, let professional determination seriousness of reported complaint.

Resolution

Need a case manager and a mechanism outside of Staff/Board

Ensure No Conflict of Interest

ALL CONCERNS - REPORT ONLY TO:

INDEPENDENT COMPLAINT MANAGEMENT

Our independent third party services includes access to the following:

- Confidential and anonymous hotline and email for intake of complaints
- Complaint triage with recommendations for investigation or alternate resolution
- Direct liason with complainant and respondent and potential witness to support triage process
- Referral to preferred independent investigation services as needed
- Continual case updates to organization as well as complainant and respondent and other relevant stakeholders

Why independent services are vital for any organization:

- We have the expertise to triage and management complaints
- Organizations are inherently biased
- Our expertise will allow for clear next steps and accountability in resolutions
- Participants to feel safe need a safe place to report complaints

Independence Third Party (ITP) is KEY at all levels



WHO'S WHO'S

Sport Dispute Resolution Centre Canada (SDRCC) Abuse Free Sport

- Independent program, operated by SDRCC
- Provides a hub for resources and tools nationally
- Operates the Canadian Sport Helpline



Office of Sport Integrity Commissioner (OSIC)

- Independent program of SDRCC
- Responsible to administer UCCMS
- Pillar of Abuse Free Sport managing complaints



ITP Sport

- Sail Canada's Identified Independent Third Party Reporting Mechanism

Independent Third-Party Reporting Process

Canadian Sport Helpline

ITP / OSIC Complaint Filed

Identified as not a UCCMS Participant and/or not a UCCMS related breach

SDRCC redirects to ITP Sport

Based on policy ITP determines if National/Provincial /Community Level
ITP determines Process #1 -Non UCCMS/Minor complaint
Process #2 – UCCMS/Major

If respondent is UCCMS Participant & UCCMS breach (see list identified)

OSIC will Manage Sport Canada funds



If complaint not valid, doesn't go anywhere

Who are UCCMS Participants?

- All registered Coaches/Instructors
- All registered Officials

- All National Team Athletes and Athlete Support Personnel
- Sail Canada Board, staff, and volunteers

- For the time period they are attending the event only– Athletes at National Training Camps or National Championships

WHAT THIS MEANS

- OSIC will manage any UCCMS related alleged breaches that involves one of the above people as the respondent to the complaint.

Discipline & Complaints FAQ

How does one reach Independent Third Party ?

- The contact information is available on the Sail Canada website, the PSA's website and it should be posted on your website with your policies
- There will be a poster downloadable from Sail Canada website also it will be sent to Safe Sport Leads to post around your club, boat, etc.
- Support is available 24/7 via email or phone

What happens while we wait for a complaint to be resolved?

- See the provisional suspension section of policy
- Every situation is different, but this process doesn't change from what you would do now
- Reasonable accommodations for alternate situations during all phases of investigation for all parties if suitable to situation – minors vs majors, type of situation

Appeal Policy

The process to appeal decisions related to policies.

- Provides individuals with a fair, affordable, and expedient appeal process for those who have been affected by a decision taken by your club that concerns:
 - A conflict of interest
 - Disciplinary decisions made pursuant to your club's relevant and applicable policies
 - Membership

Grounds for appeal

- Decision outside of jurisdiction, didn't follow procedures, influenced by bias or grossly unfair

Dispute Resolution Policy

Opportunities for Alternate Dispute Resolution (ADR) may be pursued at any point in a dispute when all Parties to the dispute agree that such a course of action would be mutually beneficial.

Facilitation and Mediation

If all Parties to a dispute agree to ADR, a mediator or facilitator, acceptable to all Parties, shall be appointed to mediate or facilitate the dispute.

Also Note

Confidentiality

- Is important to the organization and everyone involved. Please do your part!
- Information obtained will be kept confidential unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

Privacy Policy

- These policies reference your organization's Privacy Policy due to nature of information and confidentiality
- If you do not currently have a privacy policy a template can be provided to you.



**QUESTIONS ON
POLICIES?**

Other Questions?

Everyone has a role to play in making our organizations Safe Sport environments.

Thank you for your attention and commitment!

Thank You!

