



# Safe Sport Policy

Original version approved: February 2021	Policy No: 09-10
Current version approved: February 2021	Pages: 7
Date of next review: February 2023	

## 1. GOAL

- 1.1. The goal of this policy is to outline the requirements to ensure a safe sport environment within Cycling Canada activities.

## 2. PRINCIPLES

- 2.1. Cycling Canada believes that everyone is entitled to participate in a safe and inclusive environment. Proper protocols, education and screening practices must be in place to ensure this environment is maintained.
- 2.2. All individuals will be educated on what constitutes a safe sport environment and be confident that any individual working within CC activities is educated and screened at a level appropriate to their roles and responsibilities.
- 2.3. Any individual working within CC activities will be required to meet the requirements associated with their roles and responsibilities as outlined in the appendix to this policy.

## 3. FIELD OF APPLICATION

- 3.1. This Policy applies to Staff taking part in Cycling Canada activities including, but not limited to, events, training sessions and competitions, conferences, and travel associated with Cycling Canada business.

## 4. DEFINITIONS

- 4.1. Staff: An individual recognized by CC operating in a full-time, part-time, term, contract, or volunteer capacity
- 4.2. Safe Sport Personnel Registry: A record of individuals who have completed components of the safe sport education and screening defined in this policy and Cycling Canada's [Screening Policy](#).
- 4.3. PIA: A Person in Authority (PIA) includes any person who holds a position of trust or authority over an athlete pursuant to the role assigned to them by CC or a CC decision maker. PIAs include but are not limited to coaches, Staff, third party service providers and volunteers.

## **5. POLICY STATEMENT**

- 5.1. Cycling Canada will ensure a safe sport environment where appropriate protocols, education and screening are adhered to and completed.
- 5.2. In order to be part of Cycling Canada's safe sport environment, all Staff must meet the requirements and protocols set out in this policy.

## **6. PROVISIONS**

### **6.1. Protocols**

- 6.1.1. Cycling Canada follows these protocols, which are intended to promote safe sport and greater welfare for all athletes:
  - a) Cycling Canada Code of Conduct
  - b) Responsible Coaching Movement,
    - i. Rule of Two (observing one PIA is the same gender as the athlete)
    - ii. Ethics training
    - iii. Background Screening
  - c) Protocol for identifying Staff eligibility to participate in CC activities if listed on the Safe Sport Personnel Registry,
  - d) Protocol for managing head injuries and concussions,
  - e) Protocols for supporting and monitoring physical and mental health and nutrition and eating behaviours,
  - f) Protocols for injury prevention, management, and return-to-play,
  - g) Protocols for managing critical incidents.

### **6.2. Education**

- 6.2.1. Education surrounding all components of safe sport is critical and must be adhered to at all levels. Below is a list of educational components that will be required as appropriate to an individual's organizational role, as outlined in the appendix to this policy:
  - a) Recognized ethics training,
  - b) Recognized respect in sport training (to identify and respond to abuse, neglect, harassment, and bullying),
  - c) Recognized concussion education,
  - d) Recognized training on how to identify and respond to maltreatment, power imbalance and grooming,
  - e) Recognized nutrition education,
  - h) Recognized First Aid and CPR training.

### **6.3. Screening**

- 6.3.1. Each individual's level of interaction with athletes will determine their level of risk and corresponding screening requirements as set out in Cycling Canada's [Screening Policy](#).
- 6.3.2. All applicable screening requirements must be completed prior to being approved as Staff to participate in any CC activity.

#### **6.4. Monitoring Compliance**

- 6.4.1. CC will be responsible for monitoring and ensuring that any individual participating in any CC activity has met the requirements. It is the responsibility of the individual to complete all requirements in a timely and truthful fashion. CC will circulate reminders prior to participation regarding the protocols to be followed.
- 6.4.2. Individuals who have completed all requirements will be added to the Safe Sport Personnel Registry and are therefore eligible to be approved to participate in CC activities.
- 6.4.3. An annual report will be conducted by senior management to review safe sport compliance and be presented to the CEO.

#### **6.5. Reporting Safe Sport Policy Breaches**

- 6.5.1. Anyone who observes a breach of this Safe Sport Policy is required to report it. They may file a formal complaint to CC's third party case manager under either the [Complaints and Discipline Policy](#) or the [Whistleblower Policy](#), depending on the severity of the failure to comply and their wish for privacy.

### **7. REVIEW AND APPROVAL**

- 7.1.** Original policy development lead: Scott Kelly, Mark Gilligan
- 7.2.** Current policy development lead: Mark Gilligan

## **Appendix A – Cycling Canada Safe Sport Protocols – To be reviewed an update annually by the Safe & Equitable Sport Committee**

Cycling Canada follows the following protocols, which are intended to promote safe sport and result in greater welfare for all athletes:

**The Responsible Coaching Movement** developed by Coaching Association of Canada outlines best practices for ensuring the safety and health of all participants in sport. Appropriate background screening and ethics training are the first steps to being a responsible coach. Also, the Rule of Two must be exercised at all times. The Rule of Two aims to ensure that all interactions and communications with athletes are open, observable and justifiable. Its purpose is to protect athletes and coaches in potentially vulnerable situations by requiring that more than one screened adult is always present. A PIA is never alone and out of sight with an athlete without another screened coach or screened adult (parent, volunteer or staff) present. One of the screened PIAs should be the same gender as the athlete. The Rule of Two also applies to virtual settings.

**Identifying Staff eligibility Protocol** ensures that only individuals who are compliant with the safe sport education and training requirements and [CC Screening Policy](#) will be approved to participate in CC activities. All individuals who are eligible will be recorded on the Safe Sport Personnel Registry.

**CC Head Injury/Concussion Protocol** outlines detailed steps to be followed when any individual is suspected to have sustained a head trauma. It also defines a clear multi-step pathway for returning to cycling and can be found on the [CC athlete resources webpage](#).

**Athlete Health Check** to monitor athlete's wellbeing (physical, mental and nutrition behaviours) on an annual basis. *\*Currently under development*

**Injury Prevention and management** protocol has been developed to progress athletes on a clearly defined pathway to resume training while ensuring their health and safety is at the primary consideration in their development.

**Critical incident protocol** is a step-by-step procedure list determined prior to any CC activity. It outlines necessary steps to address a situation if an accident occurs and documents the accident and actions taken to ensure appropriate treatment.

**Appendix B – Safe Sport Education and Training compliance chart – To be reviewed an update annually by Cycling Canada SMT and at minimum one Policy Committee member.**

Safe Sport Education and Training Requirements by Role (updated June 8, 2020)						
Organization	Course/Module	Main Topics/Description + Link	Must be Completed/ Updated by:	No Athlete Interaction (Admin Staff, etc.)	Athlete Interaction (Project Staff, Event Staff, IST, PIA etc.)	NT Coaches (PIA)
CCES	True Sport Clean	Addresses ethical sport, athlete rights and responsibilities, supplements, substances and methods on the Prohibited List, sample collection procedures, and more.  <a href="https://education.cces.ca/#/login">https://education.cces.ca/#/login</a> (Enrollment fee: Free)	June 26, 2020	Mandatory Every 12 months	Mandatory Every 12 months	Mandatory Every 12 months
	Role of Athlete Support Personnel	High level review of the support personnel's role in the True Sport and CADP programs  <a href="https://education.cces.ca/#/login">https://education.cces.ca/#/login</a> (Enrollment fee: Free)	June 26, 2020	Mandatory Every 12 months	Mandatory Every 12 months	Mandatory Every 12 months
CAC	Safe Sport	Topics include: Acknowledging maltreatment, Recognizing maltreatment, Addressing and preventing maltreatment, Power Imbalance, Discrimination, Intention, Consent, Grooming, Normalization, Prevention, Rule of Two, Duty of Care, Reporting, 4C's, Safe Sport culture and system.  <a href="https://safesport.coach.ca/">https://safesport.coach.ca/</a> (Enrollment fee: Free)	Recommended: ASAP Mandatory Completion by April 1, 2021	Mandatory Every 4 years*	Mandatory Every 4 years*	Mandatory Every 4 years*

	Make Ethical Decisions (training and evaluation)	Analyze a challenging situation to determine its moral, legal, or ethical implications and apply the NCCP Ethical Decision-Making Model. To properly respond to situations in a way that is consistent with the NCCP Code of Ethics. Required for NCCP certification  <a href="https://coach.ca/nccp-make-ethical-decisions">https://coach.ca/nccp-make-ethical-decisions</a> (Enrollment fee specified in CAC Locker)	August 1, 2020			Mandatory Renewal contingent on course updates
	Making Head Way	What to do to prevent concussions, How to recognize the signs and symptoms of a concussion, What to do when you suspect an athlete has a concussion, How to ensure athletes return to play safely  <a href="https://coach.ca/making-head-way-concussion-elearning-series">https://coach.ca/making-head-way-concussion-elearning-series</a> (Enrollment fee: Free)	June 26, 2020	Recommended Renewal contingent on course updates	Mandatory Renewal contingent on course updates	Mandatory Renewal contingent on course updates
Respect Group	Respect in the Workplace	Helps to foster a safe, productive and respectful office environment. Topics include: Power Dynamics in the Workplace, Defining, dealing with and Reporting Bullying, Abuse, Harassment and Discrimination (BAHD), Empowering the Bystander, Managing Emotions, Understanding Mental Health Outcomes Due to Maltreatment, Your Responsibilities as a Member of the Team  <a href="https://cyclingcanadaworkplace.respectgroupinc.com/">https://cyclingcanadaworkplace.respectgroupinc.com/</a> (Enrollment fee: Free)	August 1, 2020	Mandatory Every 4 years*		

Respect in Sport for Activity Leaders	<p>For coaches and sport leaders to identify and respond to abuse, neglect, harassment and bullying.  Topics include: Power Dynamics, Legal Responsibility, Hazing, Physical Development, Preventing Bullying and Abuse, Mental Health, Concussion and Injury Management, Positive Emotions</p> <p><a href="https://cyclingcanada.respectgroupinc.com/">https://cyclingcanada.respectgroupinc.com/</a>  (Enrollment fee: \$30 CAD)</p>	August 1, 2020		Mandatory Every 4 years*	Mandatory Every 4 years*
First Aid & CPR	<p>Nationally recognized Standard First Aid &amp; CPR  Suggested providers: Canadian Red Cross, Saint John Ambulance, Heart &amp; Stroke  All other providers must be confirmed by Cycling Canada  (Fee: varies by organization)</p>	April 1, 2021	Mandatory Every 3 years (cost covered by CC)	Mandatory Every 3 years	Mandatory Every 3 years

\* renewal frequency as specified or upon course updates, whichever occurs first