

Safe Sport Policy Implementation Guide

By

The Sport Dispute Resolution Centre of Canada

Last update: July 4, 2025

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2. Acknowledgements

The Sport Dispute Resolution Centre of Canada (SDRCC) would like to acknowledge and give a big thank you to Emily Cameron-Blake, Francesco Collura, Jennifer Dumoulin and Danica Vidotto for their contributions in the creation of these safe sport policy templates. As experts in the topic of safe sport, their knowledge and expertise were crucial throughout this project. These templates and resources would not have been made possible without their help and guidance.

3. Definitions & Acronyms

- **Boundary Transgressions:** Interactions or communications that breach objectively reasonable boundaries of an individual and are inconsistent with duties/responsibilities of the *Participant*.
- **Capping:** when someone, typically an adult, records or screenshots youth they target on various video streaming platforms or applications getting naked or engaging in sexual activities - often without the victim knowing they are recording the video chat.
- **Discrimination:** Behaviours, policies, and/or practices that contribute to differential, inequitable, adverse or otherwise inappropriate treatment of or impact on an individual or class of individuals based on one or more prohibited grounds, which include race, national or ethnic origin, colour, Indigeneity, religion, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, family status, language, genetic characteristics or disability, and analogous grounds.
- **Education/Training:** a set or sequence of educational activities designed and organized to achieve pre-determined learning objectives or accomplish a specific set of educational tasks. This includes, but is not limited to, asynchronous learning such as online learning courses, or synchronous delivery such as in-person workshops, presentations, or webinars.
- **Grooming:** Deliberate conduct by a *Participant* comprised of one or several acts that, viewed objectively, either make it easier to engage in *Sexual Maltreatment* or reduce the chance that *Sexual Maltreatment* will be Reported.
- **Impacted Person:** A person who has directly experienced alleged *Prohibited Behaviour* and has been identified as an *Impacted Person* by the sport organization in the *Report Management Process*. An *Impacted Person* may or may not be the *Reporting Person* in a *Report*.
- **Independent Third Party (ITP):** the fully independent group appointed to manage the investigation of *Reports* for a sport organization.
- **Investigation Report:** A report prepared by an investigator, following an investigation, which sets out a summary of the relevant evidence, the findings of fact and credibility made by the investigator on a balance of probabilities, and the reasons for those findings.
- **Legal Duty to Report:** The legal obligation to report potential abuse of a person under the age of protection in the province or territory of residence, in accordance with applicable provincial and territorial legislation.
- **Maltreatment:** A volitional act and/or omission described in Sections [5.2-5.6 of the UCCMS](#) that results in harm or has the potential for physical or psychological harm.
- **Mediation:** A non-binding and informal processes, in which each *Party* undertakes in good faith to negotiate with all other *Parties*, with the assistance of a mediator, with a view to settling a sports-related dispute.
- **Minor:** For the purpose of the *UCCMS*, an individual who is under the age of 19 years old. It is at all times the responsibility of the adult *Participant* to know the age of a *Minor*.
- **Neglect:** Any pattern or a single serious incident of lack of reasonable care, inattention to a *Participant's* needs, nurturing or well-being, or omissions in care.
- **Open and Observable Environments:** principles related to making meaningful and concerted efforts to avoid one-to-one unsupervised situations between a *Participant* in a position of trust or authority and a *Minor* or a *Participant* who is not in a position of trust or authority. These interactions should normally, and wherever possible, be in an environment or space that is open, observable, and within earshot to others.

- **Participant:** any individual who engages in activities of or related to the sport organization, who has signed the *UCCMS Pledge* and is therefore subject to the *UCCMS*. *Participants* can include, but are not limited to, an athlete, coach, official, volunteer, administrator, director, employee, or any other person affiliated with a sport organization and any *Participant* in an event or activity sanctioned by a sport organization.
- **Party:** any person or sport organization participating in the *Report Management Process*.
- **Physical Maltreatment:** Any pattern or a single serious incident of deliberate conduct, including contact behaviours and non-contact behaviours as outlined in [Section 5.3 of the UCCMS](#), that has the potential to be harmful to a person's physical or psychological well-being.
- **Policies and Procedures:** The *UCCMS*, this actual policy, and other applicable *Policies and Procedures* of the sport organization.
- **Prohibited Behaviour(s):** Any of the conduct described in [Section 5 of the UCCMS](#), including but not limited to *Maltreatment*.
- **Provisional Measure(s):** A temporary protective measure imposed by the SSO pending determination of a *Report*.
- **Report:** The provision of information by a *Participant* or by any person to an independent authority designated by the adopting organization to receive *Reports* regarding *Prohibited Behaviour*.
- **Report Management Process:** The process administered by a sport organization to address alleged *Prohibited Behaviour* under the *UCCMS*, in accordance with applicable *Policies and Procedures*.
- **Reporting Person:** The individual who has made a *Report* to the sport organization alleging that a *Participant* has engaged in *Prohibited Behaviour*. The *Reporting Person* may or may not be the person directly impacted by the *Prohibited Behaviour* (the *Impacted Person*).
- **Resolution Facilitation:** A *Resolution Facilitation* is a non-binding and informal process, in which each party undertakes in good faith to negotiate with all other parties, with the assistance of a Resolution Facilitator (RF), with a view to settling sports-related disputes.
- **Reporting Obligation:** The obligation to *Report* possible *Prohibited Behaviour* under the *UCCMS*.
- **Respondent:** A *Participant* who is alleged to have engaged in one or more of the *Prohibited Behaviours* described in the *UCCMS*.
- **Safe Sport Officer (SSO):** the designated individual within the sport organization that is responsible for the management of *Reports* of *Prohibited Behaviour(s)* as defined by the *UCCMS*.
- **Sanction:** A form of discipline or penalty for demonstrated *Prohibited Behaviour*. *Sanctions* will vary depending on the nature and severity of the *Prohibited Behaviour(s)* conducted.
- **Sexting:** when an individual creates, sends or shares sexual images or videos with friends, people they know or even strangers online.
- **Sextortion:** a type of online blackmail where someone threatens to send a sexual image or video of a person to other people if the person doesn't pay them or provide more sexual content.
- **Sexual Maltreatment:** Any pattern or a single incident, whether physical or psychological in nature, that is committed, threatened, or attempted, and that has the potential to be harmful to a person's sexual integrity.
- **Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS):** the guiding document that sets harmonized rules to advance a respectful sport culture that delivers quality, inclusive, accessible, welcoming and safe sport experiences.
- **Vulnerable Participant:** persons at increased risk of *Maltreatment* and/or coercion, often due to age, gender, race, poverty, Indigeneity, sexual orientation, gender identity or expression, disability, psychosocial or cognitive ability, and their intersections. *Vulnerable Participants* include persons who are not able to provide informed consent.
- **Witness(es):** those who may have observed or have information related to an alleged *Prohibited Behaviour* or violation of the *UCCMS*. *Witnesses* could be required to participate in different phases of the *Report Management Process*.

4. Introduction

Policies play an integral role in ensuring your organization is protected and protecting its members from all forms of *Maltreatment* and *UCCMS Prohibited Behaviours*. These safe sport policy templates were designed with *Minors* at the center, though they apply to all *Participants*. This Implementation Guide (“Guide”) is intended to help you and your organization put the safe sport policy templates into practice. The goal of this Guide is to outline steps that can be taken to adopt, implement and start using the policies, while clarifying any potentially ambiguous notions. Additionally, the Guide contains samples and tools that can be customized to help with the implementation of the policies.

Every organization is operating at different stages of their safe sport journey. The policy templates have been divided into three tiers (1, 2, and 3) in order to assist administrators, coaches, Board members, and stakeholders assess the operational level of their sport organization and tailor their policies, procedures and practices accordingly. Each tier represents a different level of organizational structure, resources, commitments and capacities. By identifying where your organization aligns, you can better understand the strengths, challenges, and opportunities for growth of your sports community. You can then select and adopt the policy tier that best fits the needs of your sport organization.

There are no hard-set rules as to which policy tier any given organization should implement. Additionally, the tier in which your organization belongs may differ from one policy to another, and that is acceptable! When considering the characteristics of each tier, it is not necessary that your organization adheres to every factor. Rather, it should be interpreted as a comprehensive tool that helps administrators select the policy template that is most appropriate for their organization. The most important consideration when selecting the tier for each policy is to consider your organization’s goals and capacity, and then balance your needs with those internal factors. If you feel as though your organization has the appropriate resources to administer a given policy, then you should adopt said policy. If you feel as though your organization does not have the appropriate resources to administer a given policy, then you may want to consider going down a tier. Through this process you can contribute to upholding safe sport environments for all *Participants*.

To view the policy tier organization characteristics and determine where your organization currently resides, see Appendix B.

It is important to note that the safe sport mandate, along with the Abuse-Free Sport Program, has transitioned from the SDRCC to the Canadian Centre for Ethics in Sport (CCES) as of April 1, 2025. Since this transition, the CCES has launched the Canadian Safe Sport Program (CSSP), replacing the previous Abuse-Free Sport Program. Despite these changes, the information contained throughout these policy templates will remain accurate according to the CSSP and *UCCMS*, and accessible to the Canadian sport community.

5. Application of the UCCMS

For organizations to adopt the following policy templates, they must recognize and have implemented the *UCCMS* as their code of conduct. Sport organizations that have adopted the present *UCCMS* are committed to creating a sport environment that is free from all forms of *Maltreatment* and that treats all *Participants* with dignity and respect. *Maltreatment* in all its forms is a serious issue that undermines the health, well-being, performance and security of individuals,

communities, and society. The policy templates were created using the *UCCMS* guidelines and commitments, therefore aligning with the safe sport vision put forth through this document. The definitions of *Maltreatment* and *Prohibited Behaviours* used throughout the templates are also consistent with those in this code of conduct.

The commitments expressed throughout the *UCCMS* and the safe sport policy templates reflect a common understanding amongst adopting organizations that all *Participants* in sport can expect to play, practice, compete, work, volunteer, and interact in an environment free from *Maltreatment*. Addressing the causes and consequences of *Maltreatment* is a collective responsibility and requires the deliberate efforts of all *Participants* and other sport stakeholders. Every *Participant* in sport should strive to ensure their intentions, actions and efforts reflect a commitment to prioritizing the safety of all *Participants*.

Additional information regarding the *UCCMS* along with the official document can be found [here](#).

The *UCCMS* Pledge is a document that allows an individual to acknowledge that they have read and understood the *UCCMS*, and are committed to upholding the values and principles listed within this code of conduct. It lists the expectations of *Participants* with regards to advancing a respectful sporting environment, as well as collaborating throughout the *Report Management Process*. *Participants* who sign the *UCCMS* Pledge agree to be bound by the *UCCMS*. To find the *UCCMS* Pledge, refer to Appendix A.

6. Scope of Application

The *UCCMS* and safe sport policy templates apply to all *Participants* as determined by the adopting organization. *Participants*, especially those in positions of trust or authority, are responsible for knowing what constitutes a *Prohibited Behaviour*. They have a responsibility to protect the health and well-being of *Participants*, while preventing and mitigating opportunities for *Maltreatment* and other *Prohibited Behaviours*. They shall also recognize that the categories of *Maltreatment* are not mutually exclusive, nor are the examples provided in each category an exhaustive list.

Participants alleged to be in violation of the *UCCMS* are subject to applicable investigation and disciplinary review processes as outlined in the adopting organization's policies.

7. Policy Adoption

Prior to adopting any of the policy templates available, it is first important to determine which tier best describes the characteristics of your organization. Remember, there is no "right" tier or binding rules as to which policy a given organization should implement. Rather, it's about considering the needs of your community and organization and adopting the policy that best balances those needs with internal capacities.

Once you have determined your organization's appropriate tier level, you can use the corresponding policy template to adopt a policy that best fits your organization's needs. Policy templates should be customized to each organization in order to attain its personal objectives and desired outcomes. All personalized information to be added in each policy has been highlighted in yellow to simplify this process. Anything written in red should be considered and then removed prior to the publication of a given policy.

Before publishing your new policy, it is crucial to determine if any amendments (that don't change the intent of the policy) are needed and make any necessary changes. Double-check to ensure your

policies refer to your organization by name throughout the document. A motion can then be submitted to your organization's Board of Directors to adopt the customized policies. When amendments are made, be sure to include the date they were approved and implemented.

Once a policy has been approved and adopted at the organizational level, it is important to have a plan in place to communicate the policy and its intricacies to all members of the sport organization.

8. Communication / Education

Once a new policy has been approved and implemented, organizations should prepare an effective communication plan to inform all *Participants* of the new or revised policy. If a new policy is adopted or an existing policy is amended, this should be clearly announced through the organization's website, newsletter, email and social media, if applicable. The organization must use all channels deemed pertinent in order to communicate the new or amended policy to its members, and do so as promptly as possible. This includes, but is not limited to: website postings, mailings, emails, meetings, telephone calls, social media posts, electronic communications, etc. Organizations should also have a specified member who can be contacted by individuals who may have questions or concerns regarding the new or amended policy.

When new staff members or volunteers are onboarded with the organization, a transfer of knowledge is necessary to ensure new members are aware of, understand, and know where to find the organization's policies. An onboarding orientation that thoroughly defines and explains policies is an efficient and effective manner of ensuring all new members are aware of their expectations. New members should also be given the opportunity to ask questions and be provided with resources they can use to gather more information on their own.

If you have the obligation to publish the policies in both official languages of Canada (English and French), both versions must be made available to organization members. You must ensure both versions are consistent and include the same clauses and meanings from one version to the other. If any wording or language used in the policy has the potential of being interpreted in different ways or cause confusion, it is recommended to bring it to the attention of the drafters as soon as possible.

9. Monitoring/Compliance

To measure and monitor the effectiveness of each policy, the following progress indicators are suggested:

9.1 Completion of *Education* and/or *Training*

- 9.1.1** A tracking sheet will be implemented to ensure all *Participants* who are involved in the activities of or hold positions of trust or authority for a sport organization have completed required safe sport *Education* and/or *Trainings*. This will inform overall compliance.

9.2 Compliance with *Reporting Obligations* and *Legal Duty to Report*

- 9.2.1** All *Participants* in positions of trust or authority understand their legal and professional obligations to advancing a respectful sporting environment by reporting any *Prohibited Behaviour* under the *UCCMS*, which includes, but is not limited to, the following *Reporting Obligation*:
 - a. If an adult *Participant* (e.g., aged 19 or over) is aware of *Prohibited Behaviour* targeting a *Minor*, they must report it; and

- b. If an adult *Participant* is aware of *Prohibited Behaviour* targeting an adult, they are required to report it unless that adult specifically asks them not to.
- 9.2.2** In accordance with provincial and territorial legislation, all *Participants* in positions of trust or authority understand their *Legal Duty to Report*. Meaning:
- a. Adult *Participants* are obliged to report child *Maltreatment* if they know or suspect it is occurring. This is referred to as '*Legal Duty to Report*'. Every person in Canada has the duty to report known or suspected child *Maltreatment* by law; and
 - b. *Participants* in a position of trust or authority who work with children and youth have an added responsibility to report.

9.3 Compliance with employee, volunteer, or contractor lifecycle processes

- 9.3.1** All *Participants* understand their professional obligations to advancing a respectful sporting environment by attending to structured recruitment, screening, criminal background check or vulnerable sector checks, probation, orientation and relevant record keeping.
- 9.3.2** All *Participants* fulfill their education requirements, both safe sport related and any other *Education* and/or *Training*, as per the organization's *Policies and Procedures*.

10. Policy Review

Each policy stipulates the timeframe within which its contents should be reviewed for currency, relevancy, and accountability. If an existing policy is amended, its changes should be communicated to the organization's membership in the same manner that a brand-new policy would be. The review date, along with the approval date of the new or amended policy must then be documented within the policy itself.

Feedback from members will be considered and help inform necessary updates and improvements. These policies all support current legislation, are aligned with the *UCCMS*, and should be updated in line with changes to either.

11. Assignment of Responsibilities

Everyone plays a role in keeping sport safe for all. This section outlines the responsibilities of *Participants*. The leaders and administrators of a sport organization (i.e., Presidents, Vice President, Executive members, Board members, employees, etc.) are responsible for:

- Implementing the sport organization's *Policies and Procedures*;
- Ensuring that adequate funding, resources and support are allocated for the effective implementation of safe sport initiatives;
- Leading by example in promoting a sport environment free from *Maltreatment* and *Discrimination* for all *Participants*;
- Actively participating in the review of the organization's *Policies and Procedures*;
- Supporting and communicating *Policies and Procedures* throughout the organization;
- Providing training and resources to fulfill the requirements of the organization's *Policies and Procedures*;
- Monitoring the implementation of all *Policies and Procedures*, including tracking, documentation, and compliance;
- Understanding how these *Policies and Procedures* support the *UCCMS* and safe sport;
- Remaining educated and committed to learning about the topic of safe sport;
- Making policies publicly available in an accessible format; and
- Communicating policies to all *Participants*.

Coaches, volunteers, or other contracted individuals are responsible for:

- Leading by example in promoting a sport environment free from *Maltreatment* and *Discrimination* for all *Participants*;
- Understanding how these *Policies and Procedures* support the *UCCMS* and safe sport; and
- Remaining educated and committed to learning about the topic of safe sport.

Parents, legal guardians, caregivers and athletes (including *Minor* athletes) are responsible for:

- Leading by example in promoting a sport environment free from *Maltreatment* and *Discrimination* for all *Participants*;
- Understanding how these *Policies and Procedures* support the *UCCMS* and safe sport; and
- Remaining educated and committed to learning about the topic of safe sport.

12. Education and Awareness Policy

This policy sets in place a culture of education and awareness towards understanding *Maltreatment* and *Discrimination*, committed to advancing a respectful sporting environment for all *Participants*. It outlines established practices which support the education, awareness, and prevention of *Maltreatment* and *Discrimination*.

All *Participants* who are involved in the activities of or hold positions of trust or authority within a sport organization are required to complete an *Education* and/or *Training* (or a refresher course) on an annual basis. We encourage sport organizations to share safe sport education and/or resources with parents and legal guardians in order to foster collaboration in creating sporting environments free from *Maltreatment* and *Discrimination*. For a list of accredited *Education* and/or *Training*, please visit the [Abuse-Free Sport Education Library](#). For more safe sport resources, see Appendix C.

Participants should avoid taking the same *Education* and/or *Training* every year. When *Participants* are completing their annual requirements, they are encouraged to continuously seek new *Education* and/or *Training* that will help diversify and broaden their knowledge of safe sport.

The completion of each *Education* and/or *Training* must be made known to the sport organization for tracking and documenting purposes. Here is an example of a tracking sheet:

Name of participant	Name of education/training	Organization offering training	Date training was taken

13. Hiring and Screening Policy

Hiring *Policies and Procedures* present an opportunity to certify employees, volunteers, or other contracted individuals in your organization are held to the highest standard of safeguarding. This helps ensure that individuals with a history of misconduct, or the potential for such behaviour, are not placed in positions where they could potentially harm others, and are precluded from roles that may place others at risk.

This policy supports the protection and prevention of *Maltreatment* and *Discrimination* of all *Participants*. It ensures that sport organizations are taking the appropriate steps to prioritize the

safety of *Participants* by implementing and adopting clear and consistent hiring and volunteer selection practices.

13.1 Recruitment Processes

Individuals tasked with recruitment for a sport organization are required to employ recruiting and interviewing processes to ensure thorough assessment of candidates and a process guided by the principles of transparency, fairness, safety, and equity, to protect all *Participants*.

Organizations are strongly encouraged to employ a recruitment process that keeps safe sport and the need to eliminate *Maltreatment* and *Discrimination* at the forefront of its operations. Take time throughout the interview process to ask candidates questions related to safe sport, the prevention or reporting of abuse, *Maltreatment* or *Discrimination* in sport, as well as desired responses. Doing so will give your organization's administrators a glimpse into the perspective of the candidate with regards to safe sport, and whether they are committed to seeing through the organization's safe sport mission. Applicants will also better understand your organization's commitment to safe sport and the seriousness with which you handle abuse, *Maltreatment*, and *Discrimination*.

All applications should include the applicant's:

- Employment history, including dates of employment and addresses of prior employers;
- Contact information of past supervisors;
- Job duties;
- Reason(s) for leaving past employment;
- Pertinent training (see Education and Awareness Policy); and
- References – both personal and professional.

The applicant will also be provided the opportunity to declare:

- Whether they have been found to be in violation of the *UCCMS* and are featured on the [Canadian Safe Sport Program Public Registry](#);
- Whether they have been guilty of (or are currently the subject of) allegations of *Maltreatment*, child abuse, or sexual harassment, or whether they have ever resigned while such allegations were pending; and
- Consent to verify information.

At a minimum, all position postings will include:

- Position title;
- Scope of work;
- Roles and responsibilities;
- Requirements/qualifications (i.e., experience, education);
- Transparent hours of work including estimated weekly hours;
- Work arrangements (i.e., in-person, remote, or hybrid);
- Position location;
- Position type (i.e., full time, permanent, part time, volunteer, contract, or other);
- Possible start date;
- Language requirements, where applicable;
- Estimated salary range for the position, where applicable;
- Application deadline and contact information for inquiries;
- Accommodations during the interview process where needed;
- Application accessibility with clear instructions for application submission, necessary forms, and application methods; and

- Notice that the person will be subject to a criminal background check or vulnerable sector check if successful in the interview.

13.2 Screening

In addition to criminal background and vulnerable sector checks, screening will be done prior to the successful candidate beginning their employment, volunteering or contract relationships with the organization. Screening should include searches on public registries (such as the [Canadian Safe Sport Program Public Registry](#)), internet searches, reference and qualification checks, etc.

13.3 Interview Best Practices

The interview process plays a key role in identifying suitable candidates who align with the sport organization, and who possess the required skills, experience, and education for the role. A list of best practices that should be considered during the interview process include:

- Create a list of questions specifically related to the role and responsibilities, and ask the same questions to all candidates where possible;
- Create and employ a scoring rubric for evaluating candidates objectively and consistently;
- Employ a multi-interview approach where there is more than one interviewer present during the interview process;
- Describe the format of the interview to the candidate before the interview begins;
- Create a safe, respectful environment for all candidates to share their experiences openly;
- Encourage candidates to ask questions about the organization, the role, and the environment;
- Outline the process for notifying candidates on the post interview follow-up; and
- Respect the candidate's time and commitment to the interview process.

13.4 Criminal Background and Vulnerable Sector Check

All *Participants* in a position of trust or authority are required to obtain, at minimum, a criminal background check (CBC). Any employee, volunteer, or other contracted individual who is participating or working in direct relation with *Minors* or *Vulnerable Participants* must complete a vulnerable sector check (VSC) with local authorities. These screenings by law enforcement ensure that individuals with a history of abuse, or who may be more likely to commit abusive acts, are not put in a position of trust or authority over children or other *Vulnerable Participants* of an organization. If *Participants* require a letter from their sport organization in order to receive a VSC, here is an example of language that can be used in a letter to law enforcement:

Please consider this letter as our confirmation to engage [INSERT NAME OF PARTICIPANT] as a [VOLUNTEER/EMPLOYEE] within [INSERT NAME OF SPORT ORGANIZATION].

The position is one of trust and authority towards vulnerable persons aged under 19. Based on the position, the individual will be in direct contact with vulnerable persons while serving in this role. We appreciate you proceeding with the Vulnerable Sector Check accordingly.

Organizations must track and document all CBCs, VSCs and annual disclosure agreements of current employees, volunteers, or other contracted individuals. Sport organizations will keep documentation and maintain records in compliance with information protection regulations and

legislation. All CBCs or VSCs must be completed before employment or volunteer appointment begins, as a condition of hiring. Here is an example of a tracking sheet:

Name of Participant	Date of CBC/VSC	Date of annual disclosure agreement	Date of CBC/VSC renewal (two years from last receipt)

13.5 Probation and Orientation

All future employees and volunteers of a sport organization will undergo a probationary period at the beginning of employment. The purpose of this period is to ensure the new member of the organization is a proper fit, is handling their responsibilities adequately, is familiar with all of the organization's policies, and is committed to upholding a safe sporting environment for all. The probation period will last six months after a new *Participant* assumes their position. Throughout the first two weeks, new employees and volunteers should be offered an orientation, including training and education on policies, procedures, expectations, requirements and on-site job training as required.

Supervisors are required to pay close attention to the new employee, volunteer, or other contracted individual's performance and observe interactions with children, family, and co-workers. If the individual does not meet the requirements of the position, they can be dismissed at the discretion of the sport organization at any time during the probationary period, as is compliant with provincial/territorial employment legislation.

When preparing the orientation, consider the following questions:

- What do new employees/volunteers need to know about your organization's history?
- What impression and impact do you want to have on new employees/volunteers?
- What key *Policies and Procedures* do new employees/volunteers need to understand in order to work with *Minors* and *Vulnerable Participants* in your organization?
- What do new employees/volunteers need to know to increase child protection?
- How can you make new employees/volunteers feel like they are supported, valued members of the team?
- Who will be suitable mentors in your organization?
- How extensively will supervisors support new employees/volunteers throughout the first few days?

Give employees/volunteers a chance to ask questions and seek clarification.

14. Interactions Policy

Instances of *Maltreatment*, including sexual violence, could occur in isolated, one-on-one situations. Thus, it is imperative to curtail such interactions to mitigate risk. The Interactions Policy establishes a framework for fostering a sport environment free from abuse and *Maltreatment*. It also acknowledges that healthy child-adult relationships can be conducive to development. Policies addressing interactions preserve the well-being of *Minors* while also welcoming constructive, safe, trusted, and caring relationships.

14.1 Open and Observable Environments*

All *Participants* must make a concerted effort to avoid situations where a coach, official, or *Participant* in a position of trust or authority might be alone with a *Minor* or *Vulnerable Participant*. All interactions between a *Minor* or *Participant* who is not in a position of trust or authority and a *Participant* in a position of trust or authority should normally, and wherever possible, be in an environment or space that is both open and observable by others.

Principles of *Open and Observable Environments* strongly recommend that all interactions and communications with *Minors* take place in the presence of at least two responsible adults screened and trained in safe sport education (e.g., a coach, parent, staff, volunteer) at all times. The Interactions Policy outlines best practices for respecting the principles of *Open and Observable Environments* in both virtual and in-person settings, along with any exceptions that may apply.

14.2 Out of Program Contact

There may be interactions between *Participants* in a position of trust or authority and *Minors* that occur outside of regular program hours (e.g., informal gatherings, team bonding activities, end of the year parties, etc.). This section acknowledges necessary considerations that ensure the safeguarding, transparency and accountability of all during interactions that are considered out of program.

14.3 Social Media, Electronic Communications, Photography and Video*

This section recognizes that one-on-one virtual, digital, or online interactions from *Participants* in a position of trust or authority with *Minors* could lead to *Grooming*, or other forms of *Sexual Maltreatment*. The purpose of this section is to protect *Minors* from child sexual abuse materials and online child sexual exploitation.

Responsible and respectful conduct must be maintained on social media (e.g., Facebook, Twitter/X, Tik Tok, Snapchat, Instagram, etc.), in electronic communications (e.g., texting, email, Zoom, Teams, WhatsApp, etc.) and with photography and video capture, retention and dissemination, especially where *Minors* are involved. This section outlines best practices in virtual and online settings to ensure the safeguarding of *Minors* and promote transparency and accountability for all *Participants*. Here is an example of language that can be used for a photo and video consent form:

I **[INSERT NAME OF MINOR'S PARENT/LEGAL GUARDIAN/CAREGIVER]**, grant permission to **[INSERT NAME OF SPORT ORGANIZATION]** to capture, retain, and disseminate images and videos of my child, **[INSERT NAME OF MINOR PARTICIPANT]** in an appropriate and professional manner.

14.4 Gifting

This section recognizes that individual gift giving from *Participants* in a position of trust or authority to *Minors* or other *Vulnerable Participants* could be a predecessor to *Boundary Transgressions*, *Grooming* or sexual exploitation. Gifts should only be provided if they are equally distributed to *Participants* (e.g., all referees, all Board members, all athletes, all coaches, etc.) and serve a purpose (i.e., motivational, educational, congratulatory etc.). Gifts

* This section of the policy is guided by the Coaching Association of Canada's Responsible Coaching Movement, which includes the Rule of Two. You can read more about the Responsible Coaching Movement [here](#).

are not permitted if they are personally given by an individual in a position of trust or authority to a *Minor*, or *Participants* who are not in a position of trust or authority.

14.5 Traveling

The traveling section is intended to safeguard the well-being of *Participants* in relation to both transportation and lodging.

14.5.1 Transportation

Transportation includes, but is not limited to, the personal driving of *Participants*, as well as organized travel on buses, trains, boats, or planes. This section lists considerations and requirements of consent, safety checks, *Open and Observables Environments*, among others.

14.5.2 Lodging

Lodging includes, but is not limited to, overnight stays (e.g., hotel, motel, Airbnb, camp site, etc.), where *Participants* are unable to return home after their scheduled event takes place. It is the responsibility of the sport organization to provide sleeping arrangements that ensure the safety of all *Participants*. This section outlines considerations and requirements of room assignments, room checks and *Open and Observable Environments*, among others.

Appendices

Appendix A

The UCCMS Pledge

I, [INSERT NAME OF SPORT PARTICIPANT], hereby declare my intention to abide by and uphold the principles of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). In doing so, I agree to being subject to the UCCMS and the Policies and Procedures of [INSERT NAME OF SPORT ORGANIZATION] required for its administration and enforcement. I agree to the following principal terms:

- I will diligently promote and foster a sport environment free of Maltreatment and Discrimination for all Participants;
- I will be subject to the terms of the UCCMS, after having been provided a copy and had an opportunity to review its content;
- I will uphold a culture of education and awareness towards understanding Maltreatment and Discrimination, while being committed to advancing a respectful sporting environment for all Participants;
- I will commit to continuously educate myself on topics related to safe sport;
- I accept to give jurisdiction to [INSERT NAME OF SPORT ORGANIZATION] in managing Reports arising from the UCCMS;
- I will fully collaborate with [INSERT NAME OF SPORT ORGANIZATION], by providing the necessary information throughout the Report Management Process, when applicable; and
- I will adhere to all remedies, Provisional Measures and Sanctions imposed or adopted by [INSERT NAME OF SPORT ORGANIZATION], when applicable.

☐ I hereby consent to the above terms.

[INSERT SIGNATURE]

[INSERT DATE mm/dd/yyyy]

[INSERT NAME OF PARENT/LEGAL GUARDIAN]* (If applicable)

****Please Note:*** Sport Participants must be at least 19 years of age and have legal capacity to sign the UCCMS Pledge on their own behalf. A parent or legal guardian would be required to sign this Pledge on behalf of the Participant who does not meet these criteria. ***If you are signing on behalf of a Minor Participant, you also agree to be bound by the above terms.***

Appendix B

Organizational Tiers and Characteristic

Tier 1

Tier 1 sport organizations may have the following characteristics:

- ☐ Run primarily by volunteers;
- ☐ Cater to *Minor Participants* and recreational adult *Participants*;
- ☐ Have less than 100 *Participants*;
- ☐ Have funding challenges to support the professional development of staff;
- ☐ Have basic bylaw and legal documents in place;
- ☐ Have formal organizational structure;
- ☐ Reliance on grassroots fundraising efforts to support operational costs;
- ☐ Limited engagement with broader sporting community or governing bodies; and
- ☐ Require criminal background checks and vulnerable sector checks for staff with direct contact to *Participants*.

Tier 2

Tier 2 sport organizations may have the following characteristics:

- ☐ Have full time staff;
- ☐ Staff have relevant coaching certifications and participate in regular professional development;
- ☐ Have a number of volunteers who help manage the day-to-day operations;
- ☐ Cater to *Participants* of various ages and abilities, including para-athletes;
- ☐ Cater to *Minor Participants* and adult *Participants*;
- ☐ Have between 100-300 *Participants*;
- ☐ Have some funding to support the professional development of staff;
- ☐ Have some bylaw and legal documents in place;
- ☐ Employ the principles of *Open and Observable Environments*;
- ☐ Have someone on staff with First Aid training; and
- ☐ Have existing child protection and *Vulnerable Participant* policies and are looking to update them.

Tier 3

Tier 3 sport organizations may have the following characteristics:

- ☐ Run primarily by full-time staff;
- ☐ Cater to a large number of *Participants* who are *Minors*;
- ☐ Have adult *Participants*;
- ☐ Have more than 300 *Participants*;
- ☐ Host regional or national level competitions;
- ☐ Implement procedures to promote community engagement and volunteers;
- ☐ Have qualified staff members who obtain annual professional development;
- ☐ Have some funding to support the professional development of staff;
- ☐ Employ the principles of *Open and Observable Environments*;
- ☐ Have someone on staff with First Aid Training, Mental Health First Aid Training and Violence Threat Risk Assessment Training, Respect in Sport Training, and the Commit to Kids Training; and
- ☐ Have existing child protection and *Vulnerable Participant* policies and are looking to be leaders in this space.

Appendix C

Safe Sport Resources

- [Abuse-Free Sport Education Library](#)
- [Keeping Kids Safe in Sport](#) by the Canadian Centre for Child Protection
- [Universal Code of Conduct to Prevent and Address Maltreatment in Sport](#) (UCCMS) – Version 7.0
- [Internal Appeal Panel Orientation](#) by Sport Dispute Resolution Centre of Canada (SDRCC)
- [Conflict Resolution Skills training](#) by ACHIEVE Centre for Leadership
- [Negotiation Checklist](#) by SDRCC
- [PlaySafeBC Flag Tool](#) by viaSport
- [How to Have a Difficult Conversation](#) by viaSport