

Harbour City Lakers Ringette Association

Safe Sport Policy

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Date of Last Review: n/a

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1. Background

Harbour City Lakers Ringette (HCL) endorses the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#) and the [Responsible Coaching Movement \(RCM\)](#). HCL has pledged to align our policy and practices to ensure that athletes and coaches are protected. The RCM is a multi-phase system-wide movement coordinated by the Coaching Association of Canada and the Canadian Centre for Ethics in Sport that has the potential to affect all sport organizations and coaches. To help ensure a safe environment for athletes, coaches, and staff, the RCM has three key components:

- a) **Ensuring the Rule of Two when meeting with athletes.** This rule serves to protect minor athletes in potentially vulnerable situations (such as closed-door meetings, travel, and private training environments) by ensuring that more than one adult is present. This practice also manages the risk to volunteers by protecting them from potential allegations.
- b) **Ensuring that volunteers have appropriate background screening.** The background screening process involves using several different tools to ensure that coaches, staff or contractors meet the necessary security requirements to work with athletes. These tools include comprehensive job postings, interviews, reference checks, criminal record checks, and staff and volunteer orientation.
- c) **Ensuring that volunteers have appropriate Ethics or Respect in Sport training.** Increasing ethical conduct and ethical behaviour toward athletes requires that coaches and other volunteers be trained to understand what it means to act ethically. This training would include the Make Ethical Decisions module within the National Coaching Certification Program (NCCP), as well as training in abuse and harassment prevention before and during their involvement at HCL.

2. Policy

Coaches and other volunteers who work with minor athletes under the age of 18 must uphold the UCCMS, RCM practices, and Safe Sport practices which include:

- a) **Rule of two:** There must always be two screened individuals with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that one-on-one interaction between a volunteer / coach and an athlete must take place within earshot and or view of the second screened individual, except for medical emergencies. In the circumstances where screened individuals are not available, an adult volunteer, staff member, or the athlete's parents will be acceptable.
- b) **Vulnerable situations** under responsible coaching are defined as: situations that can include closed doors meetings, travel, and training environments amongst others. With respect to HCL volunteers, vulnerable situations will include closed door meetings, travel and private training environments, access to facilities including dressing rooms, and any environments where an athlete may be alone.
- c) **Background Screening:** All staff must maintain appropriate background screening every 3 years. All HCL staff complete a criminal record check (CRC) upon hire and will be notified when they need to complete a new one after 3 years. Those working with athletes under 18 also require a vulnerable sector check and Child Abuse Registry Check in addition to a CRC.
- d) **Education:** HCL will assist staff in meeting minimal training requirements which are outlined below:
 - Coaching Association of Canada's Safe Sport Training
 - Make Ethical Decisions

- Respect in Sport

3. Implementation

If any volunteer or association member witnesses non-compliance to this Safe Sport policy they should:

- a) Provide verbal feedback to a non-compliant party (volunteer, coach, dressing room monitor, etc.) of their role to uphold the standards related to Safe Sport.
- b) Report in writing, suspicions of concerning and inappropriate behaviour, as outlined in HCL's Code of Ethics and Conduct. All incidents of suspected abuse and inappropriate behaviour with a minor must also be immediately reported to the HCL President and local law enforcement.
- c) In instances of inappropriate or suspicious behavior of HCL volunteers, procedures outlined in the Code of Ethics and Conduct will apply. In instances of inappropriate or suspicious behavior of a member, the HCL President should be notified.
- d) All reports of suspicious or inappropriate behavior or misconduct must be documented (see the Discipline Complaints Policy).
- e) HCL Board members and volunteers must respect the confidentiality of all reported incidents.
- f) In the case that the person witnessing noncompliance with this policy feels they need to report the incident confidentially or requires more information, they can do so by calling the Canadian Sport Helpline at 1-888-83SPORT (1-888-837-7678).

4. Accountability and Confidentiality

- a) All information with respect to third parties (including information related to minors or employees) received by volunteers during their involvement with HCL is regarded as confidential.
- b) Suspicions will only be shared with Board members and volunteers in the organization who need to know. HCL will maintain confidentiality while keeping the interests of the minor as our primary priority.
- c) No volunteer or member shall engage in, or threaten to engage in, retaliation against anyone who discloses, reports, or otherwise provides information with respect to alleged misconduct.