

# SAFE SPORT HANDBOOK

An Interactive Resource Guide



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# INTRODUCTION

## SAFE SPORT COMMITMENT STATEMENT

CLUB AND SCHOOL SAFE SPORT COMMITMENT

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## SAFE SPORT COMMITMENT STATEMENT

Skate Canada's vision is to inspire all Canadians to embrace the joy of skating. In pursuit of that objective, Skate Canada places the highest priority on ensuring there is a safe, professional, inclusive and respectful environment for all participants in the skating community. It's Skate Canada's goal and commitment to be a leading safe sport organization in Canada and internationally that treats individuals with respect, dignity, and fairness in alignment with our core values, whereby all participants are entitled to feel and know they are safe, and in a zero-tolerance environment that is free from all forms of misconduct, which also includes maltreatment. In support of Skate Canada's vision and core values, this National Safe Sport Program has been established to ensure that we are providing the safest possible environment for all participants in the skating community. This National Safe Sport Program promotes awareness, fairness, equity, transparency, prevention and the appropriate timely response and resolution of reported violations to this National Safe Sport Program, and policies and procedures thereunder.

Critical to creating and maintaining a safe environment includes the establishment of preventative measures and having accessible reporting and resolution mechanisms in place to provide fair and equitable treatment of all components of Skate Canada's National Safe Sport Program. This includes the fair and impartial management of complaints of misconduct, incidents of injury, and general disputes.

### PURPOSE:

The purpose of this handbook is to clearly communicate the key principles of Skate Canada's National Safe Sport Program and commitment to everyone's safety. The safe sport rules, policies, procedures, and guidelines set forth in this handbook, apply to all Skate Canada sections, clubs, schools, coaches, members and registrants.

All Skate Canada sections, clubs, schools, coaches, members and registrants, as a condition of Skate Canada's Club and Skating School Minimum Operating Standards Policy, must agree to and must comply with Skate Canada programs, which includes the National Safe Sport Program.

For questions about the Skate Canada National Safe Sport Program, may be directed to Skate Canada's Safe Sport Team by emailing [safesport@skatecanada.ca](mailto:safesport@skatecanada.ca)



# INTRODUCTION

SAFE SPORT COMMITMENT STATEMENT

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## CLUB AND SCHOOL SAFE SPORT COMMITMENT

Your safe sport commitment starts here with this safe environment checklist that will help your club/school plan and evaluate your efforts to provide a safe environment for everyone.

[The Safe Environment Checklist for Clubs and Schools](#) also ensures you are familiar with the National Safe Sport Program including all the important initiatives and available resources.



# INTRODUCTION

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**OUR COMMITMENT TO PRIVACY**

## OUR COMMITMENT TO PRIVACY

At Skate Canada, we take our legal obligations regarding privacy seriously. We are committed to protecting the privacy and confidentiality of the personal information and data of our employees, directors, members, registrants, third-party service providers, business partners, and other individuals who share their information with our organization.

The Skate Canada Privacy Code, as amended from time, informs you of the ways we help protect your privacy and the confidentiality of your personal information and data.

For complete information about the collection, use and disclosure of your information by Skate Canada, including how you can access and update the information we have about you, please review the following:

[Our Privacy Commitment](#)



# NATIONAL SAFE SPORT PROGRAM

## NATIONAL SAFE SPORT PROGRAM

The National Safe Sport Program sets out the framework governing the reasonable and appropriate measures to optimize, general disputes, incidents of injury and the prevention and management of misconduct including the policies and procedures designed to implement this National Safe Sport Program.

The foundational policies and procedures established under this National Safe Sport Program include:

[General Disputes Reporting and Resolution Policy](#)

[General Disputes Reporting and Resolution Procedure](#)

[Incidents of Injury Reporting and Management Policy](#)

[Incidents of Injury Reporting and Management Procedure](#)

[Misconduct Reporting & Resolution Policy](#)

[Misconduct Reporting and Resolution Procedure](#)

The following policies also support the National Safe Sport Program and should also be reviewed:

[Anti-Doping Policy \(Guide to Safe Sport\)](#)

[Code of Ethics Policy](#)

[Concussion Management Policy](#)

[Helmet Use Policy \(Guide to Safe Sport\)](#)

[Privacy Policy](#)

[Trans Inclusion Policy](#)

[Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\) – SIRC.ca](#)

Refer to the National Safe Sport Program infographic for information in a graphic format designed to make the data easily understandable at a glance.

[Infographic: National Safe Sport Program](#)

[Infographic: How to Report](#)

Safe sport posters have been designed to be printed and posted in facilities and rinks all across Canada to demonstrate the importance of safety and to also highlight the diversity and inclusion of our sport through our many disciplines of skating. These include: Synchro, CanSkate, STARSkate, Sledge, and Adaptive.

[Safe Sport Poster](#)



# TRAINING AND SCREENING

## TRAINING AND SCREENING

RESPECT IN SPORT PARENT PROGRAM

CODE OF ETHIC TRAINING

VOLUNTEER SCREENING

## TRAINING AND SCREENING

Skate Canada is committed to creating a safe and inclusive sporting environment. To support these objectives the following training is available for all club board members and skating school administrators.

It is strongly recommended that all Skate Canada club board members and skating school administrators **complete** the Respect in Sport – Activity Leader Training.

[Respect in Sport Training for Club Board Members](#)



# TRAINING AND SCREENING

TRAINING AND SCREENING

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## RESPECT IN SPORT PARENT PROGRAM

The Respect in Sport Parent Program helps define a standard of behaviour for all parents/guardians and creates a more rewarding, safe and respectful environment for everyone involved. Parents/guardians want to do a great job supporting their kids and *Respect in Sport* provides parents/guardians with the tools to create and maintain safe sport environments.

[Respect in Sport Training for Parents](#)





# TRAINING AND SCREENING

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RESPECT IN SPORT PARENT PROGRAM

**CODE OF ETHIC TRAINING**

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## CODE OF ETHIC TRAINING

The code of ethics applies to all individuals (registrants, skaters, parents and/or guardians, coaches, clubs, skating schools, officials, officers, directors, members of the standing committees of the Board, members of the operating committees and working groups of Skate Canada, Skate Canada employees, event volunteers, alumni, and hall of fame members of Skate Canada and sections of Skate Canada) engaged in activities with Skate Canada. The policy should be reviewed on an annual basis.

[Code of Ethics Policy](#)

In efforts to strengthen our safe sport program, we have developed a short e-learning module to help coaches and officials better understand the Code of Ethics.

[Code of Ethics Training for Coaches](#)

[Code of Ethics Training for Officials](#)



# TRAINING AND SCREENING

TRAINING AND SCREENING

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**VOLUNTEER SCREENING**

## VOLUNTEER SCREENING

As part of our commitment to the Responsible Coaching Movement led by the Coaching Association of Canada, along with other National and Provincial Sport Organizations, we have partnered with Sterling Backcheck to provide an online criminal record check process at a system-low price of \$25 +Tax for club and school volunteers.

This partnership enables our member clubs and schools to offer a convenient, customizable, and secure online screening program for their board members, administrators and volunteers.

As the preferred method of obtaining record checks, members benefit from:

1. Guaranteed results within 3-4 hours.
2. Completely online process.
3. No hassles with volunteer letters
4. Reduced administration for your office.

We ask every member club and school to ensure they are actively screening personnel and volunteers this season. Should you have any questions, please do not hesitate to contact Paul Skellett at Sterling Backcheck by email to:

[paul.skellett@sterlingcheck.com](mailto:paul.skellett@sterlingcheck.com) or at 778-984-4636.

Here is the link to sign up electronically – an account will be set up within 2 business days on average:

<https://forms.sterlingbackcheck.com/partners/mybc-en.php?&partner=cacace>



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## THE RESPONSIBLE COACHING MOVEMENT

Skate Canada has taken a greater stand on putting the safety and well-being of our athletes first. Skate Canada took the Responsible Coaching Movement Pledge on May 31, 2016 and by making the pledge, Skate Canada has committed to implementing supportive policies and processes to ensure that our athletes and coaches are protected. See below for more information on the RCM.

[The Responsible Coaching Movement](#)



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## THE RULE OF TWO

The Rule of Two states that there will always be two Skate Canada coaches in good standing with an athlete. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, except for medical emergencies.

Vulnerable situations can include closed door meetings, travel, and training environments amongst others. Clubs and schools must create and implement, policies and procedures, in a sustainable, phased and measurable process, that limits the instances where these situations are possible. See below for more information on the Rule of Two.

[Rule of Two](#)

[Rule of Two Infographic](#)



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## GUIDELINES FOR ADULTS/COACHES INTERACTING WITH CHILDREN IN SPORT

The purpose of these guidelines is to establish a common understanding of expectations including examples of appropriate and inappropriate behaviours by Skate Canada coaches and adults interacting with children in our sport. Please review this document that was produced by Commit2Kids a program of the Canadian Centre for Child Protection Inc.

[Best Practice Guidelines for Adults/Coaches Interacting with children in Sport](#)  
(produced by Commit2Kids a program of the Canadian Centre for Child Protection Inc.)



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## TRAVEL GUIDELINES

These guidelines are intended to help establish a common understanding of support considerations, tools, and resources for increasing the protection of children/youth (athletes) taking part in overnight trips.

[Travel Guidelines](#)

(produced by Commit2Kids a program of the Canadian Centre for Child Protection Inc.)

[Resource Supplement for Travel Guidelines to Help Protect Children in Sport](#)

[Sample Travel Permission form for Minor Athletes - Coming Soon](#)



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## LOCKER/DRESSING ROOM GUIDELINES

A Locker/Dressing Room Policy is a guiding document intended to provide clubs and schools the standards and guidelines necessary to ensure a safe, inclusive, and respectful space for everyone. We recommend following these guidelines when creating your own policy.

[Locker/Dressing Room Guidelines](#)



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## SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS GUIDELINES

Skate Canada recognizes the prevalence of electronic communication and social media in today's world. We know many athletes and coaches use these means as their primary method of communication. While we acknowledge the value of these methods of communication, we also realize that there are associated risks that must be considered when adults use these methods to communicate with minors.

The following are very important standards of conduct and protocols that we strongly recommend are reviewed annually by all athletes, parents/guardians, coaches and other adults affiliated with the club and/or school.

[Electronic Communications Standard of Conduct](#)

[Electronic Communications Protocols for Coaches, Skaters, Athletes](#)





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## BODY POSITIVE GUIDELINES

These guidelines aim to set clear boundaries on what is acceptable language and behaviour for the creation of positive, inclusive and respectful environments for all athletes at all levels of our sport. This type of education is essential to ensure that everyone within the organization has a clear understanding of what factors can impact body image, how changes unfold with growth and development, and that everyone supporting an athlete can promote a healthy training and competition environment.

[Body Positive Guidelines](#)

[Body Positive Infographic](#)



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## MENTAL HEALTH RESOURCES

It is important to prioritize mental health and to understand that you are never alone. Skate Canada is here to support you or someone you know with free and confidential resources no matter where you call home across Canada.

[Mental Health Resource List](#)



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**ANTI-DOPING**

## ANTI-DOPING

This is a go to guide for all information on Anti-doping including The Canadian Anti-Doping Program (CADP), Skate Canada's Anti-Doping Policy and much more.

[Guide to Anti-doping](#)

[Anti-Doping Policy](#)



# EQUITY, DIVERSITY AND INCLUSION

## EQUITY, DIVERSITY AND INCLUSION

LGBTQI2S

ANTI-RACISM

## EQUITY, DIVERSITY AND INCLUSION

Skate Canada is committed to creating a diverse, inclusive, equitable and barrier-free environment where every employee, board member, clubs, skating schools, sections, skater, official, coach, event volunteer and affiliate organization of Skate Canada feels valued, respected and supported.



# EQUITY, DIVERSITY AND INCLUSION

EQUITY, DIVERSITY AND INCLUSION

**LGBTQI2S**

ANTI-RACISM

## LGBTQI2S

Here are some excellent resources to help make your club more LGBTQI2S inclusive so that people know this is a safe, inclusive, and welcoming space!

[Inclusion Policy](#)

[Eight Ways to Make Skating More Inclusive](#)

[Resources on Sex Gender Sexuality](#)

[LGBTQI2S+ Inclusion in Sport: Frequently Asked Questions](#)



# EQUITY, DIVERSITY AND INCLUSION

EQUITY, DIVERSITY AND INCLUSION

LGBTQI2S

**ANTI-RACISM**

## ANTI-RACISM

Skate Canada has committed to addressing systemic racism and to creating a diverse and inclusive environment for all to embrace the joy of skating. Accessible education for our community is a necessary component in Skate Canada's commitment to anti-racism. We encourage all Skate Canada members and registrants to engage in dialogue and conversation with each other, as each of us embarks on our individual and collective education journeys. We invite all Skate Canada members and registrants to join in this shared educational journey by reviewing the following.

[Skate Canada EDI Statement](#)

[Education Plan for Anti-Racism and EDI](#)



# REPORTING

## GENERAL DISPUTES REPORTING

INJURY REPORTING

INJURY BENEFIT PROGRAM

COACH ACCIDENT INSURANCE

## GENERAL DISPUTES REPORTING

### How to Report General Disputes:

Disputes must first be directed to the appropriate level where individuals involved in the matter must make a reasonable effort to pursue and resolve the matter amongst themselves at the level at which the situation originated (e.g., through the club and/or section resolution processes) prior to formal escalation to Skate Canada as the final appeal in the process.

[General Dispute Reporting Flowchart](#)



# REPORTING

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GENERAL DISPUTES REPORTING

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## INJURY REPORTING

Skate Canada is committed to providing its registrants and members with the best injury benefit program and coach accident insurance policies with the most competitive premiums. The incident reporting flowchart outlines the steps to be followed when submitting a report.

[Injury Reporting Flowchart](#)

### How to Report Incidents of Injury:

If a coach, club/skating school or section volunteer witnesses an incident of injury they must act and take steps to ensure the incident is reported to Skate Canada.

The coach, club board member, administrator and/or section office staff must complete and submit the [Skate Canada Online Incident Report](#) within 30 days of the incident.





# REPORTING

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GENERAL DISPUTES REPORTING

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## INJURY BENEFIT PROGRAM

### **Injury Benefit for Registrants:**

Looking for information on how to submit an Injury Benefit Claim refer to the:

[Injury Benefit Claim Flowchart](#)

[Injury Benefit Claim Form for Registrants](#)

[Injury Benefit Coverage Summary - Coming Soon](#)



# REPORTING

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**COACH ACCIDENT INSURANCE**

## COACH ACCIDENT INSURANCE

Looking for information on how to submit an Accident Insurance Claim? Refer to:

[Accident Insurance Claim Flowchart](#)

[Accident Insurance Claim Form for Coaches](#)

[Summary of Coverage for Coaches](#)

Find the answers to frequently asked insurance questions.

[Insurance FAQ's](#)



# INJURY PREVENTION RESOURCES

## HELMET USE

CONCUSSION RESOURCES

MEDICAL LETTERS

## HELMET USE

Helmets are designed to help protect against head injuries occurring on ice, whether from a fall or collision. Although helmets significantly reduce the risk, head injuries such as skull fractures and concussions may still occur.

Learn more about Helmet Use including the Helmet Use Policy below.

[Helmet Use Information for Clubs, Coaches and Parents](#)



# INJURY PREVENTION RESOURCES

HELMET USE

## CONCUSSION RESOURCES

PRE-SEASON CONCUSSION

EDUCATION RESOURCE

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## CONCUSSION RESOURCES

The Concussion Management Policy has been established in support of Skate Canada's vision and to ensure we are providing the safest possible environment for all of our members, registrants, and sections.

[Concussion Management Policy](#)

The resources below will help you understand more about how to recognize and manage concussion.

Skate Canada's concussion resources seek to provide members with best practices, around how to prevent, recognize and manage concussions, including when to see a doctor and guidelines for returning to sports and learning activities.



# INJURY PREVENTION RESOURCES

HELMET USE

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**PRE-SEASON CONCUSSION  
EDUCATION RESOURCE**

CONCUSSION RECOGNITION TOOL

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## PRE-SEASON CONCUSSION EDUCATION RESOURCE

All parents, coaches and athletes should receive and review the Pre-season Concussion Education Sheet prior to the first practice of the season. In addition, the Pre-Season Concussion Education Resource Acknowledgement Sheet must be signed and returned to the club or coach within 60 days of registration.

[Pre-Season Concussion Education Resource](#)

[Pre-Season Concussion Education Resource Acknowledgement Sheet](#)



# INJURY PREVENTION RESOURCES

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## CONCUSSION RECOGNITION TOOL

Although the formal diagnosis of concussion should be made following a medical assessment, all sport stakeholders including athletes, parents, coaches, volunteers, officials, referees, and licensed healthcare professionals are responsible for the recognition and reporting of individuals who may demonstrate visual signs of a head injury or who report concussion-related symptoms. This is particularly important because many sport and recreation venues will not have access to onsite licensed healthcare professionals. Learn how to recognize a concussion below:

[Concussion Recognition Tool](#)



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## CONCUSSION PATHWAY

Not sure what to do if someone may have sustained a head injury or a concussion? The Concussion Pathway will guide you through the steps to follow from the moment the injury occurs to the very last phase of return to sport.

[Concussion Pathway](#)



# INJURY PREVENTION RESOURCES

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## CONCUSSION PROTOCOL

All clubs and schools must review and follow Skate Canada's Concussion Protocol to ensure concussions are handled according to the Canadian Guideline on Concussion in Sport.

[Concussion Protocol](#)





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## CONCUSSION APP

Skate Canada Concussion Ed provides a method to track signs and symptoms of concussion, following a diagnosis, enabling the user to track symptom duration and severity. The app pairs proven scientific research with fun, engaging material to ensure the information is accessible to everyone, whether you are an athlete, parent, educator or coach.

The Skate Canada Concussion Ed App is available for free in English and French through the [App Store](#), [Google Play](#) and available via a [web-based version](#) for Blackberry and Window users.



# INJURY PREVENTION RESOURCES

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**MEDICAL LETTERS**

## MEDICAL LETTERS

### *Medical Assessment Letter*

Use the medical assessment (as outlined in the protocol) for determining whether the individual has been diagnosed with a concussion or not.

[Medical Assessment Letter](#)

### *Medical Clearance Letter*

Use the medical clearance letter (as outlined in the protocol) for individuals who are diagnosed with a concussion. Individuals diagnosed with a concussion must be medically cleared to return to sport.

[Medical Clearance Letter](#)



# MISCONDUCT REPORTING AND AWARENESS

## HOW TO REPORT ALLEGATIONS OF SUSPECTED MISCONDUCT

UNDERSTANDING CHILD SEXUAL ABUSE

TIPS FOR PARENTS/GUARDIANS

OBLIGATION TO REPORT

BULLYING PREVENTION

## HOW TO REPORT ALLEGATIONS OF SUSPECTED MISCONDUCT

To maintain transparency, safety and confidentiality, all complaints of misconduct must be reported to Skate-Safe.ca, Skate Canada's independent third-party at:

**1-833-723-3758**

### [FILE A REPORT](#)

For more information visit [skate-safe.ca](https://skate-safe.ca) or click on the [Reporting Misconduct Flowchart](#)



# MISCONDUCT REPORTING AND AWARENESS

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## UNDERSTANDING CHILD SEXUAL ABUSE

In order for our community to have a greater understanding of Child Abuse Definitions, Adult Offender Grooming, Healthy Relationships with Children, Why Teaching Clear Boundaries is so Important to Child Safety, Signs of Child Sexual Abuse Disclosure of Child, Sexual Abuse Adolescent Disclosure of Sexual Abuse, Impact of Child Sexual Abuse and Sexual Abuse of Children with Disabilities please review this document that was produced by Commit2Kids a program of the Canadian Centre for Child Protection Inc.

[Understanding Child Sexual Abuse](#)



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## TIPS FOR PARENTS/GUARDIANS:

Parents and guardians need to know that enrolling their kids in sport is safe and secure. To help further educate parents/guardians please review these 10 Tips for Parents/Guardians because education is the most important tool for preventing misconduct.

[10 Tips for Parents/Guardians](#)



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BULLYING PREVENTION

## OBLIGATION TO REPORT

Everyone has an obligation to report actual or suspected behaviours or actions of misconduct in accordance with the National Safe Sport Program. An individual who knowingly fails to report a known actual or suspected behaviours or actions of misconduct pursuant to Skate Canada's Misconduct Reporting and Resolution Policy and Procedure may be subject to disciplinary action, at the sole discretion of Skate Canada.



# MISCONDUCT REPORTING AND AWARENESS

HOW TO REPORT ALLEGATIONS  
OF SUSPECTED MISCONDUCT

UNDERSTANDING CHILD SEXUAL ABUSE

TIPS FOR PARENTS/GUARDIANS

OBLIGATION TO REPORT

**BULLYING PREVENTION**

## BULLYING PREVENTION

We know that bullying can happen anywhere including in everyday situations at home, school, sports, work and online. This brochure will help you talk to children and youth about the types of bullying, the impact it can have, and how to respond.

[Bullying Brochure](#)  
(produced by the RCMP)

Are you prepared to deal, manage and prevent bullying from happening within your club/school? Review [Bullying and cyberbullying: learning resources](#) available on the RCMP website.

