



OTTAWA SAFE SPORT TOOLKIT

TABLE OF CONTENTS

IMPLEMENTATION GUIDE

Overview	01
How to use this Guide	02
Implementation Framework	03
Framework Implementation	04
1. Policies	05
Policy Implementation	
2. Training Requirements	08
Training Requirements Implementation	
3. Engagement	10
Engagement Implementation	
4. Resources	13
Resources Implementation	
Conclusion	13



OVERVIEW

OVERVIEW

The goal of the **Ottawa Safe Sport Toolkit** is to establish a collaborative and harmonious approach to fostering safe, welcoming and inclusive sport environments, collectively. There are many ways this can be accomplished. This **Implementation Guide** describes the method that the Ottawa Sport Council (OSC) and a number of pilot organizations have chosen to ensure safe sport for everyone.

DEFINITION OF SAFE SPORT

Physical and emotional safety, which includes concussion and injury prevention and environments free from bullying, abuse, harassment, discrimination, and other forms of maltreatment.

A two-part Safe Sport Strategy Workshop facilitated by LJ Bartle and Melissa Knox of Sport Law (formerly known as Sport Law & Strategy Group) was held online in May 2021 with OSC staff and representatives from a group of OSC pilot organizations including athletes, coaches, officials and administrators as well as other stakeholders in the Ottawa sport community. The goal of the workshop was to begin to develop a customized **Ottawa Safe Sport Toolkit** built on consensus with OSC members represented by the pilot organizations.

Prior to the workshop, Sport Law analyzed current safe sport practices within the OSC pilot organizations. The results showed evidence of inconsistencies in terms of policies, training, and engagement. This analysis coupled with input and consensus gained during the workshop and through a Safe Sport Working Group has shaped the **Ottawa Safe Sport Toolkit**.



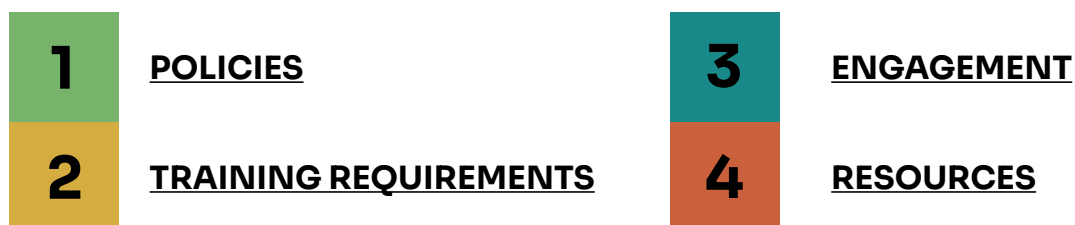


HOW TO USE THIS GUIDE

HOW TO USE THIS GUIDE

This document identifies how Ottawa community sport organizations can implement the **Ottawa Safe Sport Toolkit**. The **Ottawa Safe Sport Toolkit Framework** provides an overview of the Toolkit with links to the priorities in each of the four strategic elements:

OTTAWA SAFE SPORT TOOLKIT FRAMEWORK:



Each of these elements and their recommended implementation plans were developed based on feedback from representatives from OSC's sport community including administrators, athletes, officials and coaches.

This guide is meant for anyone playing a role in implementing elements of the **Ottawa Safe Sport Toolkit**, especially administrators. It is recommended that anyone responsible for approving and/or administering policy in your organization review all of the elements of the Toolkit so you are aware of the support that is available as you go forward on your safe sport journey.





IMPLEMENTATION FRAMEWORK

IMPLEMENTATION FRAMEWORK

The **Ottawa Safe Sport Toolkit Framework** is the culmination of months of consultation and consensus around creating welcoming and inclusive sport environments across the community. The intention of the Framework was to identify the foundational priorities to deliver a safe and thriving sport experience throughout the Ottawa sport community and to provide a visual representation with links to each of the Framework's elements.

The Ottawa Sport Council has been able to provide support for the Level 1, Level 2 and Level 3 Priorities in each of the safe sport elements during its initial implementation. OSC is currently working on another project to deliver the Future Opportunities identified by workshop participants.

Ottawa community sport organizations are encouraged to start with Level 1 Priorities for each of the elements and implement as much as they can for all levels of the Framework. **The Safe Sport Toolkit Implementation Webinar for Administrators** ([found on the Policies toolkit page](#)) is available to help answer any questions you may have about this Framework and its implementation including walking through the following steps to clarify your role in this process.





FRAMEWORK IMPLEMENTATION

FRAMEWORK IMPLEMENTATION

Review the **Ottawa Safe Sport Toolkit Framework** so you are familiar with each of the four Framework elements:

1. **Policies**
2. **Training Requirements**
3. **Engagement**
4. **Resources**

Participate in or watch the **Safe Sport Toolkit Implementation Webinar for Administrators** (**found on the Policies toolkit page**).

Read this Implementation Guide and all related documents so you are aware of all that is available to you within each element of the Framework.

Save a generic copy of this Implementation Guide in your organization's safe sport files so it is available to others if needed.

Save a dated copy of this Implementation Guide electronically for your own use and then use this Checklist annually to track your completion of each component of the **Framework**.

Contact the **Ottawa Sport Council** if you have any questions or concerns.

Repeat all steps annually.





POLICIES

POLICIES

Policies are critical to ensure your organization is protected and is protecting its members. They are legal documents and can sometimes be difficult to understand. The intention of the Policy element is for all OSC members to have access to and follow the same safe sport policies so that everyone throughout the community has the same policy templates to ensure consistency and quality.

As part of the Level 1 Priority, OSC has worked with Sport Law to develop **Safe Sport Policy Suite (SSPS) templates (found on the Policies toolkit page)** made up of a number of policies including a **Screening Policy** and a **Code of Conduct and Ethics** that is available to all members. The SSPS contains the latest policy updates that are consistent with Sport Canada requirements for National Sport Organizations (NSOs) to allow community sport organizations to align with their NSO.

The Level 2 Priority is a **Safe Sport Policy Activation Webinar (found on the Policies toolkit page)** that ensures members understand their SSPS by delving into each policy in the SSPS and clarifying how to implement each one. The Safe Sport Policy Activation Webinar will be held in mid-November 2021 to help answer questions you may have about the SSPS.

The Level 3 Priority focuses on a number of resources to explain the SSPS and help you get started. They are all part of **Safe Sport Policy 101 (found on the Policies toolkit page)** which includes a **short video**, the **SSPS Summary Sheet**, **Code of Conduct Checklists** for all stakeholders and **Tips Sheets** for athletes and coaches focused on behaviour expectations. All of these resources play a role in helping you understand and implement the policy element of the Toolkit.





POLICIES

POLICY IMPLEMENTATION

Participate in or watch the **Safe Sport Toolkit Implementation Webinar for Administrators** ([found on the Policies toolkit page](#)).

Watch the **Safe Sport Policy 101 Video** ([found on the Policies toolkit page](#)) and check out the **Safe Sport Policy 101** resources to understand what is available to support you which includes the **SSPS Summary Sheet**, **Safe Sport Tips for Athletes**, **Safe Sport Tips for Coaches**, and **Code of Conduct Checklists** for all your stakeholders.

Participate in or watch the **Safe Sport Policy Activation Webinar** ([found on the Policies toolkit page](#)).

Read the **SSPS templates** ([found on the Policies toolkit page](#)), either before or after the **Safe Sport Policy Activation Webinar** ([found on the Policies toolkit page](#)) so you are aware of the intent of each policy and what you will need to do to implement them.

Create your own SSPS based on the SSPS templates by contacting the **Ottawa Sport Council** for a word version of the templates.

Determine if any amendments (that don't change the intent of the policy) are needed and make any amendments necessary. Be sure to customize the Screening and Training Matrix (Appendix A of the **Screening Policy**) to match your organization's screening and training requirements identified in your Screening Policy.

Determine if any amendments are needed and make any amendments necessary to the **Code of Conduct and Ethics** and related Code of Conduct Checklists ([found on the Policies toolkit page](#)).





POLICIES

Determine if any other amendments are needed and make any amendments necessary to any other policies within the **SSPS templates** ([found on the Policies toolkit page](#)).

Double-check to make sure your SSPS refers to your organization by name throughout the policy suite OR names your organization as “the Organization” in the ‘Definitions’ section and then refers to “the Organization” throughout your SSPS.

Submit a motion for your organization’s Board of Directors to adopt your customized SSPS.

Once approved, post your SSPS or a link to it on your organization’s website and/or social media/Facebook page.

Once your Screening Policy has been customized and adopted by your organization’s Board of Directors, read and share your screening and training requirements in your Screening and Training Matrix, so you and others are aware of the requirements and your responsibilities to ensure the requirements are met by everyone in your organization.

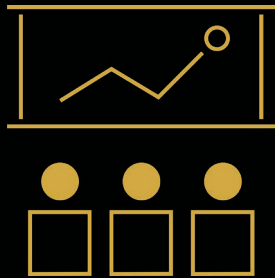
Send your Code of Conduct and Ethics and related Checklists to all relevant stakeholders, including athletes, parents, coaches, officials and administrators, to be signed with a dead line for returning.

Send the Safe Sport Tips for Athletes and **Safe Sport Tips for Coaches** to your athletes and coaches and let them know they are based on your SSPS.

Implement the **Engagement element** of the **Ottawa Safe Sport Toolkit Framework** to discuss and review policy questions and concerns.

Repeat all steps annually. If you have already approved all policies, just determine whether any updates are needed annually.





TRAINING REQUIREMENTS

TRAINING REQUIREMENTS

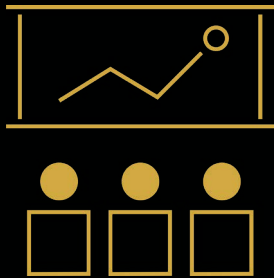
An important element of the **Ottawa Safe Sport Toolkit Framework** is establishing Training Requirements to ensure the sport organization's participants and those working with them are set up for success. It is critical that coaches and others understand their role in creating safe and thriving sport environments. That is why minimum standards have been recommended across the community to ensure consistency. The intention of the Training Requirements element is that all OSC members will promote minimum training requirements for all stakeholders.

The Level 1 Priority is that all stakeholders take safe sport training. The Coaching Association of Canada (CAC) provides free **Safe Sport Participants Training** which is mandated at national levels of sport in Canada. It is available and is relevant for all levels including community sport. The **Screening and Training Matrix** (Appendix A of the **Screening Policy** in the **SSPS**) identifies all screening and safe sport training requirements that stakeholders must meet depending on their level of connection to athletes. As part of your policy implementation, you will be able to customize your Screening and Training Matrix to reflect your organization's screening and training priorities.

The Level 2 Priority is the **Athlete and Coach Safe Sport Expectations Webinar** (**found on the Training Requirements toolkit page**) which provides an explanation of behavioural expectations by both athletes and coaches as per the Code of Conduct and Ethics as well as other safe sport policies in the SSPS. This Webinar, for coaches and athletes, will be taking place in mid-January 2022 to ensure you have had time to implement the **SSPS** including the **Code of Conduct and Ethics**.

The Level 3 Priority provides **Guidelines for a Cycle of Continuous Improvement**, that focuses on the monitoring and accountability of each of the Safe Sport Toolkit elements of policy, training, engagement, and enhanced resources. This is an opportunity for each organization to look at the impact of the changes it has implemented to see what is working and what needs to improve.





TRAINING REQUIREMENTS

TRAINING REQUIREMENTS IMPLEMENTATION

Send your customized Screening and Training Matrix which identifies your organization's training and screening requirements to all stakeholders connected to your organization including current or potential coaches.

Post the link to CAC's **Safe Sport Participants Training** on your organization's website, social media/Facebook page, and any other place the organization communicates digitally.

Create a tracking system to track training and screening completion. Your organization may be able to work with your NSO or the CAC to track completion of training requirements. **Contact CAC** to assist with this.

Instruct all stakeholders including athletes, coaches, parents, administrators, officials and volunteers to complete CAC's **Safe Sport Participants Training** and track their completion.

Watch the recorded **Athlete and Coach Safe Sport Expectations Webinar** (**found on the Training Requirements toolkit page**).

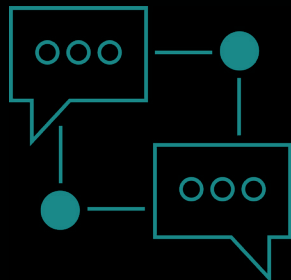
Share the recorded **Athlete and Coach Safe Sport Expectations Webinar** with your stakeholders, including athletes, coaches, parents, administrators, officials, and volunteers, to watch by a certain date, and track completion.

Read the **Guidelines for Continuous Improvement** and implement accordingly on a regular basis.

Post and/or send any other training links or resources that are important to your organization to create a safe and thriving sport environment.

Repeat all steps annually.





ENGAGEMENT

ENGAGEMENT

Intentional engagement with stakeholders, especially athletes, is critical. The lived experiences of athletes, coaches and others provide a firsthand assessment of how well your policies and training are working. The intention of the Engagement element is that OSC member organizations will consistently and intentionally engage with all stakeholders including athletes to get meaningful feedback.

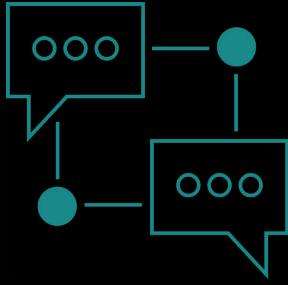
Communication is important, but it only allows for a one-way conversation, from you to the stakeholder. Engagement creates a two-way conversation, and it is crucial to help you understand if your implementation methods are working. Engagement is also a highly effective risk mitigation strategy. The priorities identified in the Engagement element are designed to ensure administrators and others at your sport organization have the opportunity to leverage other parts of the Framework to keep safe sport at the forefront of everything you are doing.

The Level 1 Priority provides prompts and tips for administrators to debrief the **Athlete and Coach Safe Sport Expectations Webinar** ([found on the Training Requirements toolkit page](#)) with coaches, athletes and others as well as providing coaches with prompts and tips to debrief the **Athlete and Coach Safe Sport Expectations Webinar** with their teams and/or athletes.

The Level 2 Priority provides tips and leading practices for coach/athlete communication and Rule of 2. There are a number of resources available with **CAC** to help implement **Rule of 2** including CAC's **Rule of 2 Implementation Matrix**. We have provided links to them and encourage you to reach out to **CAC** for more information.

And finally, the Level 3 Priority encourages sport organizations to leverage their existing and/or develop a new organizational Vision, Mission and Values to help bring safe sport messaging to life. This is up to your organization to review your own Vision, Mission and Values or develop ones that align with your safe sport goals. Contact the **Ottawa Sport Council** if you need assistance with this.





ENGAGEMENT

ENGAGEMENT IMPLEMENTATION

Read the **Safe Sport Debrief Tips for Administrators** and the **Safe Sport Debrief Tips for Coaches** so you know what is available to support you.

Read the CAC's tips and leading practices connected to **Rule of 2** and CAC's **Rule of 2 Implementation Matrix** so you know what is available to support you.

Create a Communication and Engagement Protocol that outlines how you will communicate and engage with each of your stakeholders including coaches, athletes, parents/guardians of minor athletes, officials, volunteers and other stakeholders on a regular basis using townhalls, webinars, in-person meetings, surveys, interviews, councils/committees and/or other interactive methods. Your communication protocol could include annual opportunities for engagement and feedback such as:

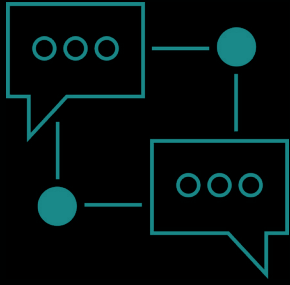
- Pre-season expectations meetings
- In-season check-ins
- Post-season feedback sessions

Ensure all stakeholders are aware of CAC's tips and leading practices connected to **Rule of 2** and if you are having challenges implementing Rule of 2, use CAC's **Rule of 2 Implementation Matrix** to help make a plan.

Ensure all stakeholders are aware of the **Safe Sport Tips for Athletes** and the **Safe Sport Tips for Coaches** to clarify what's ok and not ok according to your **SSPS**.

Hold a virtual or in-person meeting after stakeholders have watched the **Athlete and Coach Safe Sport Expectations Webinar** (**found on the Training Requirements toolkit page**) to address any questions or concerns. Use the **Safe Sport Debrief Tips for Administrators** to create an agenda and guide for discussion.





ENGAGEMENT

Encourage all coaches to hold a Safe Sport Debrief with their team and/or athletes either virtually or in-person after they have all have watched the **Athlete and Coach Safe Sport Expectations Webinar** ([found on the Training Requirements toolkit page](#)) to address any questions or concerns. Advise the coaches to use the **Safe Sport Debrief Tips for Coaches** to create an agenda and guide for discussion as well as the **Safe Sport Tips for Athletes** and **Safe Sport Tips for Coaches**.

Follow up with the coaches on areas of concern that were brought up during their Debrief and make a plan to address these with other administrators, coaches, etc.

If you already have a Strategic Plan outlining your organization's Vision, Mission and Values, look at how you can leverage your strategic priorities or other aligned areas with your safe sport priorities and messages. If you do not have a Strategic Plan, look at developing one and align your safe sport priorities and messages within it.

Use your organization's social media accounts to engage with stakeholders and to give specific key messages about safe sport to targeted audiences.

Set up channels for virtual, phone, and in-person connections (e.g., video and audio conference accounts, meeting space), as required, in advance of each season to allow easy interactions at all levels of the organization.

Repeat all steps annually.



RESOURCES

RESOURCES

There are many safe sport resources (beyond the **Ottawa Safe Sport Toolkit Assets** that have been custom designed for Ottawa community sport organizations) available across Canada to advance knowledge and awareness. The intention of the **Enhanced Resources element** is to provide community sport organizations with access to easy-to-use resources that promote a safe sport environment.

RESOURCES IMPLEMENTATION

Post and/or send links to the **Ottawa Safe Sport Toolkit** and/or other resources to all relevant stakeholders.

Create a method for stakeholders to submit enhanced resources from other organizations on leading practices or innovative thinking in safe sport that you can share with members.

Post all enhanced resources and links to related organizations (e.g., CAC) on your organization's website and/or social media accounts.

Repeat all steps annually.

CONCLUSION

We hope you find the processes, tools and other resources outlined in this Implementation Guide easy to use and simple to adapt as necessary. Please feel free to contact the **Ottawa Sport Council** for any questions related to the **Ottawa Safe Sport Toolkit**.

