



Debrief Tips for Administrators

Prompts and Tips for administrators to engage their coaches, athletes and other stakeholders following the Athlete and Coach Safe Sport Expectations Webinar or in-person meeting.

Once your stakeholders have participated in/watched the Athlete and Coach Safe Sport Expectations Webinar, hold an in-person or online debriefing session to discuss what they learned. This is your stakeholders' opportunity to ask questions directly to you to clarify anything that may not be fully clear. This is invaluable for an organization in gaining insight while building trust.

The following questions, grouped by topic, are meant as prompts to get the conversation going. A few tips:

- **Don't try to control the conversation too much.**
- **Allow people time to think about what you are asking and provide their perspectives.**
- **Ask the questions in your own words.**
- **Ask other questions that arise in your mind.**
- **Be authentic, open and honest. This is your opportunity to make a real connection with your stakeholders.**
- **Respect everyone's opinion.**
- **Follow up on concerns.**

General

1. How much did you know about Safe Sport before the Athlete and Coach Safe Sport Expectations Webinar? (You can start with a poll — if meeting online — or just have people indicate their level of knowledge).
2. What did you learn from the Athlete and Coach Safe Sport Expectations Webinar that surprised you?
3. Is there anything that causes you concern? If you prefer, you can contact us privately.
4. Do you think we need to change anything to comply with safe sport expectations?
5. What do you think we do well?
6. Do you feel like you know what to do if you experience anything that isn't aligned with safe sport?

Policy

1. Do you feel more educated on how our policies promote safe sport including the prevention of bullying, abuse, harassment, discrimination and maltreatment?
2. Do you understand why we have everyone sign a Code of Conduct?
3. Did you know about all our other safe sport policies?
4. Do you know what you would do if you had a concern about someone not abiding by a policy such as the Code of Conduct?
5. Do you have any questions about any policies? If you prefer, you can contact us privately.



Training

1. Did you complete CAC's free Safe Sport Participants Training?
2. Do you understand why we would like everyone to complete CAC's Safe Sport Participants Training? (Rationale - to get everyone on the same page - more knowledgeable and aware about safe sport).
3. For those of you who completed CAC's Safe Sport Participants Training, what did you learn that surprised you?
4. Do you have any further questions about that training or any other training?

Engagement

1. Have you ever participated in any discussions, meetings, etc with our organization in the past?
2. Have you felt able to speak up to our administrators or others about your concerns?
3. Do you think we need to do a better job in engaging with our stakeholders (members) including athletes, coaches, officials and parents?
4. How can we improve our engagement process to gain meaningful feedback?
5. Do you feel well-informed through our communication process?
6. How can we improve our communication process to ensure everyone is informed?

Resources

1. Did you know there is an **Ottawa Safe Sport Toolkit** with resources to help you understand and navigate all aspects of Safe Sport?
2. Do you think we need to include more resources?
3. What's missing?
4. What is most valuable?

Other

1. Is there anything more we can do to make your experience with our organization better?
2. If anyone would like to speak with us further, please feel free to reach out directly. Here's our contact info: **(add organizational contact information)**

ADMINISTRATORS: You may want to review the following prior to your Debrief:

- Your organization's Safe Sport Policy Suite
- [Ottawa Safe Sport Toolkit](#)
- CAC's tips and leading practices connected to [Rule of 2](#) and CAC's [Rule of 2 Implementation Matrix](#)
- **Safe Sport Tips for Athletes** and **Safe Sport Tips for Coaches** to clarify what's ok and not ok according to your policies