



## SAFE SPORT POLICY 101: Summary of Ottawa Safe Sport Policy Suite Templates

### WHAT IS SAFE SPORT?

**SAFE SPORT** can be understood as:

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

### WHY IS SAFE SPORT IMPORTANT?

We all deserve to participate in sport environments that are accessible, inclusive, safe, and free from all forms of Maltreatment by others.

In order to reach this goal, sport organizations must ensure safe sport environments. Also, every participant plays a role in ensuring safe sport.

### HOW DO WE ENSURE SAFE SPORT?

The **Safe Sport Policy Suite Templates** (the “templates”) are key to ensuring safe sport. The templates are a full package of policies related to safe sport that set rules, procedures, and standards for behaviour to help your organization maintain a safe sport environment.

All participants, administrators, athletes, coaches and officials who work/participate within Canada’s national sport system must follow the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (**UCCMS**), which prohibits all forms of maltreatment.

The templates are meant for sport organizations at any level of competition (community/recreational/club, provincial/territorial, and national) and are aligned and consistent with the UCCMS to make sure sport organizations at all levels set the same standards and take the same approach to safe sport.

### WHAT SAFE SPORT POLICY TEMPLATES ARE INCLUDED?

#### Safe Sport Policy

- Sets out your organization’s commitments and addresses the policies that make up the bundle of policy templates.

#### Athlete Protection Policy

- Sets expectations of behaviour for Persons in Authority.
- Discusses how we will protect our athletes, especially when it comes to practices/training, traveling, communicating, and using physical contact.
- Discusses the Rule of 2.



### **Code of Conduct (and Ethics)**

- Sets the rules around behaviour that sport participants must follow.
- Defines key terms and behaviours (ex. 'maltreatment', 'harassment', etc.).

### **Discipline and Complaints Policy**

- Sets out: Who can bring a complaint and How, When, and Where to bring a complaint.
- Provides a structured process for how to address and resolve complaints.

### **Dispute Resolution Policy**

- Provides an alternative, more informal way to resolve complaints (in appropriate cases) that allows the parties to compromise and maintain some control over how the complaint is resolved.

### **Appeal Policy**

- Sets out the process for challenging the outcome of a complaint and/or certain decisions of the organization.

### **Screening Policy**

- Sets out the process for how to screen adult participants in your organization.
- Provides a lot of forms, in the Appendices, to guide this screening process, including a Screening and Training Matrix that you can customize.

### **Whistleblower Policy**

- Provides a process and set of protections in situations where an employee needs to disclose certain information/concerns of their employer (the sport organization).

### **Event Discipline Procedure**

- Sets out a specific process for how to deal with complaints arising at/during an event.

### **Social Media Policy and Guidelines**

- Sets out a list of suggested best practices when using social media, especially in relation to interacting directly with athletes.

### **Risk Management Policy**

- Sets a process for how an organization can assess and manage risk.

### **Concussion Policy and Return to Play Protocol**

- Sets rules around how to deal with head injuries and return to play safely.

## **For More Information**

Check out the [Ottawa Safe Sport Toolkit](#)  
Please contact [Ottawa Sport Council](#)