



Safe Sport Policy Package Tips for implementation

Below is a brief explanation of each of the eight policies that make up the Safe Sport policy package and some information on implementation as it relates to each policy.

The main objective with the policy package is to make it available to all your stakeholders and let them know it exists through the regular way that you communicate. (i.e., newsletter, social media, emails, whatever they are used to seeing from your organization). It is also important that organization leaders demonstrate the behaviours that build the culture of respect and dignity that these policies reinforce.

Code of Conduct

This document has expectations for behaviour to promote a positive sailing experience with expectations for all Individuals as well as behaviours specific to the various roles people will take on during their interactions in sailing.

The UCCMS (Universal Code of Conduct to address and Prevent Maltreatment in Sport) is a stand-alone document and is part of this Code of Conduct and will be reinforced for UCCMS Participants through OSIC (Office of Sport Integrity Commissioner).

Implementation Tips

- Communicate in multiple ways that the Code and the expectations are in place.
- Incorporate the Code of Conduct into any registration, annual agreements etc., that your stakeholders sign off on.
- Suggested wording for regatta registration is: “All participants agree to abide by [OA’s NAME]’s policies including the Code of Conduct.” The Safe Sport policies are not a Rule under Racing Rules of Sailing, but participants can be expected to abide by all your organization policies.

Protection Policy

This policy describes how Individuals shall maintain a safe sport environment in all interactions, mostly addressing situations where a Power Imbalance may occur. Persons in Authority (volunteers and staff) and Athletes must understand the expectations in different situations that must be held for everyone’s protection.

Implementation Tips

- Review any programs and/or special events (such as camps, regattas, or events with youth activities) you offer within the categories listed in the policy and adapt your operations as needed to protect all involved.
- Train your volunteers in positions of authority and all staff to understand and meet the expectations to keep interactions open and observable, especially if occurring with a minor.

Screening Policy

In this policy, screening is an ongoing, broad process not limited to simply criminal record checks. The policy lays out comprehensive screening guidelines that must be followed for the ongoing screening of all Persons in Authority (including Board, volunteers in leadership roles, staff).

Implementation Tips

- There is a six-month implementation window with the policy to achieve these items.
- Identify who has been doing screening in the organization, moving forward ensure you identify someone who has final say on screening questions (Screening Officer).
- Create list of all leadership roles (staff & volunteers) at the organization; have the Board then consider risks associated with each of the roles. (i.e., financial risks, reputational risks, etc.). Then determine for each position, where on the matrix that position fits for your organization.
- Assess what documentation you currently have for the people in those positions and start working with them to close any gaps.
- For any Sail Canada instructor ensure you have them provide proof that they are registered for the current year as part of the screening process (shows training and criminal record checks).
- When asking volunteers to get a criminal record check, provide a letter confirming their volunteer status so they can obtain a criminal record check for free (or at a reduced rate).

Social Media Policy

This policy lays out more specific details of expectations of all Individuals while engaging in any Social Media platform in any role. It reflects that the Code of Conduct applies to online situations.

Implementation Tips

- Ensure a person with authority to act is monitoring the organization's social media accounts to be able to respond and/or delete any inappropriate comments, etc.

Whistle Blower Policy

This policy makes it clear to all parties that reporting concerns is encouraged and in no way will any individual suffer consequences of any kind for bringing forward a legitimate concern.

Implementation Tips

- No real implementation aspect, role model confidentially and encourage the reporting of concerns.

Discipline and Complaints Policy

This is a detailed policy that lays out the processes that will be followed in cases of an alleged breach of any of the three different categories of types of complaints. Where a complaint falls will be determined by the professional ITP (Independent Third Party) paid by Sail Canada/Ontario Sailing.

Process 1 – a minor misconduct type of breach will be handled by an Internal Discipline Chair

Process 2 – a more serious breach will be handled by an External Discipline Panel (Note: if it is a UCCMS Participant and an allegation of a breach of the UCCMS, OSIC will manage the complaint)

Implementation Tips

- Ensure the “How to File a Complaint” poster from Ontario Sailing is visible online and around your organization’s property (especially in areas where people may be able to utilize the QR code without a lot of attention being drawn to them, such as the bathroom or changerooms).
- Consider who could be an Internal Discipline Chair if needed; who is doing that task right now? It is recommended to have at least 2 potential people as situations may involve conflicts of interest (friends with one of the parties etc.). It is recommended that it is not a Director that takes on this role due to a potential conflict of interest.

Appeals Policy

This is a detailed process for appealing certain decisions. It is important to take note of what is included and what the grounds for appeal are within the policy.

Implementation Tips

- No real implementation aspect, if a situation arises use guidance in policies to help resolve when appropriate.

Dispute Resolution Policy

In support of alternate resolution methods, this policy provides guidance to resolving disputes through negotiation, facilitation, and mediation.

Implementation Tips

- No real implementation aspect, if a situation arises use guidance in policies to help resolve when appropriate.