

SAFE SPORT POLICY

The Organization is: Ontario Cycling Association

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Individuals*” – Individuals employed by, or engaged in activities with the Organization including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, parents and guardians and spectators at events, and Directors and Officers of the Organization.
 - b) “*Person in Authority*” – An Individual who holds a position of authority within the Organization including, but not limited to, coaches, managers, support personnel, chaperones, and Directors.

Purpose

2. This Policy describes how the Organization aims to provide a safe sport environment.

Commitment to True Sport Principles

3. The Organization commits to the True Sport Principles which are:
 - a) **Go for It** – Rise to the challenge – always strive for excellence. Discover how good you can be.
 - b) **Play Fair** – Play honestly – obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.
 - c) **Respect Others** – Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.
 - d) **Keep it Fun** – Find the joy of sport. Keep a positive attitude both on and off the field.
 - e) **Stay Healthy** – Place physical and mental health above all other considerations – avoid unsafe activities. Respect your body and keep in shape.
 - f) **Include Everyone** – Share sport with others. Ensure everyone has a place to play.
 - g) **Give Back** – Find ways to show your appreciation for the community that supports your sport and helps make it possible.

Pledge

4. The stakeholders, members, and leaders of the Organization are expected to live the True Sport Principles and the Organization pledges to embed the True Sport Principles in its governance and operations in the following ways:
 - a) **Conduct Standards** – The Organization will adopt standards of conduct

- that Individuals are expected to follow.
- b) Athlete Protection – The Organization will provide coaches and other stakeholders with general and sport-specific athlete protection guidelines.
 - c) Dispute Resolution and Investigations – The Organization will have dispute resolution processes that are confidential and procedurally fair and that provide for independent investigation for certain alleged violations of the conduct standards.
 - d) Strategy – The Organization will have strategic plans that reflects the Organization’s mission, vision, and values.
 - e) Governance – The Organization will have a diverse blend of sport leaders and will adhere to principles of good governance.
 - f) Risk Management – The Organization will intentionally manage risks to its operations and events using risk management plans and/or risk registers.

Conduct Standards

- 5. The Organization will adopt a *Code of Conduct and Ethics* that describes standards of conduct for all Individuals. General standards of conduct will apply to all Individuals. The *Code of Conduct and Ethics* will also have specific sections related to at least:
 - a) Athletes;
 - b) Coaches;
 - c) Officials;
 - d) Directors and Committee Members; and
 - e) Parents and Spectators.
- 6. The *Code of Conduct and Ethics* will contain detailed definitions of key terms, including:
 - a) Harassment;
 - b) Sexual Harassment;
 - c) Workplace Harassment;
 - d) Workplace Violence;
 - e) Discrimination; and
 - f) Hazing.
- 7. The *Code of Conduct and Ethics* will include the following definition of Hazing:
 - a) Hazing is a form of conduct that exhibits a potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual’s positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual’s willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of

years on the team or with the group, or ability

8. The Organization will adopt a *Persons in Authority Policy* that will define “vulnerable individuals” and describe the types of abuse (e.g., Physical Abuse, Sexual Abuse, Emotional Abuse, and Neglect) to which vulnerable individuals may be subject.

Anti-Doping

9. The *Code of Conduct and Ethics* will indicate that the Organization respects the application of the Canadian Anti-Doping Program to those athletes and others who are subject to it.

Social Media

10. The Organization will adopt a *Social Media Policy* that describes standards of conduct that are expected on social media by Individuals. The *Social Media Policy* will indicate specific conduct standards and risks that are common and/or exclusive to social media.
11. The *Social Media Policy* will highlight the importance of responsible coach-athlete interaction on social media and will provide examples of violations of conduct standards.

Athlete Protection

Screening

12. The Organization will adopt a comprehensive *Screening Policy* that requires some Individuals to pass a screening process before being permitted to interact with athletes. The *Screening Policy* will:
 - a) Categorize positions in the organization as ‘Low Risk’, ‘Medium Risk’, and ‘High Risk’ and require progressive screening measures for Individuals serving in each category of risk;
 - b) Describe how frequently some Individuals must obtain a police records check and which type of check(s) they must obtain;
 - c) Describe how frequently some Individuals must submit Screening Disclosure Forms and Screening Renewal Forms;
 - d) Empower a Screening Committee to prohibit Individuals who do not pass screening from participating in certain positions and/or activities; and
 - e) Empower a Screening Committee to attach conditions to an Individual’s participation in certain positions and/or activities.
13. The Organization will develop general and sport-specific *Athlete Protection Guidelines* that can be used by coaches, managers, medical personnel, and other persons in authority. The Organization may provide training on such guidelines and may take steps to ensure such guidelines are being implemented.

The Organization will conduct a regular review of such guidelines to add and/or modify guidelines as appropriate.

Resources

14. The Organization will regularly provide information to Individuals about resources and training related to athlete protection. Resources and training opportunities may include but are not limited to:
- NCCP modules;
 - Respect in Sport;
 - Commit to Kids; and
 - Red Cross – Respect Education Courses.

Athlete Engagement

15. The Organization will engage with athletes to determine the level of success of their athlete protection measures as well as to identify any gaps or athlete concerns. This engagement may take the form of:
- Anonymous athlete surveys.
 - Athlete involvement in organizational decision-making; and
 - Independently led athlete outreach consultations.

Dispute Resolution

16. The Organization will have a comprehensive suite of dispute resolution policies that will include:
- Discipline and Complaints Policy;*
 - Appeal Policy;*
 - Dispute Resolution Policy; and*
 - Investigations Policy.*
17. Taken together, the suite of dispute resolution policies will include the following features:
- An independent individual to whom complaints can be submitted;
 - Sanctions for violations of conduct standards;
 - Mechanism for suspension of individuals pending the conclusion of the process;
 - Non-biased and experienced case managers, decision-makers and/or investigators;
 - Protection from reprisal for submitting complaints;
 - Independence of appeal procedures (when appeals are permitted);
 - Opportunity for alternate dispute resolution
 - Investigations of certain complaints (e.g., when required by law and/or when the complaint involves certain conduct like workplace harassment); and
 - In-event discipline procedures (when an event does not have its own

disciplinary procedures).

Reporting Obligations

18. The policies of the Organization will include requirements that certain complaints must be reported to Government entities, relevant police forces, and/or child protection agencies.

Records

19. The Organization will retain records of decisions that have been made pursuant to the Organization's policies. Subject to and in accordance with those policies and applicable law, such records may be shared with other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, multi-sport organizations, and Government entities.

Governance and Operations

20. The Organization will have a comprehensive Strategic Plan which reflects that athlete protection and safe sport are top priorities.

21. The Organization will adopt a *Risk Management Policy* that will describe how the Organization will address risks ranging from 'Unlikely' to 'Almost Certain' and from 'Minor' to 'Catastrophic'. The Organization will contemplate risk management strategies that retain, reduce, transfer, and/or avoid the risk. Risks can occur in at least the following areas:

- a) Operational/Program;
- b) Compliance;
- c) Communication;
- d) External;
- e) Governance;
- f) Financial; and
- g) Health and Safety.

22. The Organization will pursue a governance structure that reflects the diversity of the athletes and stakeholders within the sport, that adheres to all applicable legislation, and that moves toward a national alignment strategy for the sport in Canada.

23. The Organization will continually monitor and evaluate its policies, practices, and procedures.