

SAFE SPORT POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Organization”* – Cycling PEI
 - b) *“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
 - c) *“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 comprehensive conduct standards that are expected to be followed by Individuals
 - 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 require independent investigation for certain alleged violations of the conduct standards
 - d) **Strategy** – the Organization will have strategic plans that reflect 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 through the use of risk management plans and/or risk registries

Conduct Standards

5. The Organization will adopt a *Code of Conduct and Ethics* that describes standards of conduct and behaviour for all Individuals. General standards of conduct will apply to all Individuals and specific standards will be described for positions within the organization. The *Code of Conduct and Ethics* will have specific sections, including but not limited, to:
 - a) Athletes
 - b) Coaches
 - c) Officials
 - d) Directors and Committee Members
 - 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
 - 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 an *Abuse Policy* that will define "vulnerable individuals" and describe the types of abuse (e.g., Physical Abuse, Sexual Abuse, Emotional Abuse, and Neglect) that vulnerable individuals may be subjected to.

Anti-Doping

9. The *Code of Conduct and Ethics* will indicate that the Organization adopts and adheres to the Canadian Anti-Doping Program.

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
 - e) Empower a Screening Committee to attach conditions to an Individual's participation in certain positions
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 the guidelines and take steps to ensure the guidelines are being implemented. The Organization will conduct a regular review of the guidelines to add and/or modify new 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 can include:
- a) [NCCP modules](#)
 - b) [Respect in Sport](#)
 - c) [Commit to Kids](#)
 - d) [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:
- a) Anonymous athlete surveys
 - b) Athlete involvement in organizational decision-making
 - c) Independently-led athlete outreach consultations

Dispute Resolution

16. The Organization will have a comprehensive suite of dispute resolution policies that will include:
- a) *Discipline and Complaints Policy*
 - b) *Appeal Policy*
 - c) *Dispute Resolution Policy*
 - d) *Investigations Policy*
 - e) *Event Discipline Procedure*
 - f) *Whistleblower Policy*
17. Taken together, the suite of dispute resolution policies will include the following features:
- a) An independent individual to whom complaints can be submitted
 - b) Sanctions for violations of conduct standards
 - c) Mechanism for suspension of individuals pending the conclusion of the process

- d) Non-biased and experienced case managers, decision-makers and/or investigators
- e) Protection from reprisal for submitting complaints
- f) Anonymity for the complainant in cases of whistleblowers
- g) Independency of appeal procedures (when appeals are permitted)
- h) Opportunity for alternate dispute resolution
- i) Investigations of certain complaints (e.g., when required by law and/or when the complaint involves harassment, abuse, or discrimination)
- j) In-event discipline procedures (when an event does not have its own disciplinary procedures)

Obligations – Reporting and Third-Party Case Management

18. The policies of the Organization will include requirements that certain complaints must be reported to government entities, local police forces, and/or child protection agencies.
19. The policies of the Organization will include requirements that certain complaints (e.g., those related to harassment, discrimination, and abuse) must be handled by an independent third party that has no affiliation with the Organization.

Records

20. The Organization will retain records of decisions that have been made pursuant to the organization's policies. These 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

21. The Organization will have a comprehensive Strategic Plan in which athlete protection and safe sport are top priorities for the organization.
22. 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 the following areas:
 - a) Operational/Program
 - b) Compliance
 - c) Communication
 - d) External
 - e) Governance
 - f) Financial
 - g) Health and Safety
23. The Organization will pursue a governance structure that reflects the diversity of the athletes and stakeholders within the sport, that adheres to all applicable federal and/or provincial/territorial legislation, and that moves toward a national alignment strategy for the sport in Canada.
24. The Organization will continually monitor and evaluate its policies, practices, and procedures.

Approved February 10, 2020

