

CKC SAFE SPORT POLICY



**CANOE KAYAK
CANADA**

PTSO / DIVISIONS

CEO WELCOME

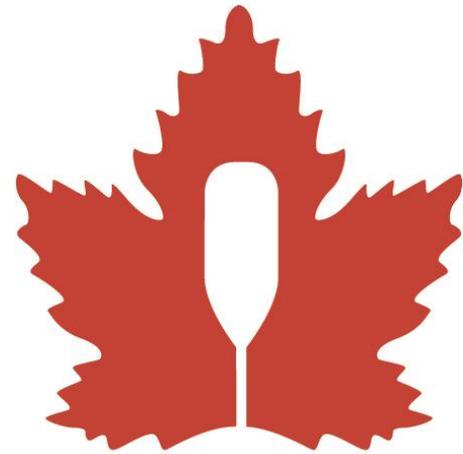


**CANOE KAYAK
CANADA**

AGENDA

- Overview of CKC Updated Membership Process and Safe Sport Approach
- Considerations for PTSO/Divisions
- Overview of Policy
- Adoption and Declaration Process
- Next Steps
- Questions

OVERVIEW OF CKC APPROACH



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UPDATED CKC MEMBERSHIP

- Recognized gap overall for CKC in a clear process for annual membership that reflects 2020 reality.
- Plan to phase in a online member registration January - April 2021.
- Include agreement in 2021 membership and policy obligations, sharing of leadership contact information and payment of fees.
- Critical piece of collaboration around unique circumstances for different PT and Divisions.



OVERVIEW OF CKC APPROACH

- Single CKC Community-wide approach to ensure safety of our sport environment for all participants.
- Key Pillars: Aligned Policy including Code of Conduct and Ethics, Complaint Management, Screening, and Education.
- In effect nationally since March 1, 2020 operating and handling cases at all levels
- Policy has been revised to reduce the burden at the Club and PTSO/Division levels, and to help manage risk at all levels of our CKC Community.

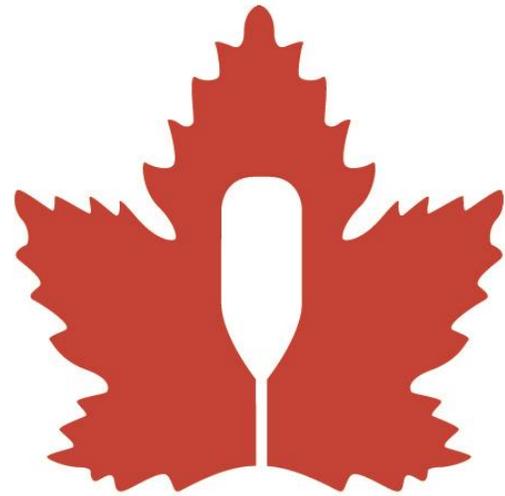


UPDATES FALL 2020

- Continued policy improvements around process and best practices
- Revised timeline for policy alignment/member declarations
- CKC managed screening process
- CAC Module added for Education
- Clarity around Cost Sharing Approach



CONSIDERATIONS FOR PTSO / DIVISIONS



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ALIGNED POLICY

- Designed specifically to be adopted at National, Provincial/Territorial and Club Level.
- Creates a single standard for all member organizations
- Centralized and Independent Complaint Reporting and Management
- Allows for CKC to support implementation of the policy throughout the system, and updates as a whole



ALIGNMENT CHALLENGES

- CKC has a very unique membership and governance model.
- Provincial and Territorial jurisdiction across all sports is an open and evolving question.
- Intersections of policies can cause issues of jurisdiction
- Challenges to Alignment



ALIGNMENT SOLUTIONS

- Designed to work at all levels of system, link to one shared policy. This saves duplication of work and allows support to be easily offered by CKC.
- Adoption at PT/Division and Club level through simple declaration or membership within CKC.
- Independent Complaint and Process Guidance Support
- CKC is supporting central functions financially, and providing as much independence and capacity assistance as it can.

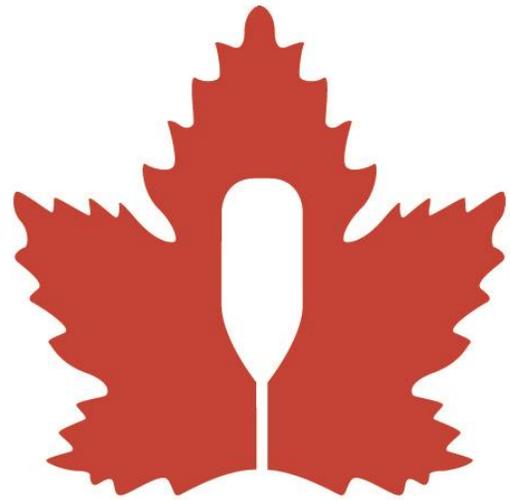


EVOLVING LANDSCAPE

- CKC will continue to work with National and Provincial/Territorial Partners on jurisdictional issues.
- Responding to evolving National System.
- Aligned policy allows for more efficient evolution of the system.
- Integration of the “Universal Code of Conduct to Prevent and Address Maltreatment in Sport” required element for all NSOs by March 31st 2021.



OVERVIEW OF CKC POLICY



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ATHLETE PROTECTION POLICY

- "This Athlete Protection Policy describe how Persons in Authority shall maintain a safe sport environment for all Athletes."
- "Person in Authority" – Any Individual who holds a position of authority within Canoe Kayak Canada or a Member, including, but not limited to, coaches, instructors, officials, managers, support personnel, chaperones, Committee members, and Directors and Officers.
- "*Vulnerable Individuals*" – Includes Children / Youth (Minors) and Vulnerable Adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by a Person in Authority)



RULE OF 2

- Canoe Kayak Canada recognizes that fully implementing the 'Rule of Two' may not always be possible.
- The training environment should be open to observation so that all interactions between Persons in Authority and Athletes are observable.
- Private or one-on-one situations must be avoided unless they are open and observable by another adult or Athlete.
- Vulnerable Individuals must not be in any situation where they are alone with a Person in Authority without written permission from the Athlete's parent or guardian



CODE OF CONDUCT

- Based on new Universal Code of Conduct and Maltreatment in Sport.
- Single Code of Conduct for the entire community.
- “The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of Canoe Kayak Canada and its Members by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization’s core values and policies.”

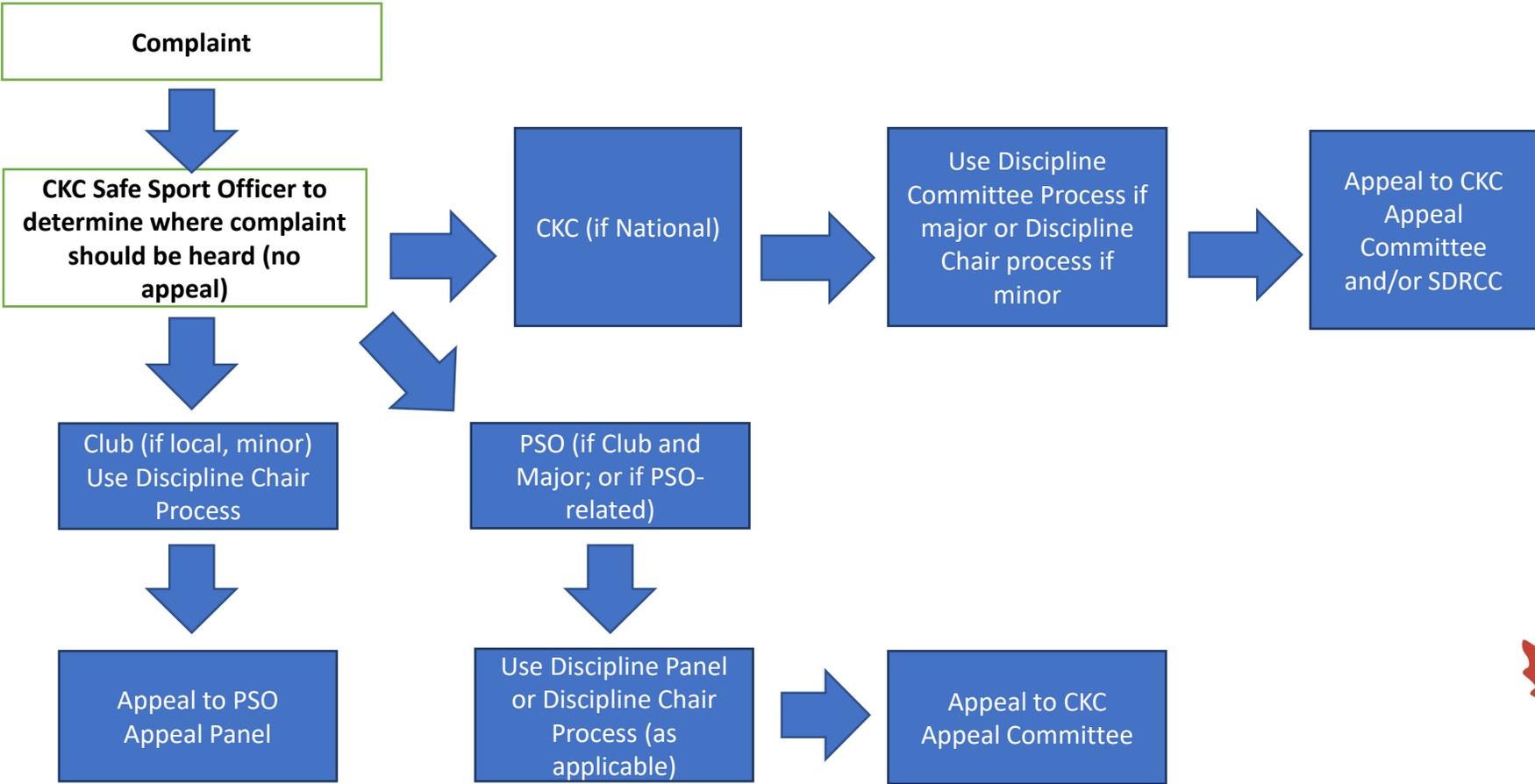


COMPLAINT PROCESS

- Single, aligned complaint process handled by an Independent Safe Sport Officer.
- Ensures strict independence, and anonymity for complainant.
- The complaint reception process also ensures safety, criminal, mental and physical health and other risk assessments are made independently and confidentially for those that come forward.
- Safe Sport Officer also acts as first contact and support for PTSO/Division or Club Leadership involved.



COMPLAINT PROCESS



SCREENING PROCESS

- CKC has moved this responsibility to an option of an independent process after feedback from the community.
- Tiered screening requirements for different participant roles in our CKC Community based on three levels of risk.
- These have been clarified in the Screening Matrix and Specific Roles Classification Chart in within the policy.



Screening Requirements Matrix

Risk Level	Roles (Note Young People Exception and Specific Roles Classification Chart Below)	Screening	Training: Recommended Level 1 Required Level 2 & 3
Level 1 Low Risk	a) Volunteers acting in non-regular or informal basis.	Complete an Application Form (Appendix B) and Screening Disclosure Form (Appendix C)	<ul style="list-style-type: none"> • CAC Safe Sport Training or • Respect in Sport for Activity Leaders <p>All Coaches Required:</p> <ul style="list-style-type: none"> • CAC Making Ethical Decisions Certified
	a) Volunteers who are not in a position of authority.	Participate in role specific training, orientation, and monitoring as considered necessary by the organization	
Level 2 Medium Risk	a) Volunteers working in a regular capacity and who are in a position of authority.	Same as Level 1 plus: Provide an Enhanced Policy Information Check (E-PIC). For new-hires, provide one letter of reference related to the position.	
	a) Non-Coach Employees	Provide a driver's abstract, if requested/required by virtue of the position.	
	a) Coaches who report to another Coach.		
	a) Directors (all levels)		
Level 3 High Risk	a) Officials working in a position of authority		
	a) Senior Coaches	Same as Level 2 plus: Provide a Vulnerable Sector Check in addition to E-PIC For new-hires, a second letter of reference from a previous relevant sport related employer.	
	a) Any coach or employee who will travel with athletes for overnight trips.		



Specific Roles Classification Chart

Note: This Chart is not intended to be comprehensive; organizations should assess the level of risk of any role not specified below based on the position of authority that the role puts a person in, the participants over whom they will have authority and the behaviours expected in the role they will be put in.

<p>Level 1 Low Risk</p>	<p>Parents and other individuals acting as informal, non-regular volunteers who are not in a position of authority.</p> <p>Race or Event volunteers, for example timers, safety boat operators, registration coordinators.</p>
<p>Level 2 Medium Risk</p>	<p>Volunteers working in a regular capacity and who are in a position of authority (i.e. Volunteer program coordinators, volunteer directors or others in charge of competitions.</p> <p>All paid employees including Part-Time or Assistant Coaches (please refer to the guidance on Young People above)</p> <p>Board of Directors at all organizations including Club, Provincial/Territorial Organizations and National Boards and Committees.</p> <p>Officials working in a position of authority including, all sprint accredited officials.</p> <p>Instructors</p> <p>Marathon: Chief of Race or Event Organizer, Chief of Course</p> <p>Safety Officers</p>
<p>Level 3 High Risk</p>	<p>Full time coaches</p> <p>A Coaches or other employees who oversee other Coaches.</p> <p>Coaches who travel with athletes for overnight trips.</p>



SCREENING PROCESS

- Online system through ckcmember.ca
- Organization can direct individuals to complete CKC screening.
- When submitted it goes to independent reviewer who:
 - Approves and an email then goes to applicant to forward back to club *or*
 - Flags the application and may ask for clarity and the individual will receive an email for this independent reviewer to this effect.



SCREENING PROCESS

Online system through ckcmember.ca

CANOE KAYAK CANADA MEMBERSHIP REGISTRATION

🔗 LOGOUT

REGISTER FOR CKC SCREENING PROCESS / PROCESSUS DE VÉRIFICATION DES ANTÉCÉDENTS

This is the CKC screening process for personnel and volunteers within the CKC Community.

Details of the CKC screening process are [available here](#).

Il s'agit du processus de sélection CKC pour le personnel et les bénévoles au sein de la communauté CKC.

Les détails du processus de sélection CKC sont [disponibles ici](#).

SELECTED PACKAGE: SCREENING DISCLOSURE FORM / FORMULAIRE DE DIVULGATION PRÉALABLE

Canoe Kayak Canada and its Members understand that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the Canadian canoe and kayak community.

The following screening process includes:

Step 1) - Screening Disclosure Form (Below)

Step 2) - Application Form Agreement

- Privacy Statement
- Certification
- CKC Privacy Policy

Canoe Kayak Canada et ses Membres comprennent que la vérification des antécédents du personnel et des bénévoles est une étape essentielle pour pouvoir offrir un environnement sportif sécuritaire et que c'est maintenant une pratique courante des organisations sportives qui offrent des programmes et des services à la communauté.

Le processus de vérification des antécédents ci-dessous comprend :

Étape 1) Le formulaire de divulgation des antécédents (ci-dessous)

Étape 2) - Consentement au formulaire de demande

- Déclaration de confidentialité
- Certification
- Politique de confidentialité de CKC



SCREENING PROCESS

CANOE KAYAK CANADA MEMBERSHIP REGISTRATION

LOGOUT

- Yes / Oui
 No / Non

Please provide a Vulnerable Sector Check (VSC).

Veillez fournir une vérification de l'habilitation à travailler auprès de personnes vulnérables (VHPV).*

Choose Files No file chosen

Please complete and provide an E-PIC. [Sterling Back Check](#)

Veillez remplir et fournir une E-PIC. [Sterling Back Check](#) *

Choose Files No file chosen

Please provide a letter of reference related to the position.

Veillez soumettre une lettre de recommandation liée au poste visé.*

Choose Files No file chosen

Please provide a second letter of reference from a sport organisation.

Veillez fournir une deuxième lettre de recommandation d'une organisation sportive.*

Choose Files No file chosen

Save

Continue

CANOE KAYAK CANADA MEMBERSHIP REGISTRATION

LOGOUT

SIGN WAIVER

+ CERTIFICATION

I hereby certify that the information contained in this Screening Disclosure Form is accurate, correct, truthful and complete. I further certify that I will immediately inform Canoe Kayak Canada or the Member (as applicable) of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

[Expand](#)

Accept*

+ PRIVACY STATEMENT / DÉCLARATION DE CONFIDENTIALITÉ

By completing and submitting this Screening Disclosure Form, I consent and authorize Canoe Kayak Canada and/or the Member to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purpose of screening, implementation of the Screening Policy, administering membership services, and communicating with National Sport Organizations, Provincial Sport Organizations

[Expand](#)

Accept*

+ APPLICATION FORM AGREEMENT / CONSENTEMENT AU FORMULAIRE DE DEMANDE

I agree to adhere to the policies and procedures of Canoe Kayak Canada and/or the Member (as applicable), including but not limited to the Code of Conduct and Ethics, Conflict of Interest Policy, Privacy Policy, and Screening Policy. Policies are located at the following link: <https://canoe kayak.ca/policies/>

[Expand](#)

E-Signature*



EDUCATION

- Specific Safe Sport Education:
 - CAC Safe Sport Module/Respect in Sport Activity Leaders Training
 - Level 1 Risk Role – Recommended
 - Level 2 & 3 Risk Role – Required
- All Coaches – Making Ethical Decisions Certified
- Policy Related Education through:
 - Webinars (Annual for new leadership)
 - FAQ documents
 - Ongoing
- Code of Conduct Education for Participants
 - Practical Training and Sport Specific Direction around:
 - Rule of Two
 - Social Media
 - Recognizing Power Imbalance
 - Risk Management).



ADOPTION & DECLARATION PROCESS



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DECLARATION & MEMBERSHIP PROCESS

- Part of updated CKC Membership Process - Phased in ahead of April 1, 2021
- Important to work through nuance and collaboration with PTs to understand the provincial system with which we need to collaborate.
- Independent Complaint Management is key in allowing for adaptability with unique circumstances



LINK TO POLICIES

CKC SAFE SPORT POLICIES

[Safe Sport Policy Manual](#) **Updated October 28, 2020** ([Member Declaration EN](#) | [FR](#))

[Appeals](#) **Updated October 28, 2020**

[Code of Conduct and Ethics](#) **Updated October 28, 2020**

[Dispute Resolution](#) **Updated October 28, 2020**

[Policy Definitions](#) **Updated October 28, 2020**



PROMOTE CKC INDEPENDENT OFFICER

Reporting a Complaint

As described above, CKC has appointed independent Safe Sport Officers who any person within the CKC community, at any level can contact to report or discuss incidents of abuse or harassment of any kind. These officers are available to communicate in English or French, as well as officers identifying as male or female are always available based on the preference of the complainant.

CKC has contracted W&W Dispute Resolution Services for this role. They may be reached directly and independently through the email address safesport_wwdrs@primus.ca. This is a confidential email address which will only be accessed by one of the independent Safe Sport Officers.

Reporting Abuse or Harassment is often a difficult process. To this end, a person can expect the following when contacting the independent safe sport officer:

- All reports will be kept entirely confidential, in line with the wishes of the person making the complaint. This includes confidentiality from CKC staff.
- Complaint will be followed up on in a timely manner.
- The independent Safe Sport Officers are available to support persons making a complaint through the process and will provide advice and guidance on steps as and if a complaint proceeds.
- Your complaint will be taken seriously, and rigorously examined.
- Complaint will be managed in the language, and by an officer of the gender identity of your choice.

Should any complaint or concern come to the attention of the CEO or any CKC representative, it will be forwarded to one of our Safe Sport Officers.



COST SHARING

CKC responsible for costs related to:

- Safe Sport Officer to run independent complaint management, provide recommendation on next steps for a complaint and provide support for implementing process at club/PTSO level is applicable.
- Investigations, Discipline Chair/Panel process handled at the CKC level. CKC will only be responsible for managing a complaint on behalf of a Club, PTSO/Division if CKC accepts to do so and, where CKC deems necessary if a cost-sharing agreement is entered into.
- Updates to policy for all levels, and on-going education.
- Screening Process including independent reviewer and ckcmember.ca infrastructure for all levels.
- Appeal Proceedings held at the CKC level (from PTSO level).



COST SHARING

PTSO/Division's responsible for costs related to:

- Discipline Chair/Panel proceedings with in their jurisdiction.
- Appeal Proceedings held within their jurisdiction (from Club Level)
- Investigations into complaints within their jurisdiction, unless otherwise agreed upon with CKC.

Clubs responsible for costs related to:

- Discipline Chair/Panel proceedings with in their jurisdiction
- Clubs will not be responsible for the costs of investigations.



NEXT STEPS

November 19th – Club Webinar

November 26th – Athlete Webinar

December 3rd - Club Webinar – French

December 1st – Launch Screening Process

November-December – CKC Safe Sport Training

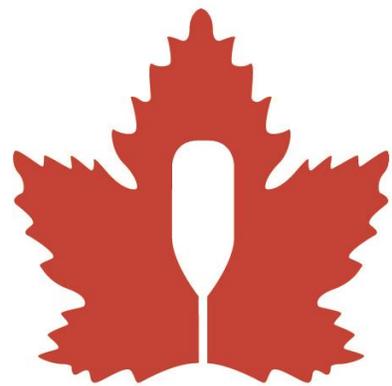
December-April – Screening, Training and Member Deceleration Support

April 1st – Club Membership Target including Policy Declaration

April 1st – First Round of Screening and Education Deadline



QUESTIONS



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THANK YOU



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