



CKC Safe Sport Policy – Q&A

Q: Where and to whom do CKC's Safe Sport Policies apply?

To understand how the CKC Safe Sport Policies apply, it is important to distinguish between the individuals to whom they apply and in which jurisdictions they apply. For the purpose of this explanation, jurisdictions mean: 1) at the CKC level (i.e., CKC National Championships, National Team Training Camps and Tours, Annual Summit); 2) at the PSTO or Divisional Level; and 3) at the Club level.

With respect to individuals, as a Canoe Kayak Policy, these Safe Sport Policies apply to all categories of members and/or registrants defined in the Bylaws of Canoe Kayak Canada or, as applicable, in the Bylaws of a Member, as well as all people employed by, contracted by, or engaged in activities with Canoe Kayak Canada and a Member.

This includes but is not limited to any CKC or Member employee, contractor, Athlete, coach, instructor, official, volunteer, manager, administrator, parent or guardian, spectator, Committee member or Director or Officer.

With respect to jurisdictions, the Canoe Kayak Canada Policy applies, starting at the national level, to all CKC business and activities (i.e., National Championships, National Team Training Camps, Annual Summit). This means that, for example, if any of the individuals listed above breach the CKC Safe Sport Policies during the National Championships or the CKC Annual Summit, the CKC Safe Sport Policies will apply.

Q: Are we required to adopt CKC's Safe Sport Policies as an organization?

CKC is working to ensure it has the governance authority in its Bylaws to require a PSTO, Division or Club to adopt the CKC Safe Sport Policies, or their own policies which comply with CKC policies.

However, in the interest of having a harmonized safe sport system from coast to coast to coast, CKC has designed its policies so that every PSTO, Division and Club can adopt the CKC Safe Sport Policies through a simple Member Declaration. If necessary due to provincial legislation or requirements from provincial funding partners, CKC is pleased to work with any PSTO, Division or Club to modify the CKC Safe Sport Policies for application so that they may apply at the PSTO, Division or Club level, as applicable. CKC will also continue to work with Provinces and Territories where other Safe Sport Policies have been made mandatory (for example Quebec), to understand how the different jurisdictions can co-exist.

When a PSTO, Division or Club adopts the CKC Safe Sport Policies, the Policies will apply at that PSTO, Division or Club's level. This means that, for example, if any of the individuals listed above breach the CKC Safe Sport Policies during a PSTO or Club's regular activities (training, AGM, social events), the CKC Safe Sport Policies will apply.

However, it is important for PTSOs, Divisions and Clubs to understand that, as organizations, they will only have to manage certain incidents that fall within their scopes of authority, but with the advantage of being part of a harmonized national system, which also has the added benefit of providing access to support and guidance to manage the process.

Adopting the CKC Safe Sport Policies will not result in PTSOs, Divisions or Clubs having any additional obligations to deal with safe sport matters. Instead, it will ensure that PTSOs, Divisions and Clubs have the necessary and most recent policies to handle safe sport matters without having to go through the policy development exercise themselves. The intent is to ensure that there is policy alignment from top to bottom in the CKC system and harmonization from coast to coast.

Q: Our Provincial/Territorial Paddling Organization has different processes and policies, what do we follow?

A: The Safe Sport landscape in Canada is moving quickly to establish more robust systems at all levels. This is a very positive development for all involved. However, it is not without some challenges as Provincial/Territorial systems ramp up at the same time as National Sport Organizations are required to implement systems. A new National Safe Sport Body is also scheduled to come into force in 2021.

Some provinces have already established Provincial Safe Sport organizations (for example Quebec) which operate in a similar fashion to the CKC policy in their jurisdiction, but across all sports. Other jurisdictions are currently working on developing Provincial/Territorial bodies based on the collective commitments contained in the [Red Deer Declaration](#).

Provinces or Territories may create standard policies for clubs that work in their system, and CKC will work with our partners in each jurisdiction to make sure that these policies work together with our CKC approach. These developments are positive for athletes and clubs as they provide further support. However, the process of working out the jurisdictions and how these bodies "talk" to each other will take time and will be dealt with on a case-by-case basis.

We have designed our CKC Safe Sport policy with the above in mind. For issues, which after independent review, are deemed to best be addressed at a Provincial/Territorial level, our CKC system allows for this transfer of a complaint and discipline process to the relevant body and process. The notification and communication process is designed to run through the independent third parties so that the proper process for this "passing" of a complaint process

to another jurisdiction is smooth and respects both CKC's and the local policies. For the screening and education requirements, CKC's policies are set as minimum requirements, in some jurisdictions these background checks and educational courses are already required, and there may be other requirements specific to a region. CKC will continue to work with our Provincial/Territorial partners to provide as much clarity as possible as this entire system evolves.

Q: Where do National sport system-wide efforts fit into the CKC Plan?

A: Sport Canada has committed to the establishment of a national body to administer the Universal Code of Conduct to Prevent and Address Maltreatment in Sport by April 1, 2021. Once this organization is established, it will be working to develop the system by which, National Organizations, and over time likely the entire sport system, can be better aligned and protected by universal policies and rules around Safe Sport. CKC is fully supportive of this effort, and the CKC Safe Sport policy has been designed to create a CKC specific policy and system that can transfer into an aligned system with this new body as it ramps up operations. In the meantime, our own policies are strong and protect our community and our athletes as we work to be leaders in this area for all of the Canadian Sport Community.

Q: How does the CKC policy apply to individuals from those Clubs not adopting CKC's Policy, or Provinces where there is another policy (Quebec)?

As per the CKC By-Laws, each Member Organizations agrees to abide by the Corporation's Articles, Bylaws, policies, procedures, rules and regulations.

As mentioned above, no matter where an individual or Member is physically located in Canada, the individual or Member must respect (i.e., follow) CKC's Safe Sport Policies. In other words, as soon as an individual or Member is involved in the business or activities of CKC, they must respect CKC's Safe Sport Policies as a condition of being a member of CKC. As such, if a Member or individual contravenes CKC's Safe Sport Policies – or any CKC Bylaw, other policy, procedure, rule or regulation – during any CKC business or activity, the Member or individual will be required to engage in the process and, if applicable, respect the consequences, prescribed by those Policies, Bylaws, procedures, rules or regulations.

Q: What steps do CKC Member Clubs/Organizations need to complete to fully adopt CKC policies?

A: For those Provinces and Clubs that have adopted the CKC Safe Sport Policy Suite and those that still plan to adopt the policy for 2021 season we will work with you as the first group of organizations to adopt our CKC policies.

The CKC Safe Sport policy has been designed and drafted to be applicable at all levels of our CKC Community (CKC, Provincial/Territorial/Divisional and Club/Organizational). As such, it is

designed to be adopted as a complete policy by CKC member organizations. This approach allows CKC to support member organizations in enacting these policies and for a central independent third party to support our entire community.

To facilitate the adoption of this policy, CKC has drafted a Safe Sport Member Declaration ([EN/FN](#)), which can be adopted by member organizations at the Board level and signed off on by the appropriate representative. Once completed, the declaration should be sent to CKC (Imacadam@canoekayak.ca). The process for adoption is laid out in [this graphic](#). All of CKC's policies are available [here](#).

Q: If we do not meet the compliance requirements of the policy once implemented, what happens?

A: This policy is new, and we are not alone across the sport community in facing challenges to implement these important changes. CKC will work with all our members to properly implement these policies and will provide support in partnership with our Provincial and Territorial Partners to make sure any gaps are closed in policy compliance through collaboration.

Q: What will we have to do once we adopt the policy to be compliant?

A: The steps for putting the CKC Safe Sport Policy into action are:

1) [Understand the Policy](#)

The first step is for the key leaders within your organization to read and understand the policy. The best place to start is the [Athlete Protection Policy](#) which describes how 'Persons in Authority' shall maintain a safe sport environment for all athletes. Also important to understand is the [Code of Conduct and Ethics](#), which is designed to ensure a safe and positive environment within our Canoe Kayak community by making individuals aware that there is an expectation of appropriate behaviour on the part of all community members. The other key policy to review is the [Screening Policy](#), which outlines the required screening and education of personnel and volunteers. This is a vital part of providing a safe sporting environment and has become a common practice among sport organizations in Canada. Further to these policies, the [definitions](#) section is a valuable place to reference the different definitions and concepts the Safe Sport Policy is based on, and the [Social Media Policy](#) provides specific provisions for the use of communication technology.

CKC has also created an executive summary of the policy [available here](#), and has slides from our most recent webinars on the policy [available here](#).

2) [How to deal with Complaints](#)

CKC has appointed these Independent Safe Sport Officers for any person within the CKC community, at any level. You can contact them 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.

Reports should be made within fourteen days of an incident, however all incidents of concern occurring within the CKC community from any time frame should be brought to the independent third party for review and follow up.

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 immediately be forwarded to one of our Safe Sport Officers.

3) Screening and Education

Organizations adopting CKC policy need to implement the screening and education requirements laid out in the [Screening Policy](#).

Screening Requirements are based on three risk levels tied to a person's role in relation to vulnerable individuals, and the position of authority a person might hold. In summary, screening ranges from a declaration form for a volunteer position where a person is not in a position of authority, to a head coaching role which requires a Vulnerable Sector Check. Further details are answered below, and all the details are in the Screening Policy.

For Education, the policy provides two options: Respect in Sport for Activity Leaders available through the CKC portal [here](#), and the Coaching Association of Canada Safe Sport Module

available [here](#). Like screening, the requirements for this training are tied to a person's risk level based on their role in the community. All participants for whom the content is appropriate based on their age, are recommended to take one of these two trainings.

The best reference to review the requirements based on risk level is the Screening Matrix chart provided in the Screening Policy and [accessible here](#).

Q: Under the CKC policy who needs what screening?

A: Screening requirements are based on the assessed level of risk of an individual's role in our CKC community. Volunteers working in a role which does not put them in a position of authority in our CKC community (level 1) are required to complete a self-declaration. All paid staff, directors at any level, coaches who report to another coach, officials and volunteers who are working in a position of authority (level 2) require an Enhanced Police Information Check (E-PIC) and a self-declaration. Finally, Head/Lead Coaches, Supervisors of other coaches and any coach responsible for athletes on overnight trips (level 3) need to complete a Vulnerable Sector Check (VSC - which includes the Enhanced Police Information Check) and a self-declaration. Minors (under 18) can not be asked for an E-PIC or VSC, instead they should be asked to submit two letters of reference when applying for a position.

Details of these requirements are available in the [CKC Screening Policy](#), and are best laid out in the [Screening Matrix Chart and Specific Roles Classification Chart](#). If you have a question about categorizing a role, please reach out to Ian Mortimer (imortimer@canoekayak.ca) or CKC's Independent Safe Sport Officers (safesport_wwdrs@primus.ca)

Q: How can we work with CKC to complete these screening requirements?

A: The CKC policy sets the minimum requirements for screening. The tracking of who has properly undergone screening will be different for the different roles in our community and what requirements there are for each Provincial or Territorial body.

CKC has set up a screening process in ckcmember.ca where the screening process, as laid out can be completed, with an independent designated individual contracted to review these submissions and provide clearance for individuals who wish to use this streamlined process. This allows clubs/organizations to remain independent from this process and potential flags to be put to the independent third party conducting the screening for follow up, further protecting an independent process.

Please note that though the declaration process is annual, E-PICs and VSCs are valid for 3 years under our policy.

Q: What is the required training under the CKC policy?

A: For training, the CKC policy is set up with recommended and required training for different roles based on the risk level associated with the role and position of authority of a given individual in our community. Training requirements include the required completion of the [CAC Safe Sport Training](#) and/or [Respect in Sport – Activity Leaders Training](#) for level 2 and 3 risk levels, and the recommended completion of this training for level 1 risk levels. In addition, all coaches are required to be [Making Ethical Decisions](#) certified.

The [Screening Requirements Matrix](#), an annex to the [CKC Screening Policy](#), outlines the Risk Levels and Associated, Recommended and Required Training within the policy.

All athletes on CKC teams, staff, volunteers working on a project on behalf of CKC (running a competition), committee or board members who are covered by a CKC Terms of Reference, National Level Officials and Integrated Sport Science Team members working with CKC teams will be required to complete Safe Sport Training **before April 1st, 2021**.

Q: If we get a complaint, what do we do?

A: Immediately contact CKC's Independent Safe Sport Officers.

CKC has appointed these Independent Safe Sport Officers for any person within the CKC community, at any level. You can contact them 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.

Reports should be made within fourteen days of an incident, however all incidents of concern occurring within the CKC community from any time frame should be brought to the independent third party for review and follow up.

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 immediately be forwarded to one of our Safe Sport Officers.

Q: What will we be responsible to pay for?

A: Within the CKC model, costs are broken down in a way that aims to minimize the expense to member clubs and organizations.

CKC is responsible for costs related to national level system costs, the Independent Safe Sport Officers, updates to policies for all levels and supporting education. CKC is also responsible for investigations, Discipline Chair/Panel process handled at the CKC level. PTSOs/Divisions are responsible for costs related to Discipline panel/chair proceedings, investigations and appeals within their jurisdiction. And finally, clubs or member organizations are responsible for discipline chair proceedings within their jurisdiction.

A unique circumstance which may arise related to costs is in an instance where CKC is managing a complaint on behalf of a club, PTSO/Division. If CKC accepts to do so and, where CKC deems necessary, a cost-sharing agreement may be arranged.

Finally, it is important to bear in mind that CKC receives very few cases each year. This means that when we look at the country as a whole, clubs/organizations will have very few-if any cases, to manage.

Q: Where do we go for help in applying the policy?

A: The implementation of complaint management is heavily supported for clubs by the Independent Safe Sport Officers. Because they are there as the triage point and will be in touch with the designated lead for a club, they will be able to provide the support when needed. In the system, only issues/complaints that are of a scale that a club can reasonably manage would be given to the club to deal with, and the support will always be there. This is a key feature of how we have designed the system and policy, you will not be alone with an issue and you will have independent help.

The Independent Safe Sport Officers (safesport_wwdrs@primus.ca) are the best first contact to make to apply the CKC policy. They can help deal with questions and refer questions back to staff if the inquiry is best dealt with by a staff person and does not require independence.

For simple policy implementation questions, CKC staff are available to help. However, if at any point there is specific reference to an infraction or incident, the issue may be directed to the independent officers for review.

Q: How can we possibly apply the ‘Rule of 2’ when we have limited staff and are already short of volunteers?

A: The CKC Safe Sport Policy recommends the ‘Rule of 2’ be implemented by all member organizations. Canoe Kayak Canada recognizes that fully implementing the ‘Rule of Two’, as described above (and modified accordingly for Persons in Authority), in all circumstances, may not always be possible. Consequently, at a minimum, interactions between Persons in Authority and Athletes must respect the following:

- i. The training environment should be open to observation so that all interactions between Persons in Authority and Athletes are observable.
- ii. Private or one-on-one situations must be avoided unless they are open and observable by another adult or Athlete.
- iii. Persons in Authority shall not invite or have a Vulnerable Individual (or Vulnerable Individuals) in their home without the written permission and contemporaneous knowledge of the Vulnerable Individual's parent or guardian.
- iv. Vulnerable Individuals must not be in any situation where they are alone with a Person in Authority without another screened adult or Athlete present unless prior written permission is obtained from the Athlete's parent or guardian.

Q: If the Rule of Two breaks down, or is not possible what do we do?

A: The key is to apply the spirit of the Rule of Two in these situations, which is to ensure the coaching environment is Open, Observable and Transparent. For example, if there is a breakdown in a plan for practice and a coach is alone in the club house with an athlete one on one in an unplanned situation, the coach should immediately email or text the athlete's parent or guardians and a club supervising coach or Board member to inform them that they will be alone with the athlete in an unplanned situation. Include briefly what has happened and when you expect the athlete to leave or someone else to arrive. The coach should also inform the athlete this notification is taking place. When the situation ends, a follow-up communication should be made. Taking these steps ensures an open, observable, and transparent environment and protects both the athlete and the coach. A similar lens should be taken to all situations where the Rule of Two cannot be applied in a strict sense.

Q: The requirements of the CKC Safe Sport Policy are overwhelming. I do not know how we can implement this. Have you considered how difficult this is for us as volunteers and small organizations?

A: Reading through the CKC Safe Sport Policy can be daunting, and the subject matter can be very difficult. Through revisions of this policy, we have continually put the lens on how best to support clubs/organizations in implementing Safe Sport measures that reflect best practices and the national standards for sport.

These measures may also seem like major costs to implement; however, the difficult reality is that handling cases without a proper policy can prove much more costly.

As mentioned above, the implementation of this policy is intentionally designed to be heavily supported for clubs by the Independent Safe Sport Officers. Because they are there as the triage point and will be in touch with the designated lead for a club, they will be able to provide the support when needed. In the system, only issues/complaints that are of a scale that a club can reasonably manage would be given to the club to deal with, and the support will always be there. This is a key feature of how we have designed the system and policy. You will not be alone with an issue and you will have independent help.

CKC staff will also continue to support our member organizations/clubs and our Provincial and Territorial Sport Organizations in applying this policy and harmonizing the different policies as the landscape across the country develops and evolves.

Thank you very much for your support and leadership in implementing these policies, they are critical to ensuring our sport community is a safe environment for all.