



SAFE SPORT ENVIRONMENT CHECKLIST FOR CLUBS AND SCHOOLS

Your safe sport commitment starts here:

This checklist can help a club/school plan or evaluate its efforts to provide a safe sport environment. Space has been left at the bottom of the checklist to add additional strategies unique to their circumstances.

Have a policy affirming club/school's commitment to the wellbeing of Skate Canada participants that includes, at minimum:

Strategy	Done/ In Place	Will complete within 12 months	Will complete within 12-24 months	Not Applicable
Description of conduct that will not be tolerated.				
Standards of behavior for your staff/coaches/volunteers that promote a safe environment. (see below)				
Process for receiving and handling general dispute complaints				
Process for receiving and handling complaints regarding conduct that violates your policy. (see below – Responding to Allegations Section)				
Review policies annually and revise as necessary or appropriate.				
Is child protection included in your mission statement, vision statement, or values statement?				
Do you have a travel policy that addresses your athletes?				
Do you have an electronic communication policy?				
Do you have an anti-bullying plan?				
Do you have a photography policy?				
Do you have a locker room monitoring policy?				
How often do you communicate the policies to the members of your club (including coaches, athletes, parents, and volunteers)? (Never, Rarely, Occasionally, Often)				
Do you have a club code of conduct for athletes?				
Do you have a club code of conduct for coaches?				
Do you have a club code of conduct for parents?				

Standards of Behaviour

Strategy	Done/ In Place	Will complete within 12 months	Will complete within 12-24 months	Not Applicable
Establish staff/coaches/volunteer behaviours.				
Encourage appropriate parent involvement.				

Screening and Selecting Employees/Coaches/Volunteers

Strategy	Done/ In Place	Will complete within 12 months	Will complete within 12-24 months	Not Applicable
Process for requiring and reviewing written applications for employment.				
Personal interview – specifically to determine fit with your philosophies and vision.				
Describe safe environment policies and practices during interview, volunteer recruitment and /or hiring				
Contracts and/or written agreements for coaches and Board members				
Reference checks – personal and professional.				
Criminal background check process in place				
Check Skate Canada’s list of suspended individuals prior to employment.				
Check sex-offender registries prior to employment and <u>annually</u> .				

Monitoring Coaches and Club Activities

Strategy	Done/ In Place	Will complete within 12 months	Will complete within 12-24 months	Not Applicable
Spend time monitoring club's activities at regular intervals.				
Document that monitoring has occurred.				
Report/respond to what is observed.				
How often are performance reviews completed for staff/coaches/volunteers?				
Check coaches "In Good Status" at time of hire and <u>monthly</u> to ensure they are still compliant within the season.				

Training and Educating Staff/Coaches/Volunteers

Strategy	Done/ In Place	Will complete within 12 months	Will complete within 12-24 months	Not Applicable
All individuals have completed the appropriate e-learning requirements. (ie., Code of Ethics, Respect in Sport)				
Staff/coaches/volunteers signs acknowledgment of receipt/reading of Safe Sport Handbook.				
Articulate roles and responsibilities of staff/coaches/volunteers.				
Communicate behavioural expectations with the team.				
Are coaches on your staff actively mentored?				
How often do you ask athletes to evaluate their coaches? (Regularly, Occasionally, Only when there's an issue, Never)				
How often do you reach out to parents to solicit feedback about coach behavior and coaching styles? (Regularly, Occasionally, Only when there's an issue, Never)				
Child sexual abuse awareness information, including signs to look for, grooming behaviours. (refer to Safe Sport Handbook)				
Review of the Safe Sport Handbook occurs at least <u>annually</u> .				

Educating Parents

Strategy	Done/ In Place	Will complete within 12 months	Will complete within 12-24 months	Not Applicable
Education about club and safe environment policies and practices.				
Distribute policies at least <u>annually</u> .				
Importance of prevention efforts.				
Role in prevention efforts/invite appropriate parent involvement.				
Share the Safe Sport Handbook with all parents.				

Responding to Allegations/Suspicious of Misconduct or Inappropriate Behaviour, Breaches of Safe Environment Policies or Practices

Skate-safe.ca is a third-party hotline service to manage all cases of misconduct pertaining to Skate Canada.

The Skate-Safe misconduct reporting process is through a hotline (IntegrityCounts) managed by a third-party service provider for the reporting of complaints of misconduct submitted online or by telephone 24 hours a day, 7 days a week. Reports received through the third-party hotline are submitted to the independent external Case Manager to ensure an independent review, investigation and disposition.

Items to report under misconduct include acts, conduct and/or behaviours that result in or have the potential to result in physical or psychological harm, which for the purposes of the National Safe Sport Program includes: maltreatment (behaviours, acts and/or conduct of abuse including physical, psychological, and sexual; neglect; grooming; and interference or manipulation with the processes related to the implementation of the National Safe Sport Program, including retaliation, aiding and abetting, failure to report maltreatment of a minor, failure to report inappropriate conduct, and intentionally filing a false allegation), abuse of authority, bullying, harassment, and discrimination, all as defined within the National Safe Sport Program.

Strategy	Done/ In Place	Will complete within 12 months	Will complete within 12-24 months	Not Applicable
Be familiar with Skate Canada's reporting process for misconduct Skate-safe.ca .				
Is the Skate-Safe contact information visibility posted at the club/school?				
Establish club reporting process for receiving and handling observed or reported behaviours.				
Does your club give members instructions on how to report policy violations?				

Establish confidentiality parameters.				
Adopt policy for record retention.				

Additional Strategies

Strategy	Done/ In Place	Will complete within 12 months	Will complete within 12-24 months	Not Applicable