



# VELO NB

## Safe Sport Policy

### 1. GOAL

1. The goal of this policy is to outline the requirements to ensure a safe sport environment within Velo NB activities.

### 2. PRINCIPLES

1. Velo NB believes that everyone is entitled to participate in a safe and inclusive environment. Proper protocols, education and screening practices must be in place to ensure this environment is maintained.
2. All individuals will be educated on what constitutes a safe sport environment and be confident that any individual working within Velo NB activities is educated and screened at a level appropriate to their roles and responsibilities.
3. Any individual working within Velo NB activities will be required to meet the requirements associated with their roles and responsibilities as outlined in the appendix to this policy.

### 3. FIELD OF APPLICATION

1. This Policy applies to Staff taking part in Velo NB activities including, but not limited to, events, training sessions and competitions, conferences, and travel associated with Velo NB business.

### 4. DEFINITIONS

1. Staff: An individual recognized by Velo NB operating in a full-time, part-time, term, contract, or volunteer capacity
2. Safe Sport Personnel Registry: A record of individuals who have completed components of the safe sport education and screening defined in this policy and Velo NB's Screening Policy.
3. PIA: A Person in Authority (PIA) includes any person who holds a position of trust or authority over an athlete pursuant to the role assigned to them by Velo NB or a Velo NB decision maker. PIAs include but are not limited to coaches, Staff, third party service providers and volunteers.

### 5. POLICY STATEMENT

1. Velo NB will ensure a safe sport environment where appropriate protocols, education and screening are adhered to and completed.
2. In order to be part of Velo NB's safe sport environment, all Staff must meet the requirements and protocols set out in this policy.

## **6. PROVISIONS**

### **I. Protocols**

1. Velo NB follows these protocols, which are intended to promote safe sport and greater welfare for all athletes:

- Velo NB Code of Conduct
- Responsible Coaching Movement,
  - Rule of Two (observing one PIA is the same gender as the athlete)
  - Ethics training
  - Background Screening
- Protocol for identifying Staff eligibility to participate in Velo NB activities if listed on the Safe Sport Personnel Registry,
- Protocol for managing head injuries and concussions,
- Protocols for supporting and monitoring physical and mental health and nutrition and eating behaviours,
- Protocols for injury prevention, management, and return-to-play,
- Protocols for managing critical incidents.

### **II. Education**

1. Education surrounding all components of safe sport is critical and must be adhered to at all levels. Below is a list of educational components that will be required as appropriate to an individual's organizational role, as outlined in the appendix to this policy:

- Recognized ethics training,
- Recognized respect in sport training (to identify and respond to abuse, neglect, harassment, and bullying),
- Recognized concussion education,
- Recognized training on how to identify and respond to maltreatment, power imbalance and grooming,

### **III. Screening**

1. Each individual's level of interaction with athletes will determine their level of risk and corresponding screening requirements as set out in Velo NB's Screening Policy.
2. All applicable screening requirements must be completed prior to being approved as Staff to participate in any Velo NB activity.

#### **IV. Monitoring Compliance**

1. Velo NB will be responsible for monitoring and ensuring that any individual participating in any Velo NB activity has met the requirements. It is the responsibility of the individual to complete all requirements in a timely and truthful fashion. Velo NB will circulate reminders prior to participation regarding the protocols to be followed.
2. Individuals who have completed all requirements will be added to the Safe Sport Personnel Registry and are therefore are eligible to be approved to participate in Velo NB activities.

#### **V. Reporting Safe Sport Policy Breaches**

Anyone who observes a breach of this Safe Sport Policy is required to report it.

Please refer to the Velo NB Complaints & Discipline Policy for detailed information on reporting breach's.

## **Appendix A – Velo NB Safe Sport Protocols**

Velo NB follows the following protocols, which are intended to promote safe sport and result in greater welfare for all athletes:

**The Responsible Coaching Movement** developed by Coaching Association of Canada outlines best practices for ensuring the safety and health of all participants in sport. Appropriate background screening and ethics training are the first steps to being a responsible coach. Also, the Rule of Two must be exercised at all times. The Rule of Two aims to ensure that all interactions and communications with athletes are open, observable and justifiable. Its purpose is to protect athletes and coaches in potentially vulnerable situations by requiring that more than one screened adult is always present. A PIA is never alone and out of sight with an athlete without another screened coach or screened adult (parent, volunteer or staff) present. One of the screened PIAs should be the same gender as the athlete. The Rule of Two also applies to virtual settings.

**Identifying Staff eligibility Protocol** ensures that only individuals who are compliant with the safe sport education and training requirements and Screening Policy will be approved to participate in Velo NB activities.

**Velo NB Head Injury/Concussion Protocol** outlines detailed steps to be followed when any individual is suspected to have sustained a head trauma. It also defines a clear multi-step pathway for returning to cycling and can be found on the Velo NB Website.

**Injury Prevention and management** protocol has been developed to progress athletes on a clearly defined pathway to resume training while ensuring their health and safety is at the primary consideration in their development.

**Critical incident protocol** is a step-by-step procedure list determined prior to any Velo NB activity. It outlines necessary steps to address a situation if an accident occurs and documents the accident and actions taken to ensure appropriate treatment.

**Appendix B – Safe Sport Education and Training compliance chart – To be reviewed an update annually by Velo NB Staff and at minimum one Board member.**

<b>Safe Sport Educaation and Training Requirements by Role</b>					
<b>Organization</b>	<b>Course / Module</b>	<b>Main Topics / Description &amp; Link</b>	<b>No Athlete Interaction (Admin / Staff)</b>	<b>Athlete Interaction (Project Staff, Event Staff, PIA)</b>	<b>Provincial Team Coach (PIA)</b>
CCES	True Sport Clean	Addresses ethical sport, athlete rights and responsibilities, supplements, substances and methods on the Prohibited List, sample collection procedures, and more.  <a href="https://education.cces.ca/#/login">https://education.cces.ca/#/login</a> (Enrollment fee: Free)		Mandatory every 2 years.  Must be Completed / Updated by: June 30, 2022	Mandatory every 2 years.  Must be Completed / Updated by: June 30, 2022
	Role of Athlete Support Personnel	High level review of the support personnel's role in the True Sport and CADP programs  <a href="https://education.cces.ca/#/login">https://education.cces.ca/#/login</a> (Enrollment fee: Free)		Mandatory every 2 years.  Must be Completed / Updated by: June 30, 2022	Mandatory every 2 years.  Must be Completed / Updated by: June 30, 2022
CAC	Safe Sport	Topics include: Acknowledging maltreatment, Recognizing maltreatment, Addressing and preventing maltreatment, Power Imbalance, Discrimination, Intention, Consent, Grooming, Normalization, Prevention, Rule of Two, Duty of Care, Reporting, 4C's, Safe Sport culture and system.  <a href="https://safesport.coach.ca/">https://safesport.coach.ca/</a> (Enrollment fee: Free)	Mandatory every 4 years.  Must be Completed / Updated by: June 30, 2022	Mandatory every 4 years.  Must be Completed / Updated by: June 30, 2022	Mandatory every 4 years.  Must be Completed / Updated by: June 30, 2022

**Safe Sport Education and Training Requirements by Role**

Organization	Course / Module	Main Topics / Description & Link	No Athlete Interaction (Admin / Staff)	Athelete Interaction (Project Staff, Event Staff, PIA)	Provincial Team Coach (PIA)
	Make Ethical Decisions (Training and Evaluation )	<p>Analyze a challenging situation to determine its moral, legal, or ethical implications and apply the NCCP Ethical Decision-Making Model. To properly respond to situations in a way that is consistent with the NCCP Code of Ethics. Required for NCCP certification</p> <p><a href="https://coach.ca/nccp-make-ethical-decisions">https://coach.ca/nccp-make-ethical-decisions</a> (Enrollment fee specified in CAC Locker)</p>			<p>Mandatory every 4 years.</p> <p>Mandatory renewal contingent on course update</p> <p>Must be Completed / Updated by: June 30, 2022</p>
	Making Head Way	<p>What to do to prevent concussions, How to recognize the signs and symptoms of a concussion, What to do when you suspect an athlete has a concussion, How to ensure athletes return to play safely</p> <p><a href="https://coach.ca/making-head-way-concussion-elearning-series">https://coach.ca/making-head-way-concussion-elearning-series</a> (Enrollment fee: Free)</p>	<p>Mandatory renewal contingent on course update</p> <p>Must be Completed / Updated by: June 30, 2022</p>	<p>Mandatory renewal contingent on course update</p> <p>Must be Completed / Updated by: June 30, 2022</p>	<p>Mandatory renewal contingent on course update.</p> <p>Must be Completed / Updated by: June 30, 2022</p>