



Safe Sport Policy

Original version approved: February 2021	Policy No: 09-10
Current version approved: January 2, 2024, effective January 15, 2024	Pages: 8
Date of next review: January 2026	

1. GOAL

- 1.1. The goal of this CC Policy is to outline the requirements to ensure a safe sport environment within Cycling Canada (CC) activities.

2. PRINCIPLES

- 2.1. CC 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.
- 2.2. All individuals will be educated on what constitutes a safe sport environment and be confident that any individual working within CC activities is educated and screened at a level appropriate to their roles and responsibilities.
- 2.3. Any individual working within CC activities will be required to meet the requirements associated with their roles and responsibilities as outlined in the appendix to this CC Policy.

3. FIELD OF APPLICATION

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

4. DEFINITIONS

- 4.1. **Person in Authority (PIA):** Any individual holds a position of authority within CC including, but not limited to, coaches, instructors, officials, managers, Athlete Support Personnel, chaperones, committee members, or directors or officers.
- 4.2. **Staff:** An individual recognized by CC operating in a full-time, part-time, term, or contractual capacity. For the purpose of this CC Policy, the term "Staff" shall also include volunteers.
- 4.3. **Safe Sport Personnel Registry:** A record of individuals who have completed components of the safe sport education and screening defined in this CC Policy and CC's Screening Policy, as maintained by CC.

5. POLICY STATEMENT

- 5.1. CC will ensure a safe sport environment where appropriate protocols, education and screening are adhered to and completed.

5.2. In order to be part of CC's safe sport environment, all Staff must meet the requirements and protocols set out in this CC Policy.

6. PROVISIONS

6.1. Protocols

- 6.1.1. CC follows these protocols, which are intended to promote safe sport and greater welfare for all athletes:
- a) CC Code of Conduct and Ethics;
 - b) Responsible Coaching Movement:
 - i. Rule of Two (ensuring one PIA is the same gender as the athlete);
 - ii. Ethics training; and
 - iii. Background Screening.
 - c) Protocol for identifying Staff eligibility to participate in CC activities if listed on the Safe Sport Personnel Registry;
 - d) Protocol for managing head injuries and concussions;
 - e) Protocols for supporting and monitoring physical and mental health and nutrition and eating behaviours;
 - f) Protocols for injury prevention, management, and return-to-play; and
 - g) Protocols for managing critical incidents.

6.2. Education

- 6.2.1. 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 CC Policy:
- a) Recognized ethics training;
 - b) Recognized respect in sport training (to identify and respond to abuse, neglect, harassment, and bullying);
 - c) Recognized concussion education;
 - d) Recognized training on how to identify and respond to maltreatment, power imbalance and grooming;
 - e) Recognized nutrition education; and
 - h) Recognized First Aid and CPR training.

6.3. Screening

- 6.3.1. Each individual's level of interaction with athletes will determine their level of risk and corresponding screening requirements as set out in CC Screening Policy: [Safe Sport | Cycling Canada Cyclisme](#).
- 6.3.2. All applicable screening requirements must be completed prior to being approved as Staff to participate in any CC activity.

6.4. Monitoring Compliance

- 6.4.1. CC will be responsible for monitoring and ensuring that any individual participating in any CC activity has met the requirements. It is the responsibility of the individual to complete all requirements in a timely and truthful fashion. CC will circulate reminders prior to participation regarding the protocols to be followed.

- 6.4.2. Individuals who have completed all requirements will be added to the Safe Sport Personnel Registry and will thereafter be eligible for approval to participate in CC activities.
- 6.4.3. An annual report will be conducted by senior management to review safe sport compliance and be presented to the CEO.

6.5. Reporting Safe Sport Policy Breaches

- 6.5.1. Anyone who observes a breach of this CC Policy is required to report it. They may file a formal complaint to CC's Independent Case Manager under CC's Complaints and Discipline Policy. There are links on the CC website here: [Safe Sport | Cycling Canada Cyclisme](#).

7. REVIEW AND APPROVAL

- 7.1. Original policy development lead: Scott Kelly, Mark Gilligan
- 7.2. Current policy development lead: Matthew Jeffries, Mathieu Boucher, Lara Check, Louizandre Dauphin, Denise Ramsden

Appendix A

Cycling Canada Safe Sport Protocols

To be reviewed and update annually by CC senior Staff

Cycling Canada (CC) follows the following protocols, which are intended to promote safe sport and result in greater welfare for all athletes, whether such protocols are implemented individually or as part of CC's athlete onboarding processes:

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. Ensure one PIA is 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 CC Screening Policy will be approved to participate in CC activities. All individuals who are eligible will be recorded on the Safe Sport Personnel Registry.

CC 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 CC athlete resources webpage here: [Safe Sport | Cycling Canada Cyclisme](#).

Athlete Health Check to monitor athlete's wellbeing (physical, mental and nutrition behaviours) on an annual basis.

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 the primary consideration in their development.

Critical incident protocol is a step-by-step procedure list determined prior to any CC 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 CC Senior Management Team (SMT) and at minimum one Governance & Ethics Committee member.

Safe Sport Education and Training Requirements by Role (updated December 4, 2023)

Organization	Course/Module	Main Topics/Description + Link	Must be Completed/Updated by:	No Athlete Interaction (Admin Staff, etc.)	Athlete Interaction (Project Staff, Event Staff, IST, PIA etc.)	NT Coaches (PIA)
CCES	True Sport Clean	Addresses ethical sport, athlete rights and responsibilities, supplements, substances and methods on the Prohibited List, sample collection procedures, and more. https://education.cces.ca/#/login (Enrollment fee: Free)	Must be completed prior to participation with CC	Mandatory Every 12 months	Mandatory Every 12 months	Mandatory Every 12 months
	Role of Athlete Support Personnel	High level review of the support personnel's role in the True Sport and CADP programs https://education.cces.ca/#/login (Enrollment fee: Free)	Must be completed prior to participation with CC	Mandatory Every 12 months	Mandatory Every 12 months	Mandatory Every 12 months

Safe Sport Education and Training Requirements by Role (updated December 4, 2023)

Organization	Course/Module	Main Topics/Description + Link	Must be Completed/Updated by:	No Athlete Interaction (Admin Staff, etc.)	Athlete Interaction (Project Staff, Event Staff, IST, PIA etc.)	NT Coaches (PIA)
CAC	Safe Sport	<p>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.</p> <p>https://safesport.coach.ca/ (Enrollment fee: Free)</p>	Must be completed prior to participation with CC	Mandatory Every 4 years*	Mandatory Every 4 years*	Mandatory Every 4 years*
	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>https://coach.ca/nccp-make-ethical-decisions (Enrollment fee specified in CAC Locker)</p>	Must be completed prior to participation with CC			Mandatory Renewal contingent on course updates

Safe Sport Education and Training Requirements by Role (updated December 4, 2023)

Organization	Course/Module	Main Topics/Description + Link	Must be Completed/Updated by:	No Athlete Interaction (Admin Staff, etc.)	Athlete Interaction (Project Staff, Event Staff, IST, PIA etc.)	NT Coaches (PIA)
	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>https://coach.ca/making-head-way-concussion-elearning-series (Enrollment fee: Free)</p>	Must be completed prior to participation with CC	Recommended Renewal contingent on course updates	Mandatory Renewal contingent on course updates	Mandatory Renewal contingent on course updates
Respect Group	Respect in the Workplace	<p>Helps to foster a safe, productive and respectful office environment.</p> <p>Topics include: Power Dynamics in the Workplace, Defining, dealing with and Reporting Bullying, Abuse, Harassment and Discrimination (BAHD), Empowering the Bystander, Managing Emotions, Understanding Mental Health Outcomes Due to Maltreatment, Your Responsibilities as a Member of the Team</p> <p>https://cyclingcanadaworkplace.respectgroupinc.com/ (Enrollment fee: Free)</p>	Must be completed prior to participation with CC	Mandatory Every 4 years*		

Safe Sport Education and Training Requirements by Role (updated December 4, 2023)

Organization	Course/Module	Main Topics/Description + Link	Must be Completed/Updated by:	No Athlete Interaction (Admin Staff, etc.)	Athlete Interaction (Project Staff, Event Staff, IST, PIA etc.)	NT Coaches (PIA)
	Respect in Sport for Activity Leaders	<p>For coaches and sport leaders to identify and respond to abuse, neglect, harassment and bullying. Topics include: Power Dynamics, Legal Responsibility, Hazing, Physical Development, Preventing Bullying and Abuse, Mental Health, Concussion and Injury Management, Positive Emotions</p> <p>https://cyclingcanada.respectgroupinc.com/ (Enrollment fee: \$30 CAD)</p>	Must be completed prior to participation with CC		Mandatory Every 4 years*	Mandatory Every 4 years*
	First Aid & CPR	<p>Nationally recognized Standard First Aid & CPR Suggested providers: Canadian Red Cross, Saint John Ambulance, Heart & Stroke All other providers must be confirmed by Cycling Canada (Fee: varies by organization)</p>	Must be completed prior to participation with CC	Mandatory Every 3 years (cost covered by CC)	Mandatory Every 3 years	Mandatory Every 3 years

* renewal frequency as specified or upon course updates, whichever occurs first