CADS National Safe Sport Framework

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The web-based document is the controlled version.

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CANADIAN ADAPTIVE SNOWSPORTS
SPORTS DE GLISSE ADAPTÉS CANADA

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Executive Summary

This document sets out CADS framework to address Safe Sport.

CADS is fully committed to, as a high priority, provide a Safe Sport environment wherein anyone associated with the organization has the right to enjoy adaptive snowsports at whatever level they participate. Students. athletes, caregivers, guardians, family members, certified instructors, coaches, volunteers, administrators, contractors, and others have the right to enjoy and participate in safe and inclusive recreation, training, and competition environments that are free of Misconduct, Maltreatment, abuse, harassment, discrimination or potential harm. (See definitions of these terms in section 2 of this document)

All CADS members (students, athletes, caregivers, guardians, family members, certified instructors, coaches, volunteers, employees, administrators and others) and contractors agree to undertake their CADS affairs in accordance with all policies and procedures relating to the organizations' commitment to Safe Sport. These include, but are not limited to:

- Code of Conduct,
- Harassment Policy,
- Complaints, Investigations, and Resolution Policy,
- CADS National Criminal Record Check and Vulnerable Sector Check Policy, and
- COVID-19 Risk Management Guide.

CADS is committed to providing Safe Sport training. CADS is aligned with the Coaching Association of Canada and the National Coaching Certification Program(NCCP) and strongly recommend that CADS clubs and Divisions take the Responsible Coaching Movement Pledge and that all members in leadership, program support, or admin/supervisory positions take the training through the CAC Safe Sport Training which is available for free online. CADS strongly encourages all adult members to take such training. This course helps anyone involved in sport identify and prevent situations of Maltreatment.

Safe Sport is everyone's business. If you are aware of or suspect Maltreatment (physical, emotional, sexual abuse and/or neglect) it is important to take action to protect all CADS members.

CADS has zero tolerance for Maltreatment and will treat all complaints very seriously. All formal complaints alleging Maltreatment must be filed according to the processes set out in CADS Complaints, Investigations Resolution and Discipline Policy. The CADS National Executive Director shall respond to all complaints pursuant to that policy. CADS is committed to adopt independent review structures and engage independent third party external experts to manage complaints.

If you need assistance please reach out to resources included in this Framework.

1. Framework Statement

CADS is fully committed to, as a high priority, provide a Safe Sport environment wherein anyone associated with the organization has the right to enjoy adaptive snowsports at whatever level they participate. Students. athletes, caregivers, guardians, family members, certified instructors, coaches, volunteers, administrators, contractors, and others have the right to enjoy and participate in a safe and inclusive recreation, training, and competition environments that are free of Misconduct, Maltreatment, abuse, harassment, discrimination or potential harm. CADS strongly recommends following Safe Sport best practices and policies to keep everyone safe, comfortable and protected in their Safe Sport environment while enjoying adaptive snowsports. This enables everyone to learn, grow and excel.

Fostering a Safe Sport environment is the collective responsibility of everyone involved in the CADS community for any CADS activity. CADS will work collaboratively with its divisions, programs, and external organizations to build, advance, and administer a **Safe Sport Framework**, its policies, education, advocacy and initiatives. CADS is committed to encouraging equity, diversity, and inclusion across all areas of the organization to provide a Safe Sport environment that is open and respectful to everyone, regardless of ethnicity, age, religion, race, or gender identity.

1.1 CADS adopted Safe Sport policy framework to make it clear that Maltreatment and Misconduct will not be tolerated. Members found to have engaged in Maltreatment or Misconduct may be disciplined and/or suspended to the full extent of CADS policies and the law.

1.2 CADS is committed to the education of and provision of information to members in all roles including parents/guardians of youth members regarding Safe Sport and Safe Sport environment. The health, safety and welfare of everyone involved with CADS is a foremost consideration. In particular, the protection of everyone, especially children, is the responsibility of each individual associated with CADS. It is the responsibility of program managers to ensure those working with children in CADS sanctioned programs has training to recognize, prevent and report inappropriate behavior. The Commit to Kids training offered by the Canadian Center for Child Protection is strongly recommended for all those involved in child serving programs. It is intended to help prevent child sexual abuse. If you have concerns about a child, or if you are a victim (survivor) or a family member of a victim, you should contact the Canadian Centre for Child Protection for information or support.

www.protectchildren.ca/

1.3 Safe Sport and a Safe Sport environment in CADS applies to all employees, directors, officers, administrators, students, guardians, caregivers, certified instructors, volunteers, coaches, athletes, officials, friends and families who are members of CADS, and non-members who are participating in CADS programs.

1.4 A Safe Sport environment must occur in the following places:

1.4.1 At all CADS activities, on and off snow.
1.4.2 At sporting events, competitions, and training and evaluation events.
1.4.3 At the office.
1.4.4 At sport-related social functions.
1.4.5 At business functions of CADS and its member Divisions and clubs, such as meetings, conferences, training sessions and workshops.
1.4.6 During sport-related travel.
1.4.7 Through any form of communication device/system including but not limited to telephone, email, fax, websites, and postal service.

2. Definitions

2.1 *CADS:* Refers to the organization known as Canadian Adaptive Snowsports. The acronym is used for brevity.

2.2 *CADS Member:* Any person registered with CADS as a student, athlete, volunteer, certified instructor, coach, friend, family, guardian, or caregiver and or who is employed or contracted/subcontracted with the organization.

2.3 *Complainant:* A person or observer who experiences or alleges to have experienced irresponsible behavior or Maltreatment who makes a report of an incident of Maltreatment or suspicion of an incident of Maltreatment.

2.4 *Duty to Report:* Adult participants have a specific ethical and statutory duty and the additional responsibility to report and respond to incidents of actual or suspected Maltreatment involving children and other vulnerable individuals. Everyone has a Duty to Report child abuse and neglect under Canadian child welfare laws. Adults are obliged to report child Maltreatment if there is knowledge or suspicion that it is occurring. Known or suspected abuse or neglect of a child must be reported to

- Local child welfare services (e.g., children's aid society or child and family services agency),
- Provincial / Territorial social service ministries or departments, or
- Local police.

2.5 *Maltreatment:* refers to deliberate acts that result in harm or the potential for physical or psychological harm, including but not limited to abuse, assault, neglect, harassment, bullying, hazing and discrimination.

2.6 Misconduct: Primary types of Misconduct include but are not limited to bullying, harassment, hazing, emotional abuse, psychological abuse, physical abuse, sexual abuse including child sexual abuse. CADS has zero tolerance for these and other types of Misconduct and will treat all complaints very seriously.

2.7 *Physical Maltreatment:* Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to the physical well-being of the participant. Physical Maltreatment includes, without limitation, contact or non-contact infliction of physical harm. Physical Maltreatment is determined by the objective behavior, not whether harm is intended or results from the behavior.

2.8 *Psychological Maltreatment:* Any pattern or a single serious incident of deliberate conduct that has the potential to be harmful to the psychological well-being of a participant. Psychological Maltreatment includes, without limitation, verbal conduct, non-assaultive physical conduct, and conduct that denies attention or support. Psychological Maltreatment is determined by the objective behavior, not whether harm is intended or results from the behavior.

2.9 *Respondent:* A person against whom a complaint alleging irresponsible behavior or Maltreatment is made.

2.10 *Safe Sport:* is the Sport Canada supported initiative to recognize, reduce and respond to Maltreatment in sport. It is the process and measures implemented to protect and effectively care for the health, well-being, safety, and human rights of all participants in the CADS community, of all roles particularly children. Individuals participating in all roles of CADS in any CADS activity should be able to engage in a sport environment free from abuse, discrimination, and potential harm. This includes athletes, students, caregivers, guardians, family members, certified instructors, coaches, staff, administrators, volunteers, and others.

2.11 *Safe Sport Environment:* It is everyone's responsibility. It is an environment where all participants recognize, and report acts of Maltreatment and prioritize the welfare, safety, and rights of every person at all times. CADS calls for all sport and recreation to be free from physical, sexual and psychological abuse.

2.12 *Sexual Maltreatment involving a Child*: Any form of adult/child sexualized interaction constitutes child sexual abuse. Sexual abuse of a child may occur through behaviors that do or do not involve actual physical contact. It is everyone's responsibility to report Maltreatment and inappropriate behavior of any kind involving children and persons in the vulnerable sector.

2.13 *Sexual Maltreatment Involving a Person over the Age of Majority:* Any sexual act, whether physical or psychological in nature, that is committed, threatened, or attempted against a participant without the participant's consent. It includes any act targeting a participant's sexuality, gender identity or expression, that is committed, threatened, or attempted against a participant without that participant's consent, and includes but is not limited to, the Criminal Code Offences of sexual assault, sexual exploitation, sexual interference, invitation to sexual touching, indecent exposure, voyeurism and non-consensual distribution of sexual/intimate images. Sexual Maltreatment also includes sexual harassment and stalking, cyber harassment, and cyber stalking of a sexual nature. Sexual Maltreatment can take place through any

form or means of communication (e.g. online, social media, verbal, written, visual, hazing, or through a third party).

2.14 *Universal Code of Conduct to Address and Prevent Maltreatment in Sport (UCCMS): The Canadian Centre for Ethics in Sport has formulated the UCCMS* to provide the foundation for the development of a coordinated implementation strategy to prevent and address Maltreatment across all levels of the Canadian sport system, and for all participants (students, athletes, caregivers, guardians, family members, certified instructors, coaches, officials, administrators, practitioners, employees, contractors, etc.).

The UCCMS is a result of an extensive consultation process that sought insight and expertise from within the sport system and from external subject matter experts

That Coaches Association of Canada has adapted a Code of Conduct version for sport, and this should be consulted in the formulation of all code of conduct documents to ensure there are comprehensive Safe Sport references.

3. Objectives of the Safe Sport Framework

3.1 The objective is to ensure that all CADS members, employees and associates at all Divisions and programs, have the resources to provide and access a fun, healthy, inclusive and Safe Sport environment.

3.2 Ensure CADS members clearly understand expectations necessary to conduct a fun and positive Safe Sport environment.

3.3 Establish CADS as an organization in which all members, employees and volunteers can reasonably expect to participate in a Safe Sport environment free of Maltreatment.

3.4 Direct members to the CADS Complaints Investigations Resolution and Discipline Policy which sets out process for filing, receiving, investigating, resolving and following up on claims of Safe Sport Maltreatment.

4. Scope and Application in CADS

4.1 This CADS Safe Sport Framework applies to all CADS members for CADS activities of any kind; and to complaints about Safe Sport, and discipline matters that may arise from within the CADS environment.

4.2 It applies whether the individual alleged of Maltreatment in Safe Sport was a registered CADS Member and or was an employee or contractor with the organization.

4.3 It applies to the Safe Sport practices of CADS members that occur outside of CADS activities when such matters adversely affect relationships with other members, relationships within the sport environment, or when it is detrimental to CADS brand, image, and reputation. Such applicability will be determined by CADS National at its sole discretion.

4.4 CADS Safe Sport Framework is based on key elements addressed within CADS Safe Sport but are not limited to:

- **4.4.1** Policy Development to develop a comprehensive policy suite within CADS that establishes expected behavior, guide decision-making, and promote accountabilities for all individuals associated with CADS.
- **4.4.2** Planning to ensure policies are current and comprehensive,
- **4.4.3** Management to ensure a level of preparedness in the event of an allegation of Maltreatment of Safe Sport,
- **4.4.4** Outreach and communication initiatives that create awareness, inspire, and actively promote Safe Sport for all CADS members in all national, division, and program activities.
- **4.4.5** Education, training and prevention activities that enhance knowledge, develop reasoning and judgment, and foster positive interactions and practices to establish an understanding of Safe Sport throughout the entire CADS organization across all roles both on and off the snow,
- **4.4.6** Sport and recreation culture to collaborate with other sport and recreation organizations to influence positive trends towards safer sport,
- **4.4.7** Insurance to ensure adequate coverage in the event of an allegation, and
- **4.4.8** Strong organizational governance will support development and implementation of all elements of Safe Sport in CADS

4.5 The CADS Safe Sport Framework will be reflected in CADS policies including but not limited to:

- **4.5.1** Code of Conduct,
- **4.5.2** Harassment Policy,
- **4.5.3** Complaints, Investigations, and Resolution Policy,
- **4.5.4** CADS National Criminal Record Check and Vulnerable Sector Check Policy
- **4.5.5** COVID-19 Risk Management Guide

These policies are consistent with the Canadian Sport's *Universal Code of Conduct to Prevent and Address Maltreatment in Sport,* v5.1 (2019) Download & Context Document

4.6 CADS will continue to encourage compliance with a broader range of Safe Sport policy. Divisions and programs are encouraged to adopt policy and compliance consistent with CADS National versions. Responsible Safe Sport policy in addition to those noted above include but are not limited to;

- Rule of Two,
- Travel Policy,
- Background Screening.

4.7 Note: Above and beyond this Safe Sport Framework, Certified Instructors and Accredited Coaches shall adhere to Safe Sport of their certifying and or accrediting organizations.

5. Safe Sport Training

5.1 Education is essential to implement Safe Sport and creating a Safe Sport environment. CADS is committed to continue providing Safe Sport training. Screening, orienting, and training members particularly those with leadership or supervisory positions fosters prudent organizational risk management. It is important that CADS members particularly those with leadership or supervisory positions are well educated on Safe Sport and all CADS members make creating a Safe Sport environment a priority.

5.2 Beginning in 2021-22, CADS strongly recommends its members in leadership or supervisory positions take training including but not limited to;

- Safe Sport Training developed by the Coaching Association of Canada (CAC),
- Commit To Kids offered by the Canadian Center for Child Protection.
- Respect in Sport offered by Respect Group Inc.
- NCCP Make Ethical Decisions offered by NCCP

5.3 CADS strongly encourages its members who are working with children to also attend training sessions designed for adults working with kids. All other CADS adult members are encouraged to take such training.

5.4 While the CAC Safe Sport course was developed for Sport Canada funded organizations high performance programs, it is available free of charge to anyone who wishes to take it. The more people who learn how to identify and address Maltreatment, the safer all sport environments will be. This course helps anyone involved in sport identify and prevent situations of Maltreatment. The course takes approximately 90 minutes to complete, is accessible, and can be completed through the Locker on the Coaches Association of Canada website.

5.5 The Commit to Kids training helps child-serving organizations reduce the risk of sexual abuse and create safer environments for children. It is intended to enable all employees and volunteers uphold standards of conduct that protects children by focusing on healthy interaction between adults and children. It takes about 2.5 hours to complete.

5.6 Safe Sport training will be integrated into and tracked in the CADS Snowline Registration and Program Management System to ensure awareness and verification of completion of the courses/modules.

6. Governance and Responsibilities

6.1 Members, employees, and contractors of CADS are jointly responsible to practice Safe Sport, so their sport/working environment is a Safe Sport environment by;

6.1.1 taking assertive action should they feel that a breach of Safe Sport has taken place; and

6.1.2 fostering Safe Sport and a Safe Sport environment by working to promote it. Failure to take appropriate Safe Sport actions may be interpreted as supporting unsafe sport.

6.2 The CADS Board of Directors is responsible to

6.2.1 develop, implement and update this Safe Sport Framework and implement comprehensive policy to support Safe Sport and a Safe Sport environment;

6.2.2 provide guidance and responses to questions regarding Safe Sport within CADS and application of this Framework;

6.2.3 maintain in place policies pertaining to the prevention of Maltreatment, harassment, discrimination and abuse;

6.2.4 facilitate training throughout the organization on wide ranging Safe Sport matters to mitigate risk of Maltreatment;

6.2.5 make provisions within their governance framework for access to an independent third party to address complaints and other Safe Sport matters;

6.2.6 designate an independent person or service provider entity or committee to;

- serve as the first point of contact for an any Complainant pertaining to Maltreatment and Safe Sport, and
- work closely with but independently from with the CADS Executive Director and Board of Directors;

6.2.7 develop a partnership with and provide all members, Divisions and Programs access to the independent third-party to receive and manage complaints (taking that function from the Executive Director and Board of Directors);

6.2.8 ensure the independent third party entity or committee provides CADS with trusted and fair processes for preventing and responding to reports of Misconduct and or Maltreatment;

6.2.9 communicate to members Divisions and Programs that the independent third party will;

- be a safe and place for victims to report incidents,
- provide support and guidance to victims, conduct independent investigations of reported incidents,
- identify appropriate penalties, and conduct fair and transparent hearings and appeals, and
- perform these duties pursuant to CADS Safe Sport Framework, policies and procedures;

6.2.10 provide on the web site and in other readily accessible forums a list of the names and contact coordinates of the individuals on this independent third party committee or entity;

6.2.11 adopt independent review structures and engage independent third party experts external to the Board of Directors and staff and who have appropriate expertise to manage complaints, and

6.2.12 identify and designate one or more Officer(s) on their Board to ensure;

- the relationship with the third party independent entity is maintained,
- that this Safe Sport Framework and policies in support of it are implemented and updated as necessary, and
- assess results achieved towards improving Safe Sport outcomes through use of the independent third party process.

6.3 CADS National, Divisions and Programs should individually and independently Take the Responsible Coaching Movement Pledge to align their practices with Phase 1 of the RCM and commit to ensuring that their members are protected and to achieving the objectives of supporting best practice in Canada's sport system. Best practices for Safe Sport apply in high-performance organizations as they would in CADS among our students, volunteers, instructors, and members in other roles.

6.4 CADS encourages early intervention so will act quickly on any complaint regarding this Safe Sport Framework pursuant to their Complaints, Investigations, Resolution and Discipline Policy with the goal of resolving the situation fairly and of preventing future occurrences, including determining and enforcing appropriate discipline, if required.

7. Complaints about Safe Sport

7.1 CADS members, employees, contractors, and representatives who do not practice Safe Sport appropriately may be subject to disciplinary action.

7.2 CADS members are encouraged to attempt to informally resolve issues around unwelcome behavior among themselves before resorting to formal measures. This strategy is suggested for less harmfull allegations.

7.3 The person(s) alleging the complaint (Complainant) is encouraged to make it known to the person(s) alleged of not practicing Safe Sport (Respondent) that their behavior is unwelcome, offensive, and/or contrary to CADS policy and values.

7.4 Notwithstanding the above, anyone may report a complaint regarding Safe Sport practices of CADS members. This includes but is not limited to;

7.4.1 a member of the public,
7.4.2 any CADS Member, client, or their representative, over or under the age of 18,
7.4.3 a parent of a CADS Member,
7.4.4 any individual CADS Member associated with or representing another CADS Member,
7.4.5 an employee or contractor of CADS, and or
7.4.6 representative of a facility hosting a CADS program or event

7.5 All CADS members have a duty to report concerns of inappropriate conduct or Maltreatment of other members to uphold the ethical standards and values of Safe Sport and CADS. Reporting inappropriate conduct or Maltreatment is important to

ensure proper action is taken and expectations are re-enforced. By addressing inappropriate conduct and Maltreatment, a collective responsibility to protect CADS members from Maltreatment is enacted.

7.6 All formal complaints alleging Maltreatment or Misconduct of Safe Sport, or a breach of this Safe Sport Framework must be filed according to the processes set out in CADS Complaints, Investigations Resolution and Discipline Policy. The CADS National Executive Director shall respond to all complaints pursuant to that policy.

8. Confidentiality

8.1 CADS understands that it can be extremely difficult to come forward with a complaint regarding non-practice of Safe Sport and that it can be devastating to be wrongly convicted of it. CADS recognizes the interests of both the Complainant and the Respondent in keeping the matter confidential.

8.2 CADS and its representatives shall not disclose to outside parties the name of the Complainant, the circumstances giving rise to the name of the Respondent unless such disclosure is required by a disciplinary or other remedial process.

8.3 All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will be kept confidential by CADS except where disclosure is required by a disciplinary or other remedial process or where required to disclose by statute.

8.4 In all reported instances, a prompt, thorough, fair investigation will take place considering protection of the rights and dignity of all people involved.

8.5 The regular procedures associated with privacy and confidentiality will always be observed, including the sealing of all documents upon the conclusion of the investigation.

9. Support Services

9.1 Canadian Support Help Line is available to provide you with advice, guidance, and resources on how to proceed/intervene appropriately in the circumstances.

1-888-83SPORT(77678) or www.abuse-free-sport.ca/

9.2 Canadian Center for Child Protection: If you have concerns about a child, or if you are a victim (survivor) or a family member of a victim, you may contact the Canadian Centre for Child Protection for information or support.

www.protectchildren.ca/

9.3 Kids Help Phone is Canada's only 24/7 national service offering professional counselling, information, referrals, and volunteer-led text-based support for young

people. Kids Help Phone's free, anonymous services are available in both English and French.

1-800-688-6868

9.4 First Nations and Inuit Hope for Wellness is a helpline dedicated to supporting First Nations and Inuit Peoples. Service is available in Cree, Ojibway, Inuktitut, English, and French.

1-855-242-3310 hopeforwellness.ca/

9.5 Trans Lifeline: a helpline dedicated to the well-being of transgender people. The phone line is staffed by transgender people for transgender people.

1-877-330-6366 or www.translifeline.org/

9.6 Canadian Center on Substance Use and Abuse was created by the Canadian government to address and provide leadership on substance use in Canada.

www.ccsa.ca/addictions-treatment-helplines-canada

Canadian Centre on Substance Use and Addiction
Evidence. Engagement. Impact.

9.7 Victim Services Government of Canada: the Canadian government provides several services to victims of crime, including emotional support, counselling, advocacy and safety planning.

www.crcvc.ca/for-victims/services/

9.8 Canadian Association for Suicide Prevention (CASP) goal is to reduce the suicide rate in Canada and to minimize the consequences of suicidal behavior.

www.suicideprevention.ca/

10. Adherence

10.1 All CADS members (Students, Athletes, Caregivers, Family Members, Guardians, Certified Instructors, Coaches, Volunteers, Employees, Administrators, and Others) and Contractors agree to undertake their CADS affairs in accordance with all policies and procedures relating to the organizations' commitment to Safe Sport. Those who do not do so risk not being members, employees, or contractors of CADS.

11. Policy Review and Approval

11.1 This Safe Sport Framework was approved by CADS Board of Directors Month / Day / Year and adopted by the membership at the Annual General Meeting of Month / Day / Year.

11.2 This Safe Sport Framework should be reviewed by the CADS HR & Policy Committee and senior staff from time to time to ensure it remains current.