



**SPEED
SKATING
CANADA
PATINAGE
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CANADA**

SAFE SPORT POLICY MANUAL

Updated

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SAFE SPORT POLICY MANUAL


1. Principle and Application

Purpose

- 1.1. Speed Skating Canada (SSC) and its Members recognize their fundamental responsibility to protect the health, safety, and physical and mental well-being of every individual involved in the Canadian speed skating community. SSC denounces all forms of maltreatment and abuse in sport and is committed to establishing a safe and inclusive sport environment for all.
- 1.2. SSC and its Members take any situation involving misconduct or maltreatment very seriously. Participants are required to report instances of misconduct or maltreatment by following the complaint procedure outlined in SSC's [Complaints, Investigations and Discipline Policy](#).
- 1.3. The Safe Sport Policy Manual describes how SSC makes decisions related to safe sport in a way that aligns with its [Code of Conduct](#), its organizational values, and the True Sport Principles. It contains a collection of policies intended to promote a safe sport environment for all those participating in speed skating activities in Canada by communicating expected standards of behaviour in a manner that seeks to prevent any issues and allows for consistent, immediate, appropriate, and meaningful action, should any issues arise.

Application

- 1.4. All individuals participating in speed skating activities in Canada or on behalf of Canada outside of Canada commit themselves to conducting themselves to the standards of each policy outlined in this Safe Sport Policy Manual.
- 1.5. This Policy Manual also applies to participants' conduct outside of the business, activities, and events of SSC and its Members when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of SSC or a Member. Applicability will be determined by SSC pursuant to the terms of the policies included in the Safe Sport Policy Manual and other applicable policies of SSC.
- 1.6. As a condition of participation in the sport, SSC, its Members, and those participating in speed skating activities in Canada or on behalf of Canada outside of Canada are also subject to the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#), which has been adopted by SSC and is incorporated in this Safe Sport Policy



Manual by reference, and shall include any amendments made thereto from time to time. The policies included in this Safe Sport Policy Manual complement the UCCMS and shall be interpreted and applied in a manner consistent with the UCCMS.

- 1.7. Failure to adhere to any policy outlined in this manual may be subject to investigation in accordance with SSC's [Complaints, Investigations & Discipline Policy](#).

2. Definitions

- 2.1. The terms used in this Policy Manual are as defined in Appendix A.

3. Commitment to True Sport Principles

- 3.1. True Sport Principles are the expressed commitment by SSC to provide a safe, inclusive, welcoming, and positive environment for athletes, supported by coaches, parents, officials and administrators. SSC believes that adhering to True Sport Principles and ensuring its governance and operations reflect a commitment to its organizational values will encourage an optimal sport environment for all participants.
- 3.2. Additional information on SSC's commitment to True Sport Principles can be found in Appendix B.

4. Athlete Protection Policy

Purpose


- 4.1. This Policy describes how Persons in Authority shall maintain a safe sport environment for athletes and other Individuals at Risk.
- 4.2. All references to athletes throughout the Athlete Protection Policy shall also be interpreted to apply to other Individuals at Risk (e.g., Children / Youth (minors) and Vulnerable Adults) regardless of the position they hold.

Familial, Intimate or Romantic Relationships

- 4.3. SSC and its Members recognise that participants have personal relationships with others in the speed skating community. However, SSC and its Members do not permit intimate or romantic relationships involving athletes of any age with coaches, staff, officials, or any other person in a position of trust or authority within the same program.
- 4.4. SSC requires all familial, intimate or romantic relationships involving Representatives in a position of trust or authority to be disclosed in accordance with the [Conflict of Interest Policy](#). Any other relationship between any Representatives of Speed Skating Canada where a conflict of interest may occur shall also be disclosed.
 - a) Representatives shall disclose real or perceived conflicts of interest immediately upon becoming aware that a conflict of interest may exist,
 - b) Is subject to ongoing requirements to disclose any changes in that relationship, and
 - c) Is subject to approval according to the established processes outlined in the Conflict of Interest Policy.


Rule of Two

- 4.5. SSC and its Members require the adoption of the 'Rule of Two' for all Persons in Authority who interact with athletes. The 'Rule of Two' is a directive that says that all interactions between a Person in Authority and an athlete must take place within earshot and eyesight of a second Person in Authority.
- 4.6. SSC and its Members require that:
 - a) An athlete, a teams or a group of athletes will always have at least two Persons in Authority with them. Situations when a coach or Person in Authority is alone with any athlete must be avoided.

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- b) For teams or groups of athletes of more than one gender identity, at the very least, there must be two gender identities represented by the Persons in Authority.
 - c) Screened parents or other volunteers will be available in situations when two Persons in Authority cannot be present.
- 4.7. SSC and its Members recognize that fully implementing the 'Rule of Two' in all circumstances may not be possible. In these cases, to adhere as much as possible with the spirit of the 'Rule of Two', interactions between coaches and other Persons in Authority and athletes should be:
- a) Transparent
 - i. encourage parents to appropriately support their children's involvement;
 - ii. allow the training environment to be open to observation by parents. Ensure an open and observable environment for all interactions between adults and athletes. This could include leaving the door open when having a meeting, or moving away from others in a public space but staying within eyesight; and
 - iii. avoid private or one-on-one situations unless they are open and observable by another adult or athlete.
 - b) Authorized
 - i. Ensure Persons in Authority do not invite or have an unaccompanied athlete or athletes in their home.
 - ii. When only one athlete and coach or other Person in Authority travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" system with other teams to associate with during the competition and away from the venue.
 - c) Accountable
 - i. If a situation where an interaction that breaks the spirit of the 'Rule of Two' arises, coaches should make themselves accountable by reporting it to a staff or volunteer supervisor. The interaction should after the fact; be thoroughly documented and logged, and the interaction log must be available for review upon request by SSC or the Member to whom the Person in Authority is registered.

Communications

- 4.8. SSC and its Members require the following communication guidelines for all coaches and other Persons in Authority who interact with athletes:
- a) Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and athletes.

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- b) Persons in Authority may not send personal texts, direct messages on social media or emails to individual athletes.
 - i. If necessary, one-to-one communications should only be used for communicating information related to team issues and activities (e.g., non-personal information), with the exception of health or other sensitive matters that the athlete may not wish to share with their teammates.
 - ii. If one-to-one communications are necessary between Persons in Authority and an athlete, all conversations should be thoroughly documented and logged after the fact. The conversation log must be available for review upon request by SSC or the Member to whom the Person in Authority is registered.
 - c) Parents and guardians have the right to request that their minor child not be contacted by Persons in Authority using any form of electronic communication and/or to request that certain information about their minor child not be distributed in any form of electronic communications and/or to request to be included in any electronic communication with their minor child.
 - d) The content of all electronic communication between Persons in Authority and athletes must be professional in tone and for communicating information related to team issues or activities.
 - e) All communication between Persons in Authority and athletes should be limited to the hours of a normal training/competition daily schedule (e.g., 6:00 to 23:00) except in extenuating circumstances.
 - f) No communication concerning drug or alcohol use (unless regarding its prohibition) is permitted.
 - g) No sexually explicit language or imagery or sexually oriented conversation is permitted.
 - h) Persons in Authority are not permitted to ask athletes to keep a secret for them.
 - i) A Person in Authority should not become overly-involved in an athlete's personal life.

Travel

- 4.9. SSC and its Members strongly recommend the following travel guidelines for all coaches and Persons in Authority who travel with athletes:
 - a) A Person in Authority may not be alone in a car with an athlete unless the Person in Authority is the athlete's parent or guardian, or the immediate safety of the athlete is of concern.
 - b) A Person in Authority may not share a room or be alone in a hotel room with an athlete unless the Person in Authority is the athlete's parent or guardian.

- c) Room or bed checks during overnight stays must be done by two Persons in Authority.
- d) For overnight travel when athletes share accommodations, roommates will be of similar age (e.g., minor athletes sharing accommodations shall be within 2 years of age) and of the same gender identity. Athletes' comfort level must be considered, and special considerations will be dealt with on a case-by-case basis as required.

Locker Room / Changing Areas

4.10. SSC and its Members strongly recommend the following guidelines for the locker room, changing area, and meeting rooms:

- a) Interactions between a Person in Authority and an individual athlete should not occur in any room where there is a reasonable expectation of privacy such as a locker room, meeting room, restroom, or changing area. A second Person in Authority should be present for any necessary interaction in any such room.
- b) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required.

Photography / Video

4.11. SSC and its Members strongly recommend the following photography / video guidelines:

- a) A photo release shall be required for all registrants (i.e., as part of SSC's membership registration system) that describes how a participant's image may be used by SSC and its Members.
- b) Photographs and video may only be taken in public view, must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the participants. Photographs and videos may be used only for the purposes of training and athlete development, or for promotion of the sport or any club or program, as may be permitted in the photo release form.
- c) The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited.
- d) Examples of photos that should be edited or deleted include:
 - i. Images with misplaced apparel or where undergarments are showing
 - ii. Suggestive or provocative poses
 - iii. Embarrassing images



Physical Contact

4.12. SSC and its Members understand that some physical contact between Persons in Authority and athletes may be necessary for various reasons including, but not limited to, teaching a skill, or tending to an injury. SSC and its Members strongly recommend the following touch guidelines:

- a) Unless it is not possible because of serious injury or other circumstance, a Person in Authority should always clarify in advance with an athlete where and why any touch will occur. The Person in Authority must make clear that they are *requesting* to touch the athlete and not *requiring* the physical contact.
- b) Infrequent, non-intentional physical contact, particularly contact that arises out of an error or a misjudgment on the part of the participant during a training session, is permitted.
- c) Making amends, such as an apology or explanation, is encouraged to further help educate athletes on the difference between appropriate and inappropriate contact.
- d) Hugging lasting longer than 5 seconds, cuddling, physical horseplay, and physical contact initiated by the Person in Authority outside of the parameters listed in sport-specific guidelines is not permitted. SSC and its Members are aware that some athletes may initiate hugging or other physical contact with a Person in Authority for various reasons (e.g., such as crying after a poor performance or excitement after an outstanding performance), but this physical contact should always be limited and in a setting where it can be observed by at least one other person.

Sport-Specific Guidelines

4.13. SSC and its Members strongly recommend the following sport-specific guidelines:

- a) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual athlete should always be doing so within earshot and eyesight of another Person in Authority.

5. Abuse Policy

Purpose

- 5.1. SSC and its Members are committed to a sport environment free from abuse of any type. This Policy stresses the importance of that commitment by referring participants to the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#), outlining how SSC and its Members will work to prevent abuse, and how abuse or suspected abuse can be reported and addressed.

Zero Tolerance Statement

- 5.2. SSC and its Members have zero tolerance for any type of abuse. Participants are required to report instances of abuse or suspected abuse by following the process outlined in the [Complaints, Investigation and Discipline Policy](#) to be immediately addressed under the terms of the applicable policy.

Preventing Abuse

- 5.3. SSC and its Members will enact measures aimed at preventing abuse. These measures include screening, orientation, training, practice, and monitoring.

Screening

- 5.4. Individuals who coach, volunteer, officiate, deliver developmental programs, accompany a team to an event or competition, are paid staff, or otherwise engage with Individuals at Risk involved with SSC or any of its Members or Clubs will be screened according to the Screening Policy outlined in section 6 of the Safe Sport Policy Manual.

Orientation and Training

- 5.5. SSC and its Members will deliver orientation and training to participants who have access to, or interact with, Individuals at Risk. The orientation and training, and their frequency, will be based on each participant's level of risk. SSC's current list of safe sport related required training is provided in Appendix C.

Practice

- 5.6. When participants interact with Individuals at Risk, they are required to enact certain practical approaches to these interactions. All interactions must be in accordance with [SSC's Code of Conduct](#) and follow guidelines presented in the Athlete Protection Policy outlined in section 4 of the Safe Sport Policy Manual.



Monitoring

- 5.7. SSC and its Members will regularly monitor those individuals who have access to, or interact with, Individuals at Risk.

Reporting Abuse

- 5.8. SSC and its Members share responsibility to protect participants from harm. Disclosure and reports of maltreatment in accordance with the [Complaints, Investigations and Discipline Policy](#) that are shared confidentially with SSC, one of its Members or an independent Case Manager by Individuals at Risk may require further reporting to parents/guardians, SSC, a Member, or police. Such sharing of information shall be received in a non-judgemental, supportive, and comforting manner and be followed by an explanation regarding the potential need for escalation to the proper authorities or to the Individual at Risk's parent/guardian.
 - a) SSC, its Members and independent Case Managers must adhere to the legal obligation to report potential abuse of a person under the age of protection in accordance with applicable provincial and territorial legislation.
- 5.9. Complaints or reports that describe an element of abuse will be addressed by the process(es) described in the [Complaints, Investigations and Discipline Policy](#).
- 5.10. SSC, its Members and independent Case Managers shall investigate all allegations of abuse. If the complaint falls outside of SSC jurisdiction, SSC and its Members commit to enlisting the proper parties to address the allegations.

6. Screening Policy

Preamble


- 6.1. SSC and its Members understand that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

Provincial and Territorial Sport Organizations & Clubs

- 6.2. All Members and Clubs must implement their own screening procedures to ensure a safe environment for all speed skating participants.
- 6.3. SSC requires its Members to, at a minimum:
 - a) appoint a Screening Officer and develop strong screening policies in accordance with their provincial/territorial requirements and local regulations; and
 - b) under those screening policies, require that every individual whose position is one of trust or authority which may relate to, at a minimum, finances, supervision, or direct supervisory contact with Individuals at Risk must complete a criminal record check or E-PIC, hold an active Speed Skating Canada membership for the current season, and successfully participate in safe sport training.

Application of this Policy

- 6.4. The following sections of this Policy apply to every participant whose position with SSC is one of trust or authority which may relate to, at a minimum, finances, supervision, or direct contact with Individuals at Risk. Participants must be directly employed by or volunteering with Speed Skating Canada to fall under these provisions of this Policy.
- 6.5. SSC will use the Screening Policy to determine the level of trust, authority, and access that each Individual has with Individuals at Risk. Each level of risk will be accompanied by increased screening procedures. SSC will determine each individual's level using the following guidelines. SSC may request screening measures over and above the below screening guidelines at its discretion.
 - a) **Level 1 – Low Risk** - individuals involved in low-risk assignments who are not in a supervisory role, not directing others, not involved with finances, and/or do not have unsupervised access to Individuals at Risk. Examples:
 - i. Parents, youth, or volunteers who are helping on a non-regular or informal basis.

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- b) **Level 2 – High Risk** – individuals involved in high-risk assignments who occupy positions of trust and/or authority, may be in a supervisory role or have a supervisory role, direct others, are involved with finances, and who may have limited or frequent access to Individuals at Risk. Examples:
 - i. Full time coaches
 - ii. Coaches who travel with athletes
 - iii. Coaches who could be alone with athletes
 - iv. Coaches who are typically under the supervision of another coach
 - v. Athlete support personnel
 - vi. Non-coach employees or managers
 - vii. Directors

Screening Officer

- 6.6. The implementation of this policy is the responsibility of SSC's Screening Officer. SSC will ensure that the individual appointed as Screening Officer possess the requisite skills, knowledge, and abilities to accurately screen documents and render decisions under this Policy.
- 6.7. The Screening Officer is responsible for reviewing all documentation and making decisions independently regarding the appropriateness – based on the screening conducted – of individuals filling positions within SSC. In carrying out their duties, the Screening Officer may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
- 6.8. It is SSC's policy that when an individual is first engaged by SSC:
 - a) Level 1 individuals will:
 - i. Complete an Enhance Police Information Check (E-PIC) application through *Sterling Backcheck*.
 - ii. Participate in training, orientation, and monitoring as determined by SSC.
 - b) Level 2 individuals will:
 - i. Complete an E-PIC application through *Sterling Backcheck*.
 - ii. Provide one letter of reference related to the position.
 - iii. Participate in training, orientation, and monitoring as determined by SSC.
 - iv. Provide a driver's abstract, if requested.
 - c) If an Individual subsequently receives a charge, conviction for, or is found guilty of an offense, they will report this circumstance immediately to SSC. Additionally, the Individual will inform SSC of any changes in their circumstance that would alter their original responses provided in their background check application.

- d) If SSC learns that it was provided with false, inaccurate, or misleading information, the Individual will immediately be removed from their position and may be subject to further discipline in accordance with SSC's [Complaints, Investigations and Discipline Policy](#).

Young People

- 6.9. SSC defines a young person as someone who is younger than 18 years old. When screening young people, SSC will:
 - a) Not require the young person to obtain an E-PIC; and
 - b) In lieu of obtaining an E-PIC, require the young person to submit up to two (2) additional letters of reference.
- 6.10. Notwithstanding the above, SSC may ask a young person to obtain a criminal record check or E-PIC if SSC has reason to believe the young person has an adult conviction and therefore has a criminal record. In these circumstances, SSC will be clear in its request that it is not asking for the young person's youth record. SSC understands that it may not request to see a young person's youth record. SSC also understands that parental or legal guardian consent will be required to complete the request.

Renewal

- 6.11. Unless the Screening Officer determines, on a case-by-case basis, to modify the requirements, individuals who are required to complete a criminal record check or E-PIC, or provide a driver's abstract, are required to follow the renewal timeline as follows:
 - a) Level 1 individuals will:
 - i. Complete a criminal record check or E-PIC renewal every three years
 - ii. Annual declaration form (Appendix D)
 - b) Level 2 individuals will:
 - iii. Complete a criminal record check or E-PIC renewal every three years
 - iv. Provide a driver's abstract every year (if required)
 - v. Annual declaration form (Appendix D)
- 6.12. The Screening Officer may request that an Individual provide any of the above documents at any time. Such request will be in writing and reasons will be provided for the request.

Orientation, Training, and Monitoring

- 6.13. The type and amount of orientation, training, and monitoring will be based on the Individual's level of risk, at SSC's discretion.
- 6.14. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or the initial period of engagement.
- 6.15. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
- 6.16. At the conclusion of the orientation and training, the Individual will be required to provide SSC with a certificate of completion from the training facilitator.
- 6.17. Monitoring may include but is not limited to: written or oral reports, feedback provided directly to the organization (from peers and parents/athletes), observations, tracking, electronic surveillance (e.g., facility security cameras), and site visits.

Procedure

- 6.18. Screening information must be submitted through Sterling Backcheck. This may be done by following the options listed in Appendix E.
- 6.19. In cases where there is a positive match with an individual's name, sex and birth date, individuals may be required to visit an RCMP office or police station, submit two pieces of government-issued identification (one of which must have a photo), and agree to fingerprinting in order to confirm their identity.
- 6.20. An Individual who refuses or fails to provide the necessary screening information will be ineligible to volunteer or apply for the position sought. The Individual will be informed that their application and/or position will not proceed until such time as the screening information is submitted.
- 6.21. SSC understands that there may be delays in receiving the results of an E-PIC. At its discretion, SSC may permit the Individual to participate in the role during the delay. SSC may withdraw this permission at any time and for any reason.
- 6.22. Following the review of the screening information, the Screening Officer will decide:
 - a) The Individual has passed screening and may participate fully in the desired position
 - b) The Individual has passed screening and may participate in the desired position with conditions

- c) The Individual has not passed screening and may not participate in the desired position;
or
- d) More information is required from the Individual.

6.23. In making a decision, the Screening Officer will consider the type of offense, date of offense, and relevance of the offense to the position sought.

6.24. The Screening Officer must decide that an Individual has not passed screening if the criminal record check or E-PIC reveals any of the following:

- a) Any charges or conviction in the last three years related to:
 - i. Any offense involving the use of a motor vehicle, including, but not limited to, impaired driving
 - ii. Any offense for trafficking and/or possession of drugs and/or narcotics
 - iii. Any offense involving conduct against public morals
- b) Any charges or conviction in the last ten years related to:
 - i. Any crime of violence including, but not limited to, all forms of assault
 - ii. Any offense involving a minor or minors
- c) A conviction at any time for any of the following Criminal Code offenses:
 - i. Any offense of physical or psychological violence
 - ii. Any crime of violence including but not limited to, all forms of assault
 - iii. Any offense involving trafficking of illegal drugs
 - iv. Any offense involving the possession, distribution, or sale of any child-related pornography
 - v. Any sexual offense
 - vi. Any offense involving theft or fraud

Conditions and Monitoring

6.25. Excluding the incidents above which, if revealed, would cause the Individual to not pass screening, the Screening Officer may determine that incidents revealed on an Individual's background check may allow the Individual to pass the screening process and participate in a desired position with *conditions* imposed. The Screening Officer may apply and remove conditions at their discretion and will determine the means by which adherence to conditions may be monitored. All such decisions and the basis upon which they are made shall be documented by the Screening Officer and that record kept for review, if required.

Records

6.26. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings.

7. Injury Reporting Policy

Purpose

- 7.1. Speed Skating Canada's number one priority is the health and well-being of our speed skating community. This Policy is enacted as a tool to maintain safe training and competition environments for all participants.

Adherence

- 7.2. SSC and its Members are committed to adhering to Speed Skating Canada's Injury Reporting Policy which includes both the training injury reporting guidelines and the competition injury reporting guidelines.

Guidelines


Practice/Training Environment

- 7.3. During all speed skating practices and activities operated by SSC or any of its Members or Clubs, participants (which include coaches, athletes, volunteers, and other registrants) shall adhere to speed skating safety best practices and:
 - a) Require all participants to comply with SSC's minimum requirements for skater's equipment per section D3 of the [*SSC Red Book*](#).
 - b) Be aware of incidents that may cause serious injuries, including but not limited to:
 - i. Falls
 - ii. Accidents
 - iii. Collisions
 - iv. Head trauma
 - c) Be capable of identifying serious injuries that require reporting according to SSC's training injury reporting guidelines such as:
 - i. Head injuries (i.e., potential concussion)
 - ii. Serious cuts or lacerations (i.e., ankle, leg, hand)
 - iii. Any injury requiring urgent medical transport
- 7.4. Following the participant's removal from the speed skating activity, the participant's coach or other individual in charge of the participant (if the participant is a minor), or someone familiar to the participant should:
 - a) Refer the participant to EMS on scene or, absent any EMS on scene, call an ambulance for urgent medical intervention if required.

- b) Notify the participant's parent, guardian or a responsible adult (if the participant is a minor) or someone close to the participant (if the participant is not a minor).
- c) Once the participant's immediate needs have been met and the participant is in a safe environment under proper supervision, the participant's coach or other person in charge at the moment of the incident shall document the injury by submitting an [Injury Report Form](#) to SSC.

Competition Environment

- 7.5. During all speed skating competitions and events sanctioned and governed by SSC or any of its Members or Clubs, participants (which include coaches, athletes, officials, volunteers, and other registrants) shall adhere to speed skating safety best practices and:
- a) Require all participants to comply with SSC's minimum requirements for skater's equipment per section D3 of the [SSC Red Book](#).
 - b) Be aware of incidents that may cause serious injuries, including but not limited to:
 - v. Falls
 - vi. Accidents
 - vii. Collisions
 - viii. Head trauma
- 7.6. Participants who have been injured during competitions sanctioned by SSC must follow the competition injury reporting guidelines listed below in section 7.10 of the Injury Reporting Policy.
- a) People that may identify an athlete as needing further medical assessment due to an injury shall include:
 - i. Athlete's coach
 - ii. Athlete's secondary coach
 - iii. Officials
 - iv. On-site medical support
 - v. Athlete's parent or legal guardian
- 7.7. Any competition sanctioned by SSC must follow medical personnel, equipment, and emergency response regulations per section D5-100 of the [SSC Red Book](#).
- 7.8. [Injury Report Forms](#) must be made available for participants to easily access at all SSC sanctioned competitions.
- 7.9. Following the participant's removal from the speed skating competition, the participant's coach or other individual in charge of the participant (if the participant is a minor), or someone familiar to the participant should:

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- a) Refer the participant to EMS on scene or, absent any EMS on scene, call an ambulance for urgent medical intervention if required.
 - b) Notify the participant's parent, guardian or a responsible adult (if the participant is a minor) or someone close to the participant (if the participant is not a minor).
- 7.10. Once the participant has consulted with EMS or on-site medical support, their immediate needs have been met and that the participant is in a safe environment under proper supervision, the participant's coach, or other person in charge of the participant shall document the injury by:
- a) Completing *SSC's Injury Report Form*; and
 - b) Submitting the form to the competition medical coordinator or on-site medical support.
- 7.11. All injuries or visits to on-site medical support, EMS, or first-aid at competitions require the completion of an Injury Report Form.
- 7.12. At the completion of the competition, the host should gather all Injury Report Forms and submit electronic copies to Speed Skating Canada at safesport@speedskating.ca.

8. Concussion Policy

Purpose

- 8.1. SSC is committed to maintaining the health of its participants and believes that a participant's health is more important than participating in the sport of speed skating. SSC recognizes the increased awareness of concussions and their long-term effects and therefore enacts this Policy as a tool to help manage concussed and possibly-concussed athletes and preserve the health of its participants.

Adherence

- 8.2. SSC and its Members are committed to adopting and adhering to *Speed Skating Canada's Return to Play Procedure* which includes both the Return to Speed Skating Protocol and concussion guidelines.

Procedures

- 8.3. During all speed skating events, competitions, practices, and activities operated or sanctioned by SSC or any of its Members or Clubs, participants (which include coaches, athletes, officials, volunteers, and other registrants) shall adhere to best practices and:
 - a) Be aware of incidents that may cause a concussion, including but not limited to:
 - iv. Falls
 - v. Accidents
 - vi. Collisions
 - vii. Head trauma
 - b) Understand the symptoms that may result from a concussion, including but not limited to:
 - i. Nausea
 - ii. Poor concentration
 - iii. Balance problems
 - iv. Fatigue
 - v. Sensitivity to light or noise
 - vi. Irritability
 - vii. Decreased memory function
 - c) Be capable of identifying participants who have been involved in any of the above incidents and/or exhibit any of the above symptoms.
- 8.4. Participants who have been involved in an incident that may cause a concussion and who may exhibit symptoms of a concussion shall be identified with the support of the

[Concussion Recognition Tool 5 \(CRT5\)](#)¹, or by a licensed healthcare professional following the *Sport Concussion Assessment Tool 5 (SCAT5)*² or the *Child Sport Concussion Assessment Tool 5 (Child SCAT5)*³ and removed from the speed skating activity.

- 8.5. Following the participant being removed from the speed skating activity, the participant's coach or other individual in charge of the participant (if they are a minor), or someone familiar to the participant should:
- a) Refer the participant to EMS on scene or, absent any EMS on scene, call an ambulance for urgent medical assessment if there is any concern, complaints are reported, or any of the following red flags are observed:
 - i. Neck pain or tenderness
 - ii. Double vision
 - iii. Severe or increasing headache
 - iv. Weakness or tingling in arms or legs
 - v. Vomiting
 - vi. Deteriorating conscious state or loss of consciousness
 - b) Notify the participant's parent or a responsible adult (if the participant is a minor) or someone close to the participant (if they are not a minor).
 - c) Have a ride home for the participant arranged.
 - i. Under no circumstance should any individual displaying signs of a concussion be permitted to drive themselves home.
 - d) Relocate the participant to an area where external stimulus can be reduced (noise, screen time, other people, etc.).
 - e) Remain with the participant until they can be taken home.
 - f) Encourage the consultation of a physician, as documentation may be required before return to play.
- 8.6. Once the participant's immediate needs have been met, the participant's family or the participant should be directed to *Speed Skating Canada's Return to Play Procedure*, and the individual making that direction or referral shall document having done so by submitting an electronic copy of the [Injury Report Form](#) to SSC at safesport@speedskating.ca.

¹ See: <https://bjsm.bmj.com/content/51/11/872>

² See: <https://bjsm.bmj.com/content/bisports/51/11/851.full.pdf>

³ See: <https://bjsm.bmj.com/content/bisports/51/11/862.full.pdf>

Competition


- 8.7. Any competition sanctioned by SSC must provide on-site medical or EMS support familiar with concussions for all official training sessions and competition days, as per section D5-100 of the *SSC Red Book*.
- 8.8. The *CRT5* must be made available to on-site medical or EMS support and must be made available for participants to access easily at all competitions.
- 8.9. Participants who have been identified as involved in an incident that may cause a concussion and who may exhibit symptoms of a concussion during competitions sanctioned by SSC must follow the competition injury reporting guidelines listed in section 7.10 of the Safe Sport Policy Manual.
 - a) People that may identify a participant as needing further assessment due to a potential concussion shall include:
 - vi. Participant's coach
 - vii. Participant's secondary coach
 - viii. Officials
 - ix. On-site medical support
 - x. Participant's parent or legal guardian
- 8.10. If a participant has been identified as concussed or requiring further medical assessment, the participant must be immediately removed from the training session or competition environment. The participant's coach or other individual in charge of the participant should then follow steps listed in section 8.5 of the Safe Sport Policy Manual.

Return to Speed Skating

- 8.11. A participant who has been concussed or who has displayed signs of a concussion should only return to speed skating activity by following the steps outlined in *Speed Skating Canada's Return to Speed Skating Protocol*.

Medical Clearance

- 8.12. The *Return to Speed Skating Protocol* requires the participant to consult with a physician at two stages: a) before returning to light aerobic exercise, and b) before resuming full on-ice practice and returning to competition.
- 8.13. SSC and its Members agree with Speed Skating Canada's Return to Speed Skating Protocol and will require the participant to obtain full medical clearance, ideally from a physician familiar with concussions, before permitting the participant to resume speed skating activities and return to the field of play.

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- a) Field of play includes all marshaling areas for participants on and off the ice. Any person entering the field of play is deemed to be participating fully in the activity and must have medical clearance for full participation.
 - i. The field of play specifically applies to competitions.



9. Governance

Approval & Review

- 9.1. The SSC Board of Directors will review and/or revise this Policy Manual as new information becomes available and, at a minimum, once every three (3) years. Any significant policy amendments must be approved by the SSC Board of Directors.
- 9.2. This Policy Manual was approved by the SSC Board of Directors on August 10, 2022.
- 9.3. This Policy Manual was last reviewed by the SSC Board of Directors on August 10, 2022.

Language

- 9.4. SSC policies are published in both English and French. In the case of conflicting interpretations, the English version will prevail.

Related Policies

- 9.5. SSC's full policy suite is accessible on the [Speed Skating Canada website](#).




APPENDICES

APPENDIX A: DEFINITIONS

The following terms have these meanings in this Policy Manual:

- a) *“Child Sport Concussion Assessment Tool – 5th edition (Child SCAT5)”* – A standardized tool for evaluating concussions in individuals aged 5 to 12 years, designed for use by physicians and licensed healthcare professionals. Published in 2017 by the Concussion in Sport Group.
- b) *“Concussion Recognition Tool – 5th edition (CRT5)”* – A tool intended to be used for the identification of a suspected concussion in children, youth, and adults. Published in 2017 by the Concussion in Sport Group.
- c) *“Criminal Record Check (CRC)”* – A search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions.
- d) *“Disclosure”* – The sharing of information by a Participant regarding an incident or a pattern of Maltreatment experienced by that Participant. Disclosure does not constitute a formal report.
- e) *“Enhanced Police Information Check (E-PIC)”* – A Criminal Record Check plus a search of local police information, available from Sterling Backcheck.
- f) *“Individuals at Risk”* – Includes Children / Youth (minors) and Vulnerable Adults (people who, because of age, disability, psychosocial or cognitive ability, gender, race, indigeneity, gender identity or expression, sexual orientation or other circumstances such as the role they hold in a team or a sport program, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by persons in positions of trust or authority). SSC considers all athletes and any Individual that is in a position of dependence to a Person in Authority as an Individual at Risk.
- g) *“Licensed Healthcare Professional”* – A healthcare provider who is licensed by a national professional regulatory body to provide concussion-related healthcare services that fall within their licensed scope of practice. Examples include medical doctors, nurses, physiotherapists, and athletic therapists. Among licensed healthcare professionals, only medical doctors and nurse practitioners are qualified to conduct a comprehensive medical assessment and provide a concussion diagnosis in Canada. The types of medical doctors qualified to do such an evaluation are: pediatricians; family medicine, sports medicine, emergency department and rehabilitation (physiatrists) physicians; neurologists; and neurosurgeons.
- h) *“Members”* – Includes Provincial/Territorial Organizations (PTSOs).
- i) *“Participant(s)”* – Refers to all categories of Members and/or Registrants defined in the Bylaws of SSC and in the Bylaws of a Member, as well as all people employed by,



contracted by, or engaged in activities with SSC and/or a Member including without limitation athletes, coaches, officials, volunteers, administrators, directors, employees, trainers, parents, etc.

- j) *“Person in Authority”* – An individual who holds a position of authority within SSC or its Members including, but not limited to, coaches, managers, support personnel, chaperones, and Directors.
- k) *“Representatives”* – Individuals employed by, or engaged in activities on behalf of SSC including athletes, coaches, staff members, convenors, contract personnel, volunteers, officials, managers, administrators, committee members, and Directors and Officers of SSC.
- l) *“Sport Concussion Assessment Tool – 5th edition (SCAT5)”* – A standardized tool for evaluating concussions in individuals aged 13 years or older, designed for use by physicians and licensed healthcare professionals. Published in 2017 by the Concussion in Sport Group.

APPENDIX B: TRUE SPORT

True Sport Principles are as follows:






















- a) **Go for It** – Rise to the challenge – always strive for excellence. Discover how good you can be.
- b) **Play Fair** – Play honestly – obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.
- c) **Respect Others** – Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.
- d) **Keep it Fun** – Find the joy of sport. Keep a positive attitude both on and off the field.
- e) **Stay Healthy** – Place physical and mental health above all other considerations – avoid unsafe activities. Respect your body and keep in shape.
- f) **Include Everyone** – Share sport with others. Ensure everyone has a place to play.
- g) **Give Back** – Find ways to show your appreciation for the community that supports your sport and helps make it possible.

SSC pledges to ensure its governance and operations reflect a commitment to its organizational values and the True Sport Principles in the following ways:

- a) **Legal requirements:** SSC will adopt, maintain, and monitor comprehensive policies that meet legal requirements and stakeholder expectations.
- b) **Strategy:** SSC will have a strategic plan that reflects SSC's mission, vision, values, and the True Sport Principles.
- c) **Program implementation:** Staff will reflect the organizational values and the True Sport Principles in the implementation and delivery of their programs.
- d) **Governance:** SSC will have a diverse blend of Directors who commit to adhering to the principles of True Sport, to make all governance decisions in accordance with SSC's values, and to serve their fiduciary duties, constructively addressing and mitigating conflict.
- e) **Risk Management:** SSC manages risks by having a risk management program and policies, a process to identify, assess, and mitigate risks, a risk registry that captures high to very high-level risk, defined risk tolerance between staff and board, and a process to continually educate and communicate its commitment to managing risks to staff, Board members, Members, and key stakeholders.
- f) **Education and Communications:** SSC commits to educate its Board, staff, funders, sponsors, Members, and stakeholders on its commitment to Management by Values and the True Sport Principles.

APPENDIX C: REQUIRED TRAINING

Speed Skating Canada’s current list of safe sport related required training is as follows. Participants must undertake and keep training current according to position held with SSC.

	BOD/Related Committees	SSC Staff	Coaches	Officials (Level 3↑)	NP Athletes
<i>Respect in the Workplace</i>			 <i>*NP coaches only</i>		
<i>Respect in Sport Activity Leaders</i>		 <i>*Based on position</i>	 <i>*NP coaches only</i>		
<i>CAC Safe Sport</i>		 <i>*Based on position</i>			
<i>Making Head Way in Speed Skating</i>		 <i>*Based on position</i>			
<i>CWS Gender Equity Lens</i>			 <i>*NP coaches only</i>		
<i>CAC Anti-racism in Coaching</i>			 <i>*Comp-Dev</i>		
<i>CAC Gender Based Violence in sport</i>			 <i>*Comp-Dev</i>		
<i>CAC Coaching Athletes with a Disability</i>			 <i>*Comp-Dev</i>		
<i>SSC Introduction to EDI</i>					

APPENDIX D: ANNUAL DECLARATION FORM

Name: _____

Date of Birth (MM/DD/YYYY): ____/____/____

Position/Role: _____

I **declare**, since the last criminal background check collected by Speed Skating Canada, and/or since the last offence declaration given by me to Speed Skating Canada, that:

I have **NO** charges or convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.

I have been charged or convicted of the following criminal offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has **not** been issued or granted to me.

List of Offences:

1. Date: _____

Location: _____

Conviction: _____

2. Date: _____

Location: _____

Conviction: _____

This declaration is dated (MM/DD/YYYY) ____/____/____ .

Signature: _____

APPENDIX E: HOW TO OBTAIN AN E-PIC

- a) An E-PIC may be obtained online via SSC's membership management system as part of the registration process.

OR

- b) Through a personal link provided by the Screening Officer.

OR

- c) SSC has joined the Coaching Association of Canada's Responsible Coaching Movement and therefore has access to the E-PIC at a discounted rate. Individuals can obtain an E-PIC via https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/

SSC understands that processes and requirements for obtaining a criminal record checks or E-PIC may vary between provinces and territories. In such cases, the Screening Officer in partnership with Sterling Backcheck will provide individuals with directions in accordance with the law.