

# KN Safe Sport Policy



As a member of Nordiq Canada, Kawartha Nordic (KN) is committed to providing a safe, inclusive and respectful environment free from maltreatment for all athletes, volunteers, staff, and other program and sport participants.

All Kawartha Nordic programs and coaches are expected to follow the safety guidelines outlined in this policy document:

1. Preparation
2. Screening and Training
3. Code of Conduct and Code of Ethics
4. The Rule of Two
5. Travel and Overnight Stays
6. Communication and Reporting

## Preparation

In order to maximize the safety of all participants, coaches must expect the unexpected.

- Bring a fully-stocked first-aid kit to every practice or event, or make sure one is available
- Ensure you have an Emergency Action Plan that includes contact details for Emergency support, contact details for all participant families and known relevant health concerns, plus a charged mobile phone
- Remind athletes and families to bring snacks and water, and bring extra when feasible, but be mindful of the health risks of sharing and be sure to consider food allergens
- Remind athletes and families about what equipment and clothing is suitable, and bring extras when feasible (poles, gloves, hats, helmets, etc.), but be mindful of the risks of sharing
- Have a backup plan and be open to change, if conditions are unsafe or athlete health is at risk
- Provide the opportunity for athletes and families to discuss concerns they may have around safety and inclusion, so that you can best support all athletes. This is often a concern for athletes that may feel they are different, or for athletes that others may perceive as different.
- Be mindful that while KN supports athletes using a washroom or change room in which they feel safe, athletes may need Coach support in making the decision to use a facility that to others may appear gender nonconforming. If travelling, this may require advance consideration of the options for universal non-gendered facilities and/or understanding of a facility's inclusion policies.

## Screening and Training

Prevention is a key aspect of Safe Sport, and starts with proper screening and training.

- All KN employees and volunteers 18 years of age or older that are responsible for the safety, care or supervision of KN clients 21 years of age and younger must submit a satisfactory, current Vulnerable Sector Check (VSC) provided by their local police service
- Returning KN employees and volunteers that have a VSC already on file with Kawartha Nordic must sign a statement each year attesting to there being no new or pending police charges filed against them since the time of the most recent VSC on file
- While waiting for a VSC request to be processed, KN employees and volunteers that have requested a VSC may also submit an attestation that they expect the VSC to be clear when it arrives
- KN requires a new VSC from any KN employee or volunteer, if the VSC on file is more than 5 years old
- KN will consider any past discipline reports received from Nordiq Canada when screening prospective or current employees and volunteers
- KN employees and volunteers responsible for the safety, care or supervision of KN clients 21 years of age and younger must complete the NCCP Safe Sport and Understanding the Rule of Two online training modules
- All KN coaches are encouraged to also complete the NCCP Coach Initiation in Sport and Introduction to Community Coaching for Cross Country Skiing online training modules; and consider registering for further in-person NCCP coach training workshops

## Code of Conduct and Code of Ethics

Kawartha Nordic believes in safe, inclusive and respectful sport that strives to prevent maltreatment.

- Kawartha Nordic stands by and supports the [Universal Code of Conduct in Sport](#)
- Kawartha Nordic expects Coaches to uphold the [NCCP Code of Ethics for Coaches](#)
- Please be sure to read and understand how these two documents apply to your coaching and the programs offered by Kawartha Nordic

## The Rule of Two

As far as possible, aim to never have an athlete alone with an adult, unless the adult is their parent or guardian.

- The rule is meant as a guide to help support and ensure all interactions and communications are open, observable and justifiable
- The rule on its own does not guarantee open, observable and justifiable interactions and communications, so please consider all communication and interactions carefully
- The best option is to have at least two trained and screened coaches with one athlete
- The next best option is to have at least one trained coach and one other screened adult with one athlete
- It is also acceptable to have one coach with two or more athletes
- One athlete with one adult or coach should be avoided
- As an additional aid to the Rule of Two, consider
  - Keeping doors open or meeting in common spaces
  - Asking athletes to carpool with each other where possible

- Including other coaches or adults on electronic communications, including video practices
- In situations where it is not possible to avoid one-on-one communication or interaction, it is recommended that
  - The coach seek specific case-by-case approval from a parent or guardian in advance, directly identifying that the rule of two will be broken and why it is unavoidable
  - The coach openly provides all details of the interaction to the parent or guardian including why the one-on-one interaction was unavoidable, after any one-on-one interaction or communication takes place
  - The coach be absolutely sure there is no other way to avoid the one-on-one communication or interaction, for example, the coach and athlete have been left behind on the ski trail by their group

## Travel and Overnight Stays

Travel and overnight stays introduce situations that require consideration in advance to promote athlete safety

- All transportation should be pre-approved by an athlete and their parent or guardian, including details on the driver, vehicle, pick-up and drop-off locations and approximate times, and purpose of the travel. Many of these details are implied by the event or practice information communicated to all athletes and families, but any that cannot be implied or are outside the standard or given details, should be expressly communicated.
- All transportation, travel, and overnight stays should follow the guidelines given above for the Rule of Two
- When identification is required for travel or events, be mindful of athlete privacy. Give them space to provide their identification without other athletes, chaperones or participants having access to the information. This is especially important for trans, nonbinary or gender nonconforming athletes that may be sensitive to having to disclose their gender assigned at birth or legal name, for example at an airport or race registration. Coaches should proactively ask athletes if they need support or may need support, and what that support should look like.
- Always aim to ensure that people are roomed with those whom they feel comfortable and safe, and invite athletes and parents to provide any details, specifications, as well as suggestions about with whom they or their child feel most comfortable.
- It is recommended that athletes under the age of 13 stay in hotel rooms with their parents/guardians.
  - If a child under the age of 13 does not have a parent/guardian present, then arrangements should be made, with parental permission, for a child to share a room with another athlete and their screened guardian
  - If there are situations where athletes under the age of 13 do not have a parent/guardian available for travel, consider grouping these athletes together with older athletes who are chosen to help supervise, with parental permission
- If athletes over the age of 13 are assigned to hotel rooms together, arrangements should include placing similarly aged and same gender teammates together, within the context of inclusivity.
- The sharing of beds should only be by personal choice. Athletes should be made aware in advance, if this is a possibility and advised to bring a sleeping bag, air mattress, or request whatever may be necessary to ensure they are comfortable and safe.

- Coaches are not permitted to share rooms with athletes, unless they are the athlete's parent or guardian.
- Screened adult chaperones should be available and in rooms close to all athletes. In a large facility such as a hotel or dorm, this means the adult chaperones should be on the same floor and same wing of the building as the athletes, and ideally all athletes should be on the same floor and wing.
- Establish expectations of privacy with athletes, coaches, and athletic staff around bathroom use, showering, and changing in hotel rooms and dorm rooms, such as requiring a locked door, knocking in case someone has forgotten to lock the door, and using the bathroom as a change room. Adults, including team staff and chaperones, should not share bathrooms, change rooms, or showers with athletes at the same time, and ideally should have their own separate bathrooms, change rooms, or shower facilities.
- Specify where athletes can and cannot go on their own or without an adult accompanying them. Establish expectations that athletes must use the buddy system when within the hotel, but outside of the room. If leaving the hotel, an adult chaperone must be informed, athletes must be in groups of three or more, and athletes must adhere to curfew hours and policies about where they can and cannot go unsupervised.
- Athletes do not leave the room after curfew without adult chaperones and only within team guidelines or with expressed permission (except in the event of emergency).
- Ensure all athletes know how to contact an adult chaperone, in case of an emergency, and let athletes know they can and should wake an adult in the night, if someone is in need of assistance
- Ideally, all meetings and socialization between athletes, coaches and chaperones, should occur in conference rooms, common or public areas. If a coaching staff feels comfortable that their privacy will not be breached and that they can make appropriate use of their own room for a meeting or socialization, they may choose to do so, as long as all participants will also feel comfortable and safe to participate, and the rule of two can be maintained.
- Safety planning: if athletes are sleeping in a room without parents/guardians, a safety plan shall be put in place. This plan is clearly communicated and shared in writing with the athletes and parents/guardians on the trip. This should be done in advance of the trip in order to allow for questions and feedback. A safety plan shall include:
  - Having adult chaperones, who adhere to a rule of two, in the hotel and available to athletes at all times.
  - Answering the door (e.g., not opening the hotel room door for someone unknown or unexpected). Coaches, athletic staff, and adult chaperones (and in some instances parents) should not show up at hotel rooms without communicating in advance.
  - Behaviour expectations: athletes are not to leave their hotel room at night except in case of emergency (and in accordance with the emergency situation procedures); no alcohol/drugs; steps for an athlete to take should there be behaviour issues with another athlete to address with an adult in charge; and what to do should the athlete have a concern with a coach, member of the athletic staff, chaperone, or other adult.
  - Emergency situation procedures (e.g., in case of injury, severe illness, accident, fire, hotel evacuation).
  - A phone list should be shared with athletes and parents which includes numbers for coaches and athletic staff on the trip, and emergency phone numbers.

- Establish expectations for use of electronic devices (e.g., phones, tablets, computers), including:
  - Prohibiting taking pictures or recording videos of others in private situations (e.g., in bathrooms, when changing, or when sleeping), or in a secretive or disrespectful manner;
  - Ensuring athletes receive permission from another athlete prior to taking pictures of or recording videos of that person, both in field of play or off;
  - Prohibiting private communications between an individual athlete and a coach/athletic staff member/chaperone other than for that which is directly related to and necessary for the sporting event. Should communication be in an electronic format, the athlete's parent/guardian should be included in the communication.

## Communication and Reporting

Much of the policy above relates to clear communication with athletes and families, so they know what to expect but also feel comfortable providing input and feedback.

- Establish in advance the channel(s) on which athletes and families can expect communication from coaches
- Establish in advance the channel(s) which athletes and families can use to communicate with coaches
- Provide for and encourage open communication so that all athletes can give input and feedback on what will make them feel comfortable and safe. In some situations this may benefit from providing an anonymous communication channel from athletes to coaches, and often will benefit from allowing athletes to communicate with whichever coach they are most comfortable.
- Most communication should be open and thus shared with all coaching staff and/or all athletes and parents, unless there are specific issues of privacy. If an athlete communicates directly with a coach, the coach should address with the athlete whether the information can or should be shared with others. If a coach communicates directly with an athlete, they should include other coaches and/or the athlete's parents or guardian.
- Under child protection legislation, every person in Canada has the duty to report known or suspected child maltreatment. If you suspect or know of abuse or neglect, please contact the Kawartha Nordic President or Vice-President, who will work with you to report the specifics to local Child Welfare Services, and possibly Police. As the reporting adult, you do not need to have proof or feel you are making decisions about guilt, you are just passing on what you have observed and Child Welfare Services will act appropriately to look into the matter.
- Regardless of legislation, reporting concerns of any inappropriate conduct of other participants is a duty of all KN Program participants to ensure proper action is taken and expectations are re-established. All inappropriate conduct should be reported to the next closest KN volunteer or staff responsible for the program but not directly implicated in the incident being reported, i.e., Coach or Lead Coach or Youth Program Coordinator/Head Coach or General Manager or President/Vice-president.
- All incidents that could involve Child Welfare Services, Police, or necessitate implications to employment at KN or inclusion in KN programs, must be ultimately reported to the KN President or Vice-president.

- In some situations, reciprocal agreements with Nordiq Canada and its provincial sport divisions, may necessitate communicating discipline decisions to Nordiq Canada, its provincial sport divisions, and member clubs.
- For more information on National efforts to ensure and support Safe Sport, see the Nordiq Canada [Safesport overview](#) and [policy document](#).
- For more information on Kawartha Nordic's health and safety efforts, please consult the [KN Personnel Policy](#).

## Appendix A: Sample Safety Plan for Overnight Stays

The Kawartha Nordic Race Team will be travelling and staying overnight as outlined below. A trip of this nature introduces inherent risks that can be mitigated to an extenant through the following safety guidelines and expectations.

Departure	<i>Fri 9 Dec 2022 approx 2pm</i>	Accomodations	<i>Hotel V, Gatineau</i>
Return	<i>Sun 11 Dec 2022 approx 11pm</i>	Primary Contact	<i>Elise 555.111.2222</i>
Destination	<i>Nakkertok Nordic</i>	Purpose	<i>Candy Cane Cup</i>

### Expectations for All Athletes, Adult Chaperones and Coaches

1. An adult chaperone or coach will be available on site at the accommodation venue and at the race venue at all times where there may also be an athlete in the same location. Athletes will be made aware of which adult chaperone or coach is available and how to find or contact them, making special note of how to make contact over night in the case of an emergency.
2. All adult chaperones and coaches are to follow club policy on the Rule of Two.
3. Athletes are advised not to open the door to their personal room for a visitor, unless they can verify the visitor's identity (via a peep hole or window, or by their voice) and they are expecting the visit (because it was preordained or they received advance communication of the visit).
4. Athletes are expected to remain in their assigned rooms once checked-in for the night by an adult chaperone or coach and until the designated wake-up time. In the event of an emergency during this overnight time, athletes are to contact the designated adult chaperone or coach, or follow the evacuation or fire safety plan of the venue. In severe emergencies, one athlete should call 911 and/or activate the fire alarm immediately, while another athlete contacts the designated adult chaperone or coach.
5. No athlete is required to share a bed with another athlete. In many cases rooms are booked with twice as many athletes as beds. If an athlete is uncomfortable sharing, it is recommended that a conversation take place regarding other options with roommates and/or coaches in advance (i.e., bringing a sleeping bag and pad).
6. Throughout this trip, no athletes are to consume, be under the effects of, or be in possession of any alcohol, drugs, nicotine or vape products, unless prescribed to the specific athlete for current use by a Physician and not in contravention of anti-doping requirements.
7. Athletes, adult chaperones and coaches are to remember they are representing Kawartha Nordic, and be respectful of each other, of all adult chaperones and coaches, of other teams, of

race officials, and of the staff and other patrons at all businesses visited along the way, plus the general public. Similarly, athletes, adult chaperones and coaches are to be respectful of all personal, business and club property.

8. Any communication between adults and athletes that could possibly be construed as private or even inappropriate is to be communicated in an open, observable and justifiable manner; such as in-person with multiple adult chaperones or coaches present, or by electronic communication with multiple adult chaperones or coaches, and the athletes' parents included.
9. Photographs, videos or sound recordings of private situations are not permitted, such as in bathrooms, when changing, when sleeping, or in any secretive or disrespectful manner or situation.
10. Photographs, videos or sound recordings of any situations including racing or non-racing events should be respectful. Athletes should be asked for their permission before taking or distributing photographs, videos or sound recordings. If an athlete rescinds their permission, all photographs, videos or sound recordings should be fully erased.
11. Privacy is to be provided to anyone using a bathroom or shower, and to prevent confusion bathroom doors should be locked when in use. Using bathrooms for changing is encouraged and bathrooms should be checked for availability by knocking before trying to open a door.
12. Many people find visitors to their room an invasion of privacy. Be sure all roommates are in uncoerced agreement before inviting people into your rooms. At no times should you be inviting anyone not from the Kawartha Nordic team into your rooms, without advance permission from a Kawartha Nordic adult chaperone or coach.
13. When moving around a hotel or dorm outside their personal room, athletes should stay together in pairs or groups. When moving beyond the hotel, dorm or accommodations, athletes must stay together in pairs or groups.
14. Athletes that wish to leave the accommodation venue for any reason must first seek permission from an adult chaperone or coach, who will provide clear guidelines on where the athletes may go or not go, how they are to travel, and when they are to return. Upon return, athletes are to check in with the appropriate adult chaperone or coach.
15. Unless a facility provides on-duty lifeguards, athletes are not to swim or be in a pool or hot tub unless supervised by an adult chaperone or coach.

## Appendix B: Resources

This document was developed based on templates and guidelines published or developed by

- [Coaching Association of Canada](#)
- [Coaches Association of Ontario](#)
- [Canadian Centre for Child Protection](#)
- [Abuse Free Sport Canada](#) and the Canadian Sport Helpline 1-888-83SPORT

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