

Responsible Coaching Guidelines

Commit to Kids



Information Package for Clubs and Coaches

1.) Introduction

Organized sport for kids and teens is often a great way get children to regularly participate in physical activity. Being part of a sport team provides many benefits to young athletes. Clubs and coaches bear various responsibilities to keep sport healthy and safe. Codes of conduct lay out the principles to follow: Coaching responsibly, Physical safety and health of athletes, Integrity in relations with others, Respect, and Honouring sport to name the most important rules. These guidelines explain the steps for clubs and coaches to take to protect the athletes as well as the coaches and organizations and provide a safe environment for everyone.

2.) Rule of Two

The Rule of Two Guidelines serve to protect minor athletes in potentially vulnerable situations, as well as the quality coaches working in our communities, by ensuring that there will always be **two screened and NCCP trained or certified coaches** with an athlete, especially a minor athlete, when in a potentially

vulnerable situation. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult may be recruited.

The following documents form the Rule of Two. Please refer to the linked documents for full information.

[Rule of Two Guidelines](#)

The Rule of Two Guidelines serve to protect minor athletes in potentially vulnerable situations, as well as the quality coaches working in our communities.

[Athlete Code of Conduct](#)

The athlete code of conduct applies to athletes on the OST, OJST, PNST

[Coach Code of Conduct & Ethics](#)

The coach code of conduct and ethics applies to coaches in our community. It outlines ethical behaviours and serves to guide coach/athlete/parent relationships

[Team Travel Guidelines](#)

The Team Travel guidelines are intended to assist clubs in planning and organizing their team travel. We recognize that some situations may apply to one club but not another. Please review the following guidelines and amend/adjust as appropriate for your club/team situation.

3.) Background Screening (including Criminal Record Checks)

Background screening ensures that coaches meet the requirements to coach athletes. Screening tools include comprehensive job postings, criminal record checks, interviews, and reference checks. Coaches can complete their criminal record check screening with their local police department or by visiting <https://www.sterlingtalentsolutions.ca/landing-pages/c/cross-country-ski-ontario/>

Note: If you opt to do your criminal record check screening with Sterling Talent Solutions, you will have to take your **Vulnerable Sector Screening(VSV)** through your local police department if your position requires a VSV.

Many police forces will waive the cost of the criminal record check for volunteer organizations, including the RCMP when the more rigorous (fingerprint) identity screening is required.

Positions/Roles in Skiing:

Level 1	Low Risk Position	Individuals involved in low risk assignments are not in a supervisory role, not directing others, not involved with financial/cash management, and/or do not have access to minors or people with a disability.
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- Level 2** Medium Risk Position Individuals involved in medium risk assignments may be in a supervisory role, may direct others, may be involved with financial/cash management, and/or may have limited access to minors or people with a disability.
- Level 3** High Risk Position Individuals involved in high risk assignments occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and/or have access to minors or people with a disability.

Club Role Risk Assessment									
	Level 1					Level 2		Level 3	
	Youth Volunteers	Occasional Volunteers	Directors	Officials	Parents	Assistant coaches (non travel)	Volunteer Coaches Club Programs	Paid/Unpaid Head Coach/Asst Coach	Team Managers/Chaperones
Application Form	X	X				X	X	X	X
One Letter of Reference	X	X				X	X		
Two Letters of Reference								X	X
Position Briefing/Orientation	X	X	X	X	X	X	X	X	X
Driver's Abstract						X	X	X	
Screening Disclosure Form	X	X				X	X	X	X
Criminal Record Check						X	X	X	X
Vulnerable Sector Verification (VSV)								X	

Application Form: An application for employment is a standard document which is prepared with questions deemed relevant by an employer in order for the employer to determine the best candidate to be given the responsibility of fulfilling the work needs.

Letter of Reference: A reference is a document in which the writer assesses the qualities, characteristics, and capabilities of the person being recommended in terms of that individual's ability to perform a particular task or function.

Orientation: Position Briefing is the process in which a new joinee is integrated into the organization by making him/her aware of his place of work, team members, his immediate reporting managers, the business in general, the policies, working hours, etc.

Driver's Abstract:	A driver's abstract is a record of a person's driving history. It lists when a driver's licence was first issued, plus any driving tickets or other offences received in the previous five years.
Screening Disclosure Form:	The form is used to initiate the background screening process of the applicant. See Appendix
Criminal Record Check	A criminal record check will determine if you have been charged or convicted of a crime
Vulnerable Sector Verification:	The Vulnerable Sector Screening provides the screening of individuals who intend on working or volunteering with vulnerable people. A vulnerable person is defined as a person who, because of their age, disability, or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

4.) Ethics Training

Ethics training prepares coaches to effectively handle situations that arise from ethical dilemmas or even legal challenges that concern individuals, teams, and their sports organizations.

Training Opportunities:

NCCP Make Ethical Decisions (MED) Training:

Step 1: Take the Coach Initiation Module through CAC: <https://www.coach.ca/coach-initiation-in-sport-s17259> \$15. It takes 1 hour to complete.

Step 2: Take the Introduction to Community Coaching Online Training through CAC: <https://thelocker.coach.ca/onlinelearning-CC-ICC-E> \$52. It takes 3 – 4 hours to complete.

Step 3: Take the MED online evaluation for free.

By successfully completing the NCCP Make Ethical Decisions (MED) training, coaches will be fully equipped to handle ethical situations with confidence and surety. NCCP Make Ethical Decisions training helps coaches identify the legal, ethical, and moral implications of difficult situations that present themselves in the world of team and individual sport.

Safe Sport Training:

Whether you are directly involved with athletes or play another role in national sport, the CAC's Safe Sport Training will give you the tools to recognize, prevent and address maltreatment in sport.

Free – 90 min to complete

<https://thelocker.coach.ca/onlinelearning#SS>

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Commit to Kids Child Sexual Abuse Prevention Training:

Canadian Center for Child Protection: <https://vta.c3p.ca/app/en/checkout>

\$12 Group rate available for organizations purchasing for 10+ individuals

2hr 30min Training can be completed in one or multiple sittings

The Commit to Kids (C2K) online training is for individuals who work with children, either through employment or on a volunteer basis. It is recommended that individuals who take the training have a copy of the full C2K program available to reference.

This online training consists of eight separate modules that address the following:

- the definition of child sexual abuse
- the grooming process
- handling disclosures of child sexual abuse
- the impact of child sexual abuse
- creating a Child Protection Code of Conduct for your organization
- policies and procedures to use to protect children in your organization
- the C2K program for child-serving organizations

A certificate of completion will be issued upon completion of all modules and a successful knowledge validation test.

5.) Reporting and Documentation

All complaints reported about employees/volunteers must be carefully and objectively documented. Even if the concern does not pertain to child sexual abuse, investigators or the organization itself may need to access the information at a later date. When a child welfare and/or law enforcement agency conducts an investigation, it often contacts the organization and requests materials from internal files. Improper documentation could have serious implications for subsequent complaints, as well as ramifications to any legal or criminal proceedings. This is especially true when additional complaints are made about an individual which, considered in isolation, may not be cause for concern, but require immediate action when looked at together.

All individuals have a mandatory responsibility to report children in need of protection. The organization must fully document any concerns and follow-up, as well as the date and time the incident was reported. This may prove useful if allegations arise that your organization did not handle the complaint properly.

All disclosures or suspicions of abuse or misconduct must be documented.

Please use the following [Incident Report Form](#) to document the event.

Contact XCSO: Liz Inkila: admin@xcskiontario.ca, 807-768-4613 or Katja Mathys: cd@xcskiontario.ca, 705-774-0713

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To initiate anonymous help, an individual (athlete/coach/official/volunteer) can call:



CANADIAN SPORT
HELPline

  1-888-83SPORT (77678)

 info@abuse-free-sport.ca

 www.abuse-free-sport.ca

8 am - 8 pm (ET)
7 days a week

Appendix

Screening Disclosure Form

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province/Territory Postal Code

DATE OF BIRTH: _____ GENDER: _____
Month/Day/Year

CLUB: _____ EMAIL: _____

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the XCSO's *Screening Policy*.

1. **Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?** Yes _____ No _____ If yes, please describe below for each conviction:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. **Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?** Yes _____ No _____ If yes, please explain for each pending charge:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Further Explanation: _____

3. **Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport or any other sport?** Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____
Year of Offense or Settlement: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

4. **Have you ever been the subject of a decision of a court or tribunal that might reflect adversely on the profession of coaching, the sport or any other sport?** Yes _____ No _____ If yes, please describe below:

Type of Offense: _____

Year of Decision: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

5. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**
Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Dismissal: _____

Reason for Dismissal: _____

6. **Have you ever been disciplined or sanctioned by an international sport body, by a National sport governing body outside Canada, by this Organization, or by any other body within Canada that governs any sport?**
Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Discipline or Sanction: _____

Reason for Discipline or Sanction: _____

7. **Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?**
Yes _____ No _____ If yes, please describe below:

Name or Type of Offense: _____

Name and Independent Body: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

For more than one conviction please attach additional page(s) as necessary.

Certification

I hereby certify that the information contained in this application is accurate, correct, truthful, and complete.

I further certify that I will immediately inform XCSO of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____

Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize XCSO to collect, use, and disclose your personal information, including all information provided on the Screening Disclosure Form, Enhanced Police Information Check and/or Vulnerable Sector Verification for the purposes of screening, implementation of the XCSO's Screening Policy, administering membership services and communicating with other National Sport Organizations, Provincial/Territorial Sport Organizations, Sport Clubs, and other organizations involved in the governance of the sport. XCSO does not distribute personal information for commercial purposes.