

SAFE SPORT IMPLEMENTATION CHECKLIST

Table of Contents

Safe Sport Implementation Checklist	2
1. Policies	2
Policy Implementation	2
2. Training	3
Training Implementation	4
3. Engagement	4
Engagement Implementation	5
4. Resources	6
Resources Implementation	6
Conclusion	6

SAFE SPORT IMPLEMENTATION CHECKLIST

Definition of Safe Sport:

Physical and emotional safety, which includes concussion and injury prevention and environments free from bullying, abuse, harassment, discrimination, and other forms of maltreatment.

We all deserve to participate in sport environments that are accessible, inclusive, safe, and free from all forms of maltreatment by others.

There are four key components that are essential to create a safe and welcoming environment:

1. Policies
2. Training
3. Engagement
4. Resources

Each of these components and their recommended implementation checklists were developed based on feedback from representatives from Ringette's community across the country including administrators, athletes, officials and coaches. The intended goal is to create a positive culture of belonging aligned across Canada that embodies Ringette's values.

This checklist is meant for anyone playing a role in implementing safe sport.

1. Policies

Policies are critical to ensure your organization is protected and is protecting its members. They are legal documents and can sometimes be difficult to understand. The intention of the Policy component is for all members to have access to and follow the same safe sport policies to ensure consistency.

Policy Implementation:

- Watch the video [Safe Sport Policy 101](#) and check out the [Safe Sport Policies Summary Sheet](#)
- Work with a lawyer to create your safe sport policies using the [Safe Sport Policy Templates](#). Be sure to seek legal advice to ensure you are fully protected.

SAFE SPORT IMPLEMENTATION CHECKLIST

- Determine if any amendments (that don't change the intent of the policy) are needed and make any amendments necessary. Be sure to customize the Screening and Training Matrix (Appendix A of **Screening Policy**) to match your organization's screening and training requirements identified in your Screening Policy.
- Submit a motion for your organization's Board of Directors to adopt your safe sport policies.
- Once approved, post your safe sport policies or a link to it on your organization's website and/or social media/Facebook page.
- Once your **Screening Policy** has been customized and adopted by your organization's Board of Directors, designate a Screening Officer to collect and track the required documents, and securely file them as per the organization's policies and processes.
- Send the **Safe Sport Tips for Athletes** and **Safe Sport Tips for Coaches** to your athletes and coaches and let them know they are based on your policies
- Repeat all steps annually. If you have already approved all policies, just determine whether any updates are needed.

2. Training

Establishing minimum training requirements helps to set everyone up for success. It is critical that coaches and others understand their role in creating safe and thriving sport environments. The intention is that minimum training standards will be in place for everyone connected to ringette across Canada.

The Coaching Association of Canada (CAC) provides free [Safe Sport Participants Training](#), which is mandated at national levels of sport in Canada. It is available and is relevant for all levels including community sport.

The **Screening and Training Matrix** (Appendix A of the **Screening Policy**) identifies all screening and safe sport training requirements that stakeholders must meet depending on their level of connection to athletes. As part of your policy implementation, you will be able to customize your Screening and Training Matrix to reflect your organization's screening and training priorities.

SAFE SPORT IMPLEMENTATION CHECKLIST

Training Implementation:

- Work with your Screening Officer to send your customized Screening and Training Matrix which identifies your organization's training and screening requirements to all stakeholders connected to your organization including current or potential coaches.
- Create a tracking system to track training and screening completion. Your organization may be able to work with your NSO or CAC to track completion of training requirements.
- Post the link to CAC's [Safe Sport Participants Training](#) on your organization's website, social media/Facebook page, and any other place the organization communicates digitally.
- Instruct all stakeholders including athletes, coaches, parents, administrators, officials and volunteers to complete CAC's [Safe Sport Participants Training](#) and track their completion.
- Watch the recorded Safe Sport Expectations Webinar for Athletes and Coaches and share with stakeholders.
- Post and/or send any other training links or resources that are important to your organization to create a safe and thriving sport environment.
- Repeat all steps annually.

3. Engagement

Intentional engagement with stakeholders, especially athletes, is critical. The lived experiences of athletes, coaches and others provide a firsthand assessment of how well your policies and training are working. The intention is to regularly engage with all stakeholders including athletes to get meaningful feedback.

Communication is important, but it only allows for a one-way conversation, from you to the stakeholder. Engagement creates a two-way conversation, and it is crucial to help you understand if your implementation methods are working. Engagement is also a highly effective risk mitigation strategy.

SAFE SPORT IMPLEMENTATION CHECKLIST

Engagement Implementation:

- Create a Communication and Engagement Protocol that outlines how you will communicate and engage with each of your stakeholders including coaches, athletes, parents/guardians of minor athletes, officials, volunteers and other stakeholders on a regular basis using townhalls, webinars, in-person meetings, surveys, interviews, councils/committees and/or other interactive methods. Your communication protocol could include annual opportunities for engagement and feedback such as:
 - Pre-season expectations meetings
 - In-season check-ins
 - Post-season feedback sessions

- Read the **Safe Sport Debrief Tips for Administrators** and the **Safe Sport Debrief Tips for Coaches** so you know what is available to support you.

- Read the CAC's tips and leading practices connected to Rule of Two and CAC's Rule of Two Implementation Matrix so you know what is available to support you to ensure everyone is following Rule of Two.

- Distribute **Safe Sport Tips for Athletes** and **Safe Sport Tips for Coaches** to your athletes and coaches.

- Hold a virtual or in-person meeting after stakeholders have watched the **Safe Sport Expectations Webinar for Athletes and Coaches** to address any questions or concerns. Use the **Safe Sport Debrief Prompts for Administrators** to create an agenda and guide for discussion.

- Encourage all coaches to hold a Safe Sport Debrief with their team and/or athletes either virtually or in-person after they have all have watched the **Safe Sport Expectations Webinar for Athletes and Coaches** to address any questions or concerns. Advise the coaches to use the **Safe Sport Debrief Prompts for Coaches** to create an agenda and guide for discussion as well as the **Safe Sport Tips for Athletes** and **Safe Sport Tips for Coaches**.

- Follow up with the coaches on areas of concern that were brought up during their Debrief and make a plan to address these with other administrators, coaches, etc.

- If you already have a Strategic Plan outlining your organization's Vision, Mission and Values, look at how you can leverage your strategic priorities or other aligned areas with your safe sport priorities and messages. If you do not have a Strategic Plan, look at developing one and align your safe sport priorities and messages within it.

SAFE SPORT IMPLEMENTATION CHECKLIST

Engagement Implementation:

- Use your organization's social media accounts to engage with stakeholders and to give specific key messages about safe sport to targeted audiences.
- Set up channels for virtual, phone, and in-person connections (e.g., video and audio conference accounts, meeting space), as required, in advance of each season to allow easy interactions at all levels of the organization.
- Repeat all steps annually.

4. Resources

There are many safe sport resources that are available across Canada to advance knowledge and awareness. The intention of Ringette Canada is to provide access to many of these resources on its Safe Sport Hub so its members can use them and promote them.

Resources Implementation:

- Post and/or send links to **Ringette Canada's Safe Sport Hub** and/or other resources to all relevant stakeholders.
- Post all enhanced resources and links to related organizations (e.g., CAC) on your organization's website and/or social media accounts.
- Create a method for stakeholders to submit enhanced resources from other organizations on leading practices or innovative thinking in safe sport that you can share with members.
- Repeat all steps annually.

Conclusion

We hope you find the processes, tools and other resources outlined in this Implementation Checklist easy to use and simple to adapt as necessary. Please feel free to contact Ringette Canada for any questions.