



SPEED SKATE NEW BRUNSWICK (SSNB) SAFE SPORT MANUAL

(September 12th, 2022 final Draft
sent to Chair, Vice-Chair and Finance
for BOD approval) * Updated
10/24/2022

**Speed Skate New Brunswick (New Brunswick Amateur Speed Skating Association) [the
“Organization”]
SAFE SPORT POLICY MANUAL**

INTRODUCTION

The Organization and its Members have a fundamental responsibility and legal and ethical obligation to protect the health, safety and physical and mental well-being of every individual that is involved in the sport of **Long and Short Track Speed Skating** within the Province of New Brunswick.

The Organization and its Members takes any situation involving misconduct or maltreatment very seriously. For this reason, the Organization and its Members are committed to enacting and enforcing strong, clear, and effective policies and processes for preventing and addressing all forms of misconduct or maltreatment.

The policies are intended to promote a Safe Sport environment in a manner that allows for consistent, immediate, appropriate and meaningful action should any issues arise, but also to prevent issues from arising in the first place by communicating expected standards of behaviour.

Should any individuals involved with the Organization and its Members, including, but not limited to, athletes, coaches, officials, volunteers, and parents of athletes, wish to report any instance of misconduct or maltreatment, they must do so directly to the Organization, which will then determine the appropriate forum and manner to address the complaint.

The Organization also recognizes the recent development of the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#) in 2019. Since the UCCMS may continue to evolve in the foreseeable future, this *Safe Sport Policy Manual* incorporates the key elements of the current version of the UCCMS.

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AREAS IN YELLOW will need SSNB Adoption/approval

* Policies with Asterix are not mandatory for Sport and Recreation Funding

SSC Safe Sport Policy

(External Link)

(Includes as part of adoption, the following policy adoption by SSNB)

Athlete Protection Policy (Page 6 of SSC Safe Sport Policy)

Abuse Policy (Page 11 of SSC Safe Sport Policy)

Screening Policy (Page 13 of SSC Safe Sport Policy)

Injury Reporting Policy (Page 18 of SSC Safe Sport Policy)

Concussion Policy (Page 21 of SSC Safe Sport Policy)

[Code of Conduct – SSNB \(Link\)](#)

Provincial: applies to all provincial and club members

[Code of Conduct Policy – SSC \(Link\)](#)

National: applies to all Speed Skating Canada Members

[Incident Report – SSNB \(Link\)*](#)

[Incident Report – SSC \(Link\)*](#)

*will be replaced with SSC online version once available

SSC complaints, investigations and discipline policy

(link) –see 1.1 for authority – for all Speed Skating Canada members

Discipline and complaints policy – SSNB (Link) – for matters
deemed by National body as having provincial or club jurisdiction

SSC Appeals Policy

WHISTLEBLOWER POLICY

Purpose

1. The purpose of this Policy is to allow people to have a discrete and safe procedure by which they can disclose incidents of wrongdoing without fear of unfair treatment or reprisal.

Application

2. This Policy only applies to people who observe or experience incidents of wrongdoing committed by other individuals associated with the Organization or its Members.
3. Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals can also be reported under the terms of the Organization or its Member's *Discipline and Complaints Policy*.

Wrongdoing

4. Wrongdoing can be defined as:
 - a) Violating the law;
 - b) Intentionally or seriously breaching of the Organization or its Member's *Code of Conduct and Ethics*;
 - c) Intentionally or seriously breaching the Organization or its Member's policies for workplace violence and harassment;
 - d) Committing or ignoring risks to the life, health, or safety of a participant, volunteer, or other individual;
 - e) Directing an individual to commit a crime, serious breach of a policy of the Organization or its Members, or other wrongful act; or
 - f) Fraud.

Pledge

5. The Organization and its Members pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any person who discloses information or submits, in good faith, a report against a person under the terms of this Policy.
6. Any individual affiliated with the Organization or its Members who breaks this Pledge will be subject to disciplinary action.

Reporting Wrongdoing

7. A person who believes that a person has committed an incident of wrongdoing should prepare a report that includes the following:
 - a) Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s);
 - b) Identities and roles of other individuals who may be aware of, affected by, or complicit in, the wrongdoing;
 - c) Why the act or action should be considered to be wrongdoing; and
 - d) How the wrongdoing affects the individual submitting the report (if applicable).

Authority

8. The Organization and its Members has appointed the following Compliance Officer to receive reports made under this Policy:

[insert contact information for Compliance Officer]

9. After receiving the report, the Compliance Officer has the responsibility to:
- Assure the individual of the Organization and its Member's **Pledge**
 - Connect the individual to the Alternate Liaison if the individual feels that he or she cannot act in an unbiased or discrete manner due to the individual's role with the Organization or its Members and/or the content of the report
 - Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious)
 - Determine if the Organization or its Member's *Whistleblower Policy* applies or if the matter should be handled under the Organization or its Member's *Discipline and Complaints Policy*
 - Determine if the local police service be contacted
 - Determine if mediation or alternate dispute resolution can be used to resolve the issue
 - Determine if the Organization or its Member should or can be notified of the report
 - Begin an investigation

Alternate Liaison

10. If the person reporting feels that the Compliance Officer is unable to act in an unbiased or discrete manner due to the individual's role with the Organization or its Member and/or the content of the report, this person should contact the following individual who will act as an independent liaison between the person reporting and the Compliance Officer:
- _____

11. The Alternate Liaison will not disclose the person reporting's identity to the Compliance Officer or to anyone affiliated with the Organization or its Member without the person reporting's consent.
12. A person who is unsure if he or she should submit a report, or who does not want to have his or her identity known, may contact the Alternate Liaison for informal advice about the process.

Investigation

13. If the Compliance Officer determines that an investigation should be launched, the Compliance Officer may decide to contract an external investigator. In such cases, the Organization or its Member may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the report, or identity of the person who submitted the report being disclosed. The Organization or its Member may not unreasonably refuse the decision to contract an external investigator
14. An investigation launched by the Compliance Officer or by an external investigator should generally take the following form:
- Follow-up interview with the person reporting who submitted the report
 - Identification of participants, volunteers or other individuals that may have been affected by the wrongdoing
 - Interviews with such-affected individuals
 - Interview with the Director(s) or person(s) against whom the report was submitted
 - Interview with the supervisor(s) of the person(s) against whom the report was submitted, if applicable

15. In all stages of the investigation, the investigator will take every precaution to protect the identity of the person who submitted the report and/or the specific nature of the report itself. However, the Organization and its Member recognizes that there are some instances where the nature of the report and/or the identity of the person who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.
16. The investigator will prepare an Investigator’s Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to the Organization or its Member for review and action.

Decision

17. Within fourteen (14) days after receiving the Investigator’s Report, the Organization or its Member will take corrective action, as required. Corrective action may include, but is not limited to including:
 - a) Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;
 - b) Revision of job descriptions; or
 - c) Discipline, suspension, termination, or other action as permitted by the Organization or its Member’s Bylaws, provincial employment legislation, *Human Resources Policy*, and/or the person’s Employment Agreement or Contractor Agreement.
18. The corrective action, if any, will be communicated to the investigator who will then inform the person who submitted the report.
19. Decisions made under the terms of this Policy may be appealed under the terms of the Organization or its Member’s *Appeal Policy* provided that:
 - a) If the person who submitted the initial report is appealing the decision, the person who submitted understands that his or her identity must be revealed if he or she submits an appeal, and
 - b) If the person against whom the initial report was submitted is appealing the decision, the person appealing understands that the identity of the person who submitted the report will not be revealed and that the Organization or its Member will act as the Respondent

Confidentiality

20. Confidentiality at all stages of the procedures outlined in this Policy – from the initial report to the final decision – is assured for all individuals. An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.

Policy History	
Approved	
Next Review Date	
Revision Approval Dates	

SOCIAL MEDIA POLICY

(SSC is developing a Membership Policy that may replace the policy below)

Preamble

1. The Organization and its Members are aware that Individual interaction and communication occurs frequently on social media. The Organization and its Members caution Individuals that any conduct falling short of the standard of behaviour required by this *Social Media Policy* and the *Code of Conduct and Ethics* may be subject to the disciplinary sanctions identified within the *Discipline and Complaints Policy*.

Application of this Policy

2. This Policy applies to all Individuals.

Conduct and Behaviour

3. The following social media conduct may be subject to disciplinary action in accordance with the *Discipline and Complaints Policy*:
 - a) Posting a disrespectful, hateful, harmful, disparaging, insulting, or otherwise negative comment on a social medium that is directed at an Individual, at the Organization, at a Member, or at other individuals connected with the Organization or its Members
 - b) Posting a picture, altered picture, or video on a social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at an Individual, at the Organization, at a Member, or at other individuals connected with the Organization or its Members
 - c) Creating or contributing to a Facebook group, webpage, Instagram account, Twitter feed, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about the Organization or its Members, their stakeholders, or their reputation
 - d) Inappropriate personal or sexual relationships over a social medium between Individuals who have a power imbalance in their interactions, such as between Athletes and coaches, Directors and Officers, Committee members and staff, officials and Athletes, etc.
 - e) Any instance of cyber-bullying or cyber-harassment between one Individual and another Individual, where incidents of cyber-bullying and cyber-harassment can include, but are not limited to, the following conduct on any social medium, via text message, or via email: insults, negative comments, vexatious or unwelcome behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.
4. All conduct and behaviour occurring on social media may be the subject of a complaint pursuant to the *Discipline and Complaints Policy*.

Individuals' Responsibilities

5. Individuals acknowledge that their social media activity may be viewed by anyone, including the Organization, Members or other Individuals.
6. If the Organization or a Member unofficially engages with an Individual in social media (such as by retweeting a tweet or sharing a photo on Facebook) the Individual may, at any time, ask the Organization or the Member to cease this engagement.
7. When using social media, an Individual must model appropriate behaviour befitting the Individual's role and status in connection with the Organization or the Member.

- 8. Removing content from social media after it has been posted (either publicly or privately) does not excuse the Individual from being subject to the *Discipline and Complaints Policy*.
- 9. An Individual who believes that another Individual's social media activity is inappropriate or may violate the policies and procedures of the Organization or a Member should report the matter in the manner outlined by the *Discipline and Complaints Policy*.

Policy History	
Approved	
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DRAFT - pending SSNB Board approval

RISK MANAGEMENT POLICY

Preamble

1. The Organization and its Members is committed to managing risks by ensuring its decisions and actions reflect established standards and organizational values.

Purpose

2. The purpose of this Policy is to provide a guiding statement on how risks will be managed within the Organization and its Members. In general, the Organization and its Members views risk management as a comprehensive approach to improving organizational performance.
3. This policy has other purposes, namely:
 - a) Reinforcing an understanding of risk management as having a broad focus, beyond merely preventing lawsuits and financial losses
 - b) Performing an educational function for staff and the Board
 - c) Over the longer term, contributing to enhancing a 'risk management culture' within the Organization and its Members
4. Ultimately, successful risk management has the following benefits:
 - a) Prevents or limits injury or losses to participants, volunteers and staff
 - b) Helps to protect the Organization and its Members and its members against unnecessary litigation
 - c) Ensures that the Organization and its Members are compliant with all applicable laws, regulations and standards
 - d) Improves the quality and relevance of the programs and services that the Organization and its Members provide to its members, partners and sponsors
 - e) Promotes improved business management and human resource management practices
 - f) Enhances the Organization and its Member's brand, reputation and image in the community
 - g) Overall, enhances the Organization and its Member's ability to achieve its strategic objectives

Principles

5. The International Standard Organization (ISO 31000:2009E) risk management principles are:
 - a) Risk management creates and protects value
 - b) Risk management is an integral part of all organizational processes
 - c) Risk management is part of decision making
 - d) Risk management explicitly addresses uncertainty
 - e) Risk management is systematic, structured and timely
 - f) Risk management is based on the best available information
 - g) Risk management is tailored
 - h) Risk management considers human and cultural factors
 - i) Risk management is transparent and inclusive
 - j) Risk management is dynamic, iterative and responsive to change
 - k) Risk management facilitates continual improvement of the organization

Scope and Authority – Risk Manager

6. The Chair of the Risk Management Committee is the designated Risk Manager and is responsible for the implementation, maintenance, and communication of this policy. This policy applies to all decision and activities undertaken on behalf of the Organization or its Members.

Policy

7. The Organization and its Members makes the following commitments:
 - a) Activities and events undertaken by the Organization and its Members will incorporate the principles of risk management
 - b) Systematic and explicit steps will be taken to identify, assess, manage and communicate risks facing the Organization and its Members in a timely fashion
 - c) Risk mitigation strategies will be reasonable and will reflect the reasonable standard of care in any circumstance (where standard of care is determined by written/published standards, industry practices, established case law precedent, and common sense)
8. The Organization and its Members acknowledge that risk management is a broad activity and a shared responsibility. All Directors, Officers, staff, and volunteers have an ongoing responsibility to take appropriate measures within their scope of authority and responsibility to identify, assess, manage and communicate risks to those that they report to including but not limited to, the Risk Manager.

Risk Tolerance

9. The 'significance of a risk' refers to the combined ranking of the possibility/likelihood of a risk occurring and the consequence should it occur.

10. Possibility (P)

- a) Unlikely – less likely to happen than not; occurs every 5 years
- b) Possible – just as likely to happen as not; occurs once every year
- c) Probably – more likely to happen than not; occurs once a month
- d) Almost certain – sure to happen; occurs once a week

11. Consequence (C)

- a) Minor – will have an impact on the achievement of the objective that can be dealt with through small internal adjustments
- b) Moderate – will have an impact on some aspect of the achievement of the objective that will require changes to strategy or program delivery that may require a delay or increase in cost
- c) Serious – will significantly impact the achievement of the objective and require additional time, resources, costs, and thought
- d) Catastrophic – will have a debilitating impact on the achievement of the objective; staff and board need to devote full time resources to managing the situation

Commitment

12. Risks are identified by both Directors and staff on an ongoing basis. All minor - moderates risks are managed by the Risk Manager and captured within program documents.
13. Risks that arise and considered to be Serious - Catastrophic are treated as follows:
 - a) If a **Serious** risk is identified, it must be communicated to the President or General Manager within 48 of the risk being identified. The individual will take all reasonable measures to manage the risk including, but not limited to, seeking the advice from other Board members, consulting external experts, etc. Once the individual feels that the risk has been managed or is in the process of being resolved, the Board will be advised using the most appropriate communications, which depending

on the nature of the risk, may include an issue document, sharing at the next meeting, or calling a separate Board meeting to keep the Board informed.

- b) If a **Catastrophic** risk has been identified, the President must be contacted immediately. The President and General Manager will determine the most appropriate action and if appropriate, may organize a Board meeting within 48 of the risk arising. It is understood that factors may arise that prevent this from happening including time zone, availability, nature of the risk, etc. All reasonable efforts will be made to manage the risk as it occurs, taking the necessary measures including, not to limited to, seeking the advice from internal partners, other Board members and external experts.

Procedures

14. Managing risks involves three steps:

- a) Identifying potential risks using an informed, environmental scan approach
- b) Assessing the significance of a risk by considering its likelihood and consequences
- c) Developing and implementing measures to address those risks deemed significant by reducing likelihood, consequences or both

15. Risks arise from a number of categories of the operations of The Organization and its Members. The following categories will be used when identifying risks:

- a) **Operational / Program Risks**

Risks related to the development, sanctioning, and implementation of programs; management of human resources, including staff and volunteers; organizational capacity to meet member and stakeholder expectations.

Technology and intellectual property risks related to the purchase, leasing, use, and storage of all hardware and software, programs, data, records, information including the protection of all intellectual property assets.

- b) **Compliance Risks**

Risks related to failure to comply with existing laws and regulations governing employment, privacy, and workplace safety. Also includes complying with anti-doping policies, Sport Canada, other agency standards for funding and accountability, and the fulfillment of contractual obligations.

- c) **Communication Risks**

Risks related to internal and external communications, information management systems, crisis and issues management, media relations, image and reputation management, missed opportunities to promote and exploit successful outcomes, management of intellectual property, social media opportunities and pitfalls, confidentiality.

- d) **External Risks**

Risks that are not in direct control of the organization such as funding frameworks from government and other agencies; relations with governments, games organizations and international federations; security threats/risks, involvement in other sport partnerships; hosting decisions and requirements; changing political priorities.

e) **Governance Risks**

Risks related to clarity of roles and responsibilities, decision-making and oversight, organizational structure and performance; management of disputes and conflict of interest, planning for diversity and succession of the Board and committees, retention of corporate knowledge, staying current with trends affecting The Organization and its Members.

f) **Financial Risks**

Risks related to financial monitoring and reporting, flexibility to control and direct funds, sponsorship attraction and retention, currency exchange rates, investment and management of reserve funds, protection of revenue streams, long-term financial sustainability.

g) **Health and Safety of Athletes**

Risks related to the safety of athletes, abuse and/or harassment of athletes, practice or competition environment, equipment, and progressive training of athletes.

16. All risks faced by The Organization and its Members can be addressed by one or more of the following four general strategies:

- a) **Retain** the risk – no action is taken because the possibility and consequence of the risk is low. It may also be that the risk is inherent in the activity itself and thus can be accepted in its present form.
- b) **Reduce** the risk – steps are taken to reduce the possibility of the risk, and/or its potential consequences, through efforts such as improved planning, policies, delivery, supervision, monitoring, or education.
- c) **Transfer** the risk – accept the level of risk but transfer some or all of it to others through the use of insurance, waiver of liability agreements or other business contracts.
- d) **Avoid** the risk – eliminate the risk by avoiding the activity giving rise to the risk – in other words, simply decide NOT to do something, or to eliminate some activity or initiative.

17. The above general strategies translate into a variety of risk control measures, which for The Organization and its Members may include, but are not limited to:

- a) Development of policies, procedures, standards and rules
- b) Effective communication
- c) Education, instruction, professional development and specialized training
- d) Ensuring a core set of organizational values have been identified, defined and communicated throughout the organization
- e) Adherence to minimum, mandatory qualifications and/or certifications for key staff and leaders
- f) Use of robust and legally sound contracts (i.e., employment agreements, contractor agreements, partnership agreements)
- g) Improving role clarity through use of written position descriptions and committee terms of reference
- h) Supervision and monitoring of staff, volunteers, participants and activities
- i) Establishing and communicating procedures to handle concerns, complaints and disputes
- j) Implementing schedules for regular review, maintenance, repair and replacement of equipment
- k) Preparing procedures and protocols for emergency response and crisis management
- l) Use of warnings, signage, participation agreements and waiver of liability agreements where warranted

- m) Purchasing appropriate insurance coverage for all activities and reviewing regularly

Reporting and Communication

18. To ensure that risk management remains a high priority within The Organization and its Members and to promote an organizational culture that embraces a risk management perspective, risk management will be a standing item on the agenda of every regular Board meeting, so that staff (if applicable) and Directors can provide updates as required.
19. The Organization and its Members recognize that communication is an essential part of risk management. This policy will be communicated to staff, the Board of Directors, Committees and volunteers and The Organization and its Members will encourage all members to communicate their risk management issues and concerns.

Insurance

20. The Organization and its Members maintain a comprehensive insurance program that provides General Liability, Accident and Directors and Officers Errors and Omissions coverage to the directors, officers, staff, members, volunteers and sponsors of the Organization and its Members. On every review of this policy, the Organization and its Members will consult with the insurance provider to determine if there are any emerging gaps, issues, or deficiencies to be addressed through insurance renewal. Not all risks are insurable. However, as part of its commitment to risk management, the Organization and its Members will take all reasonable steps to ensure that insurance coverage is available for essential activities.

Policy History	
Approved	
Next Review Date	
Revision Approval Dates	

Appendix B – Screening Requirements Matrix
(also see – SSC Safe Sport Manual)

Risk Level	Roles (Note Young People Exception Below)	Training Recommended/Required	Screening
Level 1 Low Risk	a) Parents, youth or volunteers acting in non-regular or informal basis	Recommended: <ul style="list-style-type: none"> Respect in Sport for Activity Leaders 	<ul style="list-style-type: none"> Complete an Application Form (Appendix C) Complete a Screening Disclosure Form (Appendix D) Participate in training, orientation, and monitoring as determined by the organization
Level 2 Medium Risk	a) Athlete support personnel b) Non-coach employees or managers c) Directors d) Coaches who are typically under supervision of another coach e) Officials	Recommended based on role: <ul style="list-style-type: none"> Respect in Sport for Activity Leaders Commit to Kids Required: <ul style="list-style-type: none"> Respect in Sport Activity Leaders (National Officials) National Coaching Certification Program (NCCP) Making Ethical Decisions (MED) Certified (Coaches) 	<ul style="list-style-type: none"> Level 1 Requirements Provide an E-PIC Provide one letter of reference related to the position Provide a driver's abstract, if requested
Level 3 High Risk	a) Full-time coaches b) Coaches who travel with Athletes c) Coaches who could be alone with Athletes	Recommended based on role: <ul style="list-style-type: none"> Respect in Sport for Activity Leaders Commit to Kids Required: <ul style="list-style-type: none"> NCCP MED Certified (Coaches) 	<ul style="list-style-type: none"> Level 2 Requirements Provide a VSC Provide a second letter of reference from a sport organization

Young People

The Organization and its Members define a young person as someone who is younger than 18 years old. When screening young people, the Organization and its Members will:

- a) Not require the young person to obtain a VSC or E-PIC; and
- b) In lieu of obtaining a VSC or E-PIC, require the young person to submit up to two (2) letters of reference.

Appendix C – Application Form (may be included as part of ICEREG)

Note: Individuals who are applying to volunteer or work within certain positions with the Organization or a Member must complete this Application Form. Individuals need to complete an Application Form once for the position sought. If the individual is applying for a new position within the Organization or within a Member, a new Application Form must be submitted.

NAME: _____
First Middle Last

CURRENT PERMANENT ADDRESS:

Street City Province Postal

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

EMAIL: _____ **PHONE:** _____

POSITION SOUGHT: _____

By signing this document below, I agree to adhere to the policies and procedures of the Organization and/or the Member (as applicable), including, but not limited to, the *Code of Conduct and Ethics*, *Conflict of Interest Policy*, *Privacy Policy*, and *Screening Policy*. Policies are located at the following link: [\[insert link\]](#)

I recognize that I must pass certain screening requirements depending on the position sought, as outlined in the *Screening Policy*, and that the Screening Committee will determine my eligibility to volunteer or work in the position.

NAME (print): _____ **DATE:** _____

SIGNATURE: _____

Appendix D – Screening Disclosure Form (Will become part of ICEREG)

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

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

CLUB (if applicable): _____ **EMAIL:** _____

Note: Failure to disclose truthful information below may be considered an intentional omission and may result in the loss of volunteer responsibilities or other privileges and/or disciplinary action.

1. Have you been convicted of a crime? If so, please complete the following information for each conviction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Have you ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position? If so, please complete the following information for each disciplinary action or sanction. Attach additional pages as necessary.

Name of disciplining or sanctioning body: _____

Date of discipline, sanction or dismissal: _____

Reasons for discipline, sanction or dismissal: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

3. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you? If so, please complete the following information for each pending charge or sanction. Attach additional pages as necessary.

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Name of disciplining or sanctioning body: _____

Further Explanation: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, I consent and authorize the Organization and/or the Member to collect, use and disclose my personal information, including all information provided on the Screening Disclosure Form as well as my Enhanced Police Information Check and/or Vulnerable Sector Check (when permitted by law) for the purposes of screening, implementation of the *Screening Policy*, administering membership services, and communicating with National Sport Organizations, Provincial/Territorial Sport Organizations, Clubs, and other organizations involved in the governance of sport. The Organization and its Members do not distribute personal information for commercial purposes.

CERTIFICATION

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

I further certify that I will immediately inform the Organization or the Member (as applicable) of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in the withdrawal of volunteer responsibilities or other privileges and/or disciplinary action.

NAME (print): _____

DATE: _____

SIGNATURE: _____

Appendix F – Request For Vulnerable Sector Check

Note: The Organization and its Members will be required to modify this letter to adhere to any requirements from the VSC provider.

INTRODUCTION

[insert Organization] is requesting a Vulnerable Sector Check for _____ [insert individual's full name] who identifies as a _____ [insert gender identity] and who was born on _____ [insert birthdate].

DESCRIPTION OF ORGANIZATION

[insert Organization] is a not-for-profit [national, territorial, local] organization for the sport of [insert sport] located in [location].

[Insert additional description]

DESCRIPTION OF ROLE

_____ [insert individual's name] will be acting as a _____ [insert individual's role]. In this role, the individual will have access to vulnerable individuals. Their conduct may include: coaching, chaperoning, driving and/or direct personal support.

[Insert additional information re: type and number of vulnerable individuals, frequency of access, etc.]

CONTACT INFORMATION

If more information is required from [insert Organization], please contact the Screening Committee Chair:

[Insert information for Screening Committee Chair]

Name: _____ Position: _____

Signature: _____ Date: _____

[Equity, Diversity and Inclusion Policy – Speed Skating Canada](#)

(LINK)

Updated Sept 2022

DRAFT - pending SSMB Board approval