

SafeSport Policies FAQ – last revised Nov 25, 2024

We know that SafeSport policies add an extra layer of training and administrative work. However, they are crucial if we are serious about creating an environment where everyone feels welcome and safe. These policies protect athletes, coaches, and volunteers, they ensure compliance, prevent liability, enhance the club's reputation, and foster a positive culture, which in turn ensures the long-term sustainability of our clubs. The benefits of having these policies in place far outweigh the additional effort required to implement and maintain them. We know this puts an additional burden on our volunteers, and we do **thank you** in advance for your commitment to creating an environment where each of us can achieve our goals.

Is adopting and implementing the new Nordiq Canada SafeSport policies mandatory?

Yes. Clubs must adopt the policies and be well on their way with implementation by Nov 1, 2024. In particular, there will be some work to do in implementing the Screening Policy.

What are the basic steps:

1. Download and personalize the policies. This simply means adding your club name to the policies, nothing more. Use the "Find and Replace" function to make this easy.
2. Adopt the policies at the Board level with a motion and upload them to your website.
3. Appoint a SafeSport Officer as a member of the Board.
4. Implement and track the details outlined within the policies.
 - o In particular, start any required screening, beginning with Level 3 (High Risk) individuals. Note that the required training for all coaches is already required for the Nordiq Canada Coaching Licence, so this isn't "new" training.
 - o Ensure that Board members are screened, including required training: "[SafeSport Training](#)" (1.5hrs) and "[Understanding the Rule of Two](#)" (20mins)

Where can I get more information and resources?

Everything you need should be in the [SafeSport Club Toolkit](#) that Nordiq Canada has developed, a "one-stop-shop".

"SafeSport Training" (~1.5hrs) is here: <https://coach.ca/sport-safety/safe-sport-training>

"Understanding the Rule of Two" (~20mins) is here: <https://coach.ca/module/understanding-rule-two>

Do I need a Locker account to take the training?

Yes, to take the training (whether you're a coach, board member, athlete, etc), you'll need to set up a Locker account if you don't already have one. It's quick and free. Just follow the above links. Once you've taken these modules, they will appear in your Locker transcript.

How often do people need to take the training?

Once.

Can the Policies be “tweaked” by clubs?

No.

We’re purely a recreational club, with no programs or coaches. Does this apply to us?

Yes, the policies apply to all clubs, but in your case, all that is needed is for board members to take the required training and screening.

What training and screening is required for various individuals?

See the Screening Requirements Matrix found in Appendix A of the Screening Policy.

Note that the required training for coaches is actually already required to get the mandatory Nordiq Canada Coaching Licence, so this isn’t “new” training. (i.e. CAC ‘Safe Sport training’, CAC ‘Understanding the Rule of Two’ eLearning Module, and ‘Make Ethical Decisions’ (MED) Online Evaluation.)

Note that the required training for applicable athletes (only Nordiq Canada Race License holders, excluding Associate Race License and Development License holder) is already required to get a Nordiq Canada Race License, so this isn’t “new” training. (i.e. CAC ‘Safe Sport training’ and CAC ‘Understanding the Rule of Two’ eLearning Module.)

The Screening Policy implementation seems like a lot of work. Where do I start?

Address areas of greatest risk first, starting with ‘Level 3 High Risk’ in the Matrix found in Appendix A of the Screening Policy, and then work your way down. This might take time, but every step forward is a step in the right direction. Always take a risk approach, focusing on areas of higher risk vs lower risk.

Why are Club Board Members considered Level 2 Medium Risk?

The club executive is tasked with financial oversight/management of the club, and a Criminal Record Check may reveal a potential cause for concern.

How does a club know who’s taken the training?

An individual’s training transcript can be obtained here: <https://thelocker.coach.ca/access/account/public>

Clubs can also ask individuals to send a screenshot of their transcript.

We will keep this section updated if more efficient ways are found.

How do we keep track of who's been screened?

The [SafeSport Club Toolkit](#) has a 'SafeSport Screening Tracking Tool' to track screening, or you may create your own tool.

What is an E-PIC versus a Criminal Record Check (CRC)? Where can I do these?

In BC, an E-PIC (Enhanced Police Information Check) is not needed as an extra step in addition to a Criminal Record Check (CRC), as it is included in the CRC done through the BC Ministry of Justice. Therefore, a CRC done through the Ministry is all that is required in BC. BC is the only province in Canada that offers this service, so any other wording you see with regard to needing both an E-PIC and a CRC, can be disregarded. A CRC is all that is required in BC.

For more information and to set up a Criminal Record Review Program account for your club/organization with the Ministry of Justice, go here – <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/organizations> and go to the section called Organization Account and click on "Manage Account".

You can set up an account for your **volunteers** (which is free)...you will receive a link and access code for you to share with your volunteers to use. Clearance letters will be emailed to the Administration person you name to the account.

You can also set up an account for your **staff** (which is \$28 for each submission)...again, a link and access code will be sent to you to share with your staff to use. Again, clearance letters will be emailed to the Administration person named on your account.

If you have any questions, please contact the CCBC Program Coordinator at programs@crosscountrybc.ca

Should the SafeSport Officer be a member of the club Board?

Yes. However, they can delegate all the work (e.g. screening, tracking, etc) to someone else (e.g. volunteer or employee). For example, the SafeSport Officer could request and check that the SafeSport Screening Tracking Tool is in fact complete & up to date, but all the work & follow-up is done by someone else.

Do we need a Screening Committee as well, or just a SafeSport Officer?

This is your choice and depends on the size/complexity of your club and programs.

Can we use fillable pdfs or Google Forms for the forms found in the Screening Policy?

Yes. Cross Country Ski Ontario has already created some, found under the 'Forms and Templates' section here: <https://xcskiontario.ca/safe-sport/>

Were the 2 club Zoom sessions recorded?

- Click [HERE](#) for June 17 (passcode: **w5xs&9*5**). Skip to 03:20 if you want to get straight into it.
- Click [HERE](#) for Oct 7 (passcode: **.N1FF!1T**). Skip to 02:35 if you want to get straight into it.

You can also speed up the videos at the bottom right, by clicking on 'Speed' (e.g. 1.5x).

We also have a Biathlon program. Are there joint policies between Nordiq Canada and Biathlon Canada?

Yes. If your club has a biathlon program (i.e. is part of Biathlon BC/Canada), then you should adopt the joint policies. The joint policies were developed jointly with Biathlon Canada and Nordiq Canada to remain consistent with the Cross Country Ski policies.

These policy templates will soon be added to the [SafeSport Club Toolkit](#). In the meantime, they can also be found [HERE](#).

The Whistler Blower Policy refers to a Compliance Officer. Can this be the same person as the club's SafeSport Officer?

Yes.

Some of the policies refer to "Division". In BC, is this Cross Country BC?

Yes.