

SPORT FOR LIFE POLICY

TITLE: SAFETY IN SPORT	
Date Created: October 2025	Number of Pages: 5
Date Approved: December 16, 2025	
Review Frequency: Annual	

1. PURPOSE:

The Sport for Life Society (“the Society”) is committed to ensuring a safe, inclusive, respectful, and positive environment for all participants and representatives in its programs, activities, and events—both in-person and virtual. This policy outlines the Society’s commitment to the prevention of maltreatment and establishes the framework for safety in sport, consistent with our values and other governing documents, including the Code of Conduct & Ethics, EDIA Policy, Governance and Risk Management Policies, which can be found here: <https://sportforlife.ca/policies/>

2. DEFINITIONS:

- 2.1. **Representative(s)** - Any individual elected, acclaimed or appointed by Sport for Life Society (the “Society”), or engaged under an executed written agreement with the Society as an employee, volunteer, or independent contractor to provide services on behalf of Sport for Life.
- 2.2. **Participant(s)** - an individual who takes part in an event, program, or activity hosted by the Society, whether in person or online.
- 2.3. **Incident** - an occurrence, condition, or situation, or series thereof that may affect Social-Emotional Safety, Psychological Safety, Physical Safety, or Cultural Safety.
- 2.4. **Prohibited Behaviours** under the UCCMS - This includes:
 - psychological maltreatment
 - physical maltreatment
 - neglect
 - sexual maltreatment
 - grooming
 - boundary transgressions
 - discrimination
 - subjecting a participant to the risk of maltreatment
 - aiding and abetting
 - failing to report possible maltreatment
 - intentionally reporting a false allegation
 - interference with or manipulation of a process
 - retaliation
 - For more information about prohibited behaviours, consult the [glossary definitions](#) and the detailed [descriptions and examples in the UCCMS](#).

3. APPLICATION AND RELATIONSHIP TO THE CANADIAN SAFE SPORT PROGRAM:

- 3.1. The Society is committed to providing an accessible and trauma-informed process for addressing incidents of maltreatment or misconduct in sport.
- 3.2. The Society has adopted the Canadian Safe Sport Program (CSSP), which is administered by Sport Integrity Canada and aligned with the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). Reports that fall within the CSSP's jurisdiction must be referred to Sport Integrity Canada. The CSSP applies to board members, employees of the Society, committee members, and contractors, as applicable and as authorized by Sport Integrity Canada.
- 3.3. Sport Integrity Canada has established rules under the [Canadian Safe Sport Program Rules](#) (the "CSSP Rules") to set out the process by which reports of prohibited behaviour in sport will be administered and enforced by Sport Integrity Canada, and the role of the Sport Dispute Resolution Centre of Canada (SDRCC) in reviewing decisions made by Sport Integrity Canada. The Society's adoption of the Canadian Safe Sport Program commits the Society to abide by the CSSP Rules. Reports of maltreatment are first assessed by Sport Integrity Canada under CSSP Rule 5. [Canadian Safe Sport Program Rules](#)
- 3.4. As a first step, individuals may disclose any concern or complaint directly to Sport Integrity Canada, to the Society or through its **Designated Authority**, who will receive the report in confidence and assess the appropriate path forward.

4. Triage Process:

- 4.1. All complaints, regardless of severity or content, may be submitted to the Society or its Designated Authority, or directly to Sport Integrity Canada using the contact methods set out below in Section 5.
- 4.2. Upon receipt, the Society or Designated Authority will assess the complaint to determine whether it should:
 - 4.2.1. Be addressed internally through the Sport for Life Complaints & Dispute Resolution Procedures if it is clear that the CSSP does not apply, or
 - 4.2.2. Be forwarded to Sport Integrity Canada for review to determine whether the CSSP applies.
- 4.3. In urgent or high-risk situations (e.g., child abuse or criminal activity), appropriate authorities, including child protection services or police, should be/will be contacted immediately.
- 4.4. At no point will an individual be asked to report more than once or resubmit their information unless it is essential for safety or legal due process. Throughout the process, the Society is committed to maintaining confidentiality, supporting the complainant, and reducing administrative burdens that may retraumatize individuals.

5. REPORTING LEVELS AND PATHWAYS:

Level and Definition of Incident	Where to Report
Non-safety complaints (e.g., customer service, facility issues, Human Resources)	Directly to Society staff; documented and reported internally
Unsafe behaviour or Incident (non-sexual, e.g., harassment, bullying)	Report to the Designated Authority: Jahmiah Ferdinand-Hodkin Sport Dispute Management PC Email: jferdinand@sportdispute.com Phone: 613-298-5425 Web: www.sportdispute.com
Sport Integrity Canada receives and responds to reports of individuals who may have engaged in prohibited behaviour under the UCCMS.	For direct Sport Integrity Canada reporting: ☎ 1-866-971-2777 🌐 https://cces.ca/report-safe-sport
Incidents requiring law enforcement (e.g., abuse, violence, criminal acts)	Call 911 and then report to the Society

6. DESIGNATED AUTHORITY FOR CASE MANAGEMENT

The Society has appointed an independent Designated Authority to manage complaints:

Jahmiah Ferdinand-Hodkin
Sport Dispute Management PC
Email: jferdinand@sportdispute.com
Phone: 613-298-5425
Web: www.sportdispute.com

The Designated Authority may also redirect complaints to Sport Integrity Canada or other relevant organizations as needed. For more information on Sport Integrity Canada and the Canadian Safe Sport Program, please go to 🌐 <https://cces.ca/report-safe-sport>

If participants wish to report directly to Sport Integrity Canada and forego engagement as the Society's Independent Designated Authority, they may contact Sport Integrity Canada through an online report form and/or by telephone. Both methods allow you to remain anonymous if you choose to do so. If you choose to share your name when making a report, Sport Integrity Canada will not share it with your sport organization unless it is necessary to keep you or someone else safe, and will make every effort to get your consent beforehand.

For direct Sport Integrity Canada reporting:

Report by phone: ☎ 1-866-971-2777

Get help and information: 🌐 <https://cces.ca/report-safe-sport>

Report online: 🌐 <https://cces.ca/report-safe-sport>

7. CONFIDENTIALITY

All complaints are handled confidentially and only shared with those necessary to resolve the issue. Breaches of confidentiality may result in disciplinary action.

8. WHISTLEBLOWER PROTECTION:

[Whistleblower procedures](#) are in place for Representatives to report wrongdoing without fear of retaliation. These reports are handled independently by the Designated Authority.

9. TRAINING REQUIREMENTS:

The Society adopts the training requirements as defined under the CSSP program. [Canadian Safe Sport Program](#) is administered by Sport Integrity Canada. Representatives will be required to take Safe Sport training within one (1) month of beginning their role(s) with the Society.

9.1. Category 1 – The Society’s Employees >

Required:

- [Safe Sport](#) (Canadian Safe Sport Program), as per the invitation distributed by the Society
- [Respect in the Workplace](#) (Respect Group)

Recommended:

- [Gender Equity Lens](#) (Canadian Women & Sport E-Learning)
- [Safe Sport Training](#) (Coaching Association of Canada)
- [Commit to Kids](#) - Canadian Centre for Child Protection

9.2. Category 2 – Board/Committee Members >

Required: to complete the following:

- [Safe Sport](#) (Canadian Safe Sport Program), as per the invitation distributed by the Society
- [Respect in the Workplace](#) (Respect Group)

Recommended:

- [Gender Equity Lens](#) (Canadian Women & Sport eLearning)
- [Safe Sport Training](#) (Coaching Association of Canada)
- [Commit to Kids](#) - Canadian Centre for Child Protection

- 9.3. **Category 3 – Contractors and Consultants (e.g., Learning Facilitators, Physical Literacy Leads/Mentors, LTD Advisors)** who have entered a master service and/or employee agreement with the Society >

Required:

- [Safe Sport](#) (Canadian Safe Sport Program), as per the invitation distributed by the Society.

Additional recommended training(at least **one** of the following):

- [Safe Sport Training](#) (Coaching Association of Canada) **OR**
- [Respect in Sport for Activity Leaders](#) (Respect Group) **OR**
- [Commit to Kids](#) (Canadian Centre for Child Protection) **OR**
- [ISPARC cultural safety training](#)

10. GOVERNANCE AND COMPLIANCE

The Society will:

- 10.1. Maintain a Strategic Plan incorporating Safe Sport priorities
- 10.2. Implement risk management plans and a Risk Register
- 10.3. Adhere to Sport Integrity Canada anti-doping and concussion guidelines
- 10.4. Evaluate and update policies annually or as per schedule

11. DUTY TO REPORT

Representatives have a legal and ethical responsibility to report any concerns, disclosures, suspicions, or incidents of abuse, neglect, exploitation, or harm involving children, young people, or vulnerable adults. This duty applies whether the concern arises within the organization or in any other setting.

The Duty to Report is mandatory and immediate—any person who becomes aware of a Safety in Sport concern must report it without delay or, where appropriate, directly to external authorities such as social services or the police.

Failure to report a safeguarding concern may result in disciplinary action and, in some jurisdictions, legal consequences. No individual will be penalized for making a report in good faith, even if it is later found to be unsubstantiated.