

THE QUEEN CITY YACHT CLUB “QCYC” Protection Policy

Effective date	March 16, 2023
Initial Approved Date	March 16, 2023
Date last reviewed	
Archived date	
Replaces and/or amends	
Appendix(-ces) to this Policy	

Note: The Safe Sport Policy Suite Definitions apply to this policy, please refer to that document for term definitions. Our Safe Sport policies follow the legal practice of capitalized defined terms to assist the reader in identifying that the term has a specific meaning within the policy suite.

Purpose

1. This Protection Policy describes how Persons in Authority shall maintain a safe sport environment for all Athletes.

Interactions between Persons in Authority and Athletes – the ‘Rule of Two’

2. Sail Canada and Ontario Sailing strongly recommends that the ‘Rule of Two’ best practices are followed by Persons in Authority when interacting with Athletes, whether in person or remotely. The Coaching Association of Canada describes the intention of the ‘Rule of Two’ as follows:

A coach must never be alone or out of sight with a Minor Athlete. Two NCCP trained or certified coaches should always be present with an Athlete, especially a Minor Athlete, when in a potentially vulnerable situation such as in a locker room or meeting room. All one-on-one interactions between a coach and an Athlete must take place within earshot and in view of a second coach except for medical emergencies. One of the coaches must also be of the same gender as the Athlete. Should there be a circumstance where a second screened and NCCP trained or certified coach is not available, a screened volunteer, parent, or adult can be recruited.

QCYC recognizes that fully implementing the ‘Rule of Two’, as described above (and modified accordingly for Persons in Authority), in all circumstances, may not always be possible. To ensure adherence to the ‘Rule of Two’, to the best of their ability, the following guidelines are in place:

- The training and competition environments should be open to observation so that all interactions between Persons in Authority and Individuals are observable.
- Private or one-on-one situations should be avoided whenever possible unless they are open and observable by another adult or Athlete or the public.
- Persons in Authority shall not invite, or have, a Vulnerable Individual(s) in their home without a previous relationship from outside the sport of sailing and the written permission and contemporaneous knowledge of the Vulnerable Individual's parents/guardians.
- Vulnerable Individuals must not be in any situation where they are alone with a Person in Authority without another screened adult or Athlete present unless a previous relationship from outside the sport of sailing exists and there is written permission and contemporaneous

knowledge of the Vulnerable Individual's parents/guardians.

Expectations in Different Situations and Interactions

3. Communication

The following communication guidelines are in place for Individuals who are Persons of Authority who interact with Athletes:

- Group messages, group emails or team pages are to be used as the regular method of communication between Persons in Authority and Athletes.
- Persons in Authority may only send personal texts, direct messages on social media or emails to individual Athletes when necessary and only for the purpose of communicating information related to team issues and activities (e.g., non-personal information).
- The content of all electronic communication between Persons in Authority and Athletes must be professional in tone and for the purpose of communicating information related to team issues or activities.
- All communication between Persons in Authority and Athletes must be between the hours of 6:00am and 10:00pm unless extenuating circumstances exist.
- No communication concerning drugs or alcohol use (unless regarding its prohibition) is permitted.
- No sexually explicit language or imagery or sexually oriented conversation is permitted.
- A Person in Authority should not become overly involved in an Athlete's personal life. Persons in Authority and Athletes are not permitted to offer or ask one another to keep a secret for them.
Special Notes for Minor Athletes or Vulnerable Individuals
- Parents and guardians may request that the Minor or Vulnerable Athlete not be contacted by a Person in Authority using any form of electronic communication and/or to request that certain information about their child may not be distributed in any form of electronic communications. All communication with Athletes in this category should include one other adult person on the message, preferably their parent/guardian or their designate.

4. Travel

The following travel guidelines are in place for Individuals who are Persons of Authority who interact with Athletes:

- Teams or groups of Athletes should have at least two Persons in Authority with them. Screened parents or other volunteers can be available in situations when two Persons in Authority cannot be present.
- A Person in Authority may not share a room or be alone in a hotel room with the door closed with an Athlete unless the Person in Authority is the Athlete's parent or guardian.
- For mixed gender teams or groups of Athletes, there will be appropriate mixed gender Persons in Authority as well.
- Room or bed checks which may be done during overnight stays must be done by two Persons in Authority together.
Special Notes for Minor Athletes or Vulnerable Individuals
- A Person in Authority should not be alone in a car with a Minor Athlete or Vulnerable Individuals unless the Person in Authority is the Athlete's parent, guardian or a designate appointed by the Athlete's parent/guardian. A Person in Authority may not be alone in a car with an Athlete, who is not a Minor Athlete, without the prior consent of the Athlete.

- For overnight travel when Minor Athletes share a hotel room, roommates will be age-appropriate (e.g., within 2 years of age) and of the same gender identity.

5. Training and Events

The following guidelines are in place for Individuals who are Persons of Authority who interact with Athletes for interactions associated with both training and competition or other Events:

- Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always be doing so in an open and observable environment.
- A Person in Authority should never be alone in a closed or unobservable environment with an Athlete prior to or following a competition or practice unless the Person in Authority is the Athlete's parent/guardian.

Special Notes for Minor Athletes or Vulnerable Individuals

- If a Minor Athlete arrives before a second Person in Authority, their parent/guardian should remain until another person arrives. Similarly, if a Minor Athlete could potentially be alone with a Person in Authority following a competition or practice, the Person in Authority should ask another Person in Authority (or a parent/guardian of another Athlete) to stay until all the Minor Athletes have been picked up. If an adult is not available, then another Athlete should be present to avoid the Person in Authority being alone with a singular Minor Athlete.

6. Locker Rooms / Changing Areas / Meeting Rooms

The following guidelines are in place for Individuals who are Persons of Authority who interact with Athletes for interactions in locker rooms, changing areas, and meeting rooms:

- Interactions between a Person in Authority and an individual Athlete should not occur in any room where there is a reasonable expectation of privacy such as the locker room, restroom, or changing area. A second Person in Authority should be present for any necessary interaction in any such room (Rule of Two).
- If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required in cases of emergency.

7. Virtual Settings

The following guidelines are in place for Individuals who are Persons of Authority who interact with Athletes for interactions in virtual settings:

- Communications during virtual sessions shall take place in an open and observable environment. Sessions must be initiated in appropriate locations (e.g. not in personal or locations such as bedrooms).
 - Virtual sessions should be recorded whenever allowed by the technology being used.
- ### Special Notes for Minor Athletes or Vulnerable Individuals
- Parents/guardians of Minors shall be informed by QCYC of the activities that will take place during the virtual session, as well as the process of the virtual session.
 - Parents/guardians of Minors shall provide consent to the Minor participating in the virtual session, if irregularly scheduled, or prior to the first session if the sessions will take place on a regular basis.
 - For Athletes under the age of 16, a parent/guardian should be present during any virtual session.

- Parents/guardians are encouraged to debrief with Minors on a weekly basis regarding virtual sessions.

8. Photography / Video Guidelines

The following guidelines are in place for Individuals in a Position of Authority who are interacting with Athletes pursuant to that Position of Authority related to photography / video:

- Individuals (or parent/guardian in case of a Minor) should sign an image consent form (as part of the registration process) that describes how an Individual's image may be used by QCYC.
- Without consent, Individuals may not be photographed or filmed; and no images of Individuals may be posted publicly or privately. If consent is given, it may be revoked at any time.
- Photographs and video may only be taken in public view, must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Individuals.
- The use of recording devices of any kind in rooms where there is a reasonable expectation of privacy is strictly prohibited.
- Examples of photos that should be edited or deleted include:
 - Images with misplaced apparel or where undergarments are showing.
 - Suggestive or provocative poses.
 - Embarrassing images.

9. Physical Contact

QCYC recognizes that some physical contact between Persons in Authority and Athletes may be necessary for various reasons including, but not limited to, teaching a skill, or tending to an injury. QCYC requires the following touch guidelines:

- Unless it is not possible because of serious injury or other circumstance, a Person in Authority should always clarify with an Athlete where and why any touch will occur. The Person in Authority must make clear that he or she is requesting to touch the Athlete and not requiring the physical contact.
- Infrequent, non-intentional physical contact, particularly contact that arises out of an error or a misjudgment on the part of the Athlete during a training session, is permitted. Making amends, such as an apology or explanation, is encouraged to further help educate Athletes on the difference between appropriate and inappropriate contact.
- Hugging, cuddling, physical horseplay, and physical contact initiated by the Person in Authority is not permitted. Some Athletes may initiate hugging or other physical contact with a Person in Authority for various reasons (e.g., in celebration or defeat) but this physical contact should always be limited and take place in an open and observable environment.

10. Enforcement

Any alleged violations of this Protection Policy shall be addressed pursuant to QCYC's Discipline and Complaints Policy.

11. Privacy

The collection, use and disclosure of any personal information pursuant to this Policy is subject to QCYC's Privacy Policy.