

 POLICY MANUAL		
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PREAMBLE

The OVCA is committed to creating an environment free of Maltreatment for all of its participants.

PURPOSE

The OVCA is committed to a sport environment free from maltreatment. The purpose of this Policy is to stress the importance of that commitment by providing education about maltreatment, outlining how the OVCA will work to prevent maltreatment, and how maltreatment or suspected maltreatment can be reported to and addressed by the OVCA.

DEFINITIONS

The following terms have these meanings in this Policy:

- “The OVCA” or “the Association” - The Ottawa Valley Curling Association
- “UCCMS” or “The Code”-The Universal Code of Conduct to Prevent and Address Maltreatment in Sport. It will always reference the version of the Code currently in force. This policy shall use the terminology and interpretations as outlined in the UCCMS.
- “Participant” - As defined in the UCCMS, any individual who is subject to the UCCMS according to the policies of the OVCA.

POLICY

Adoption of the UCCMS

1. The OVCA adopts the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) as its guiding policy and code of conduct in its commitment to creating a sport environment that is free of all forms of Maltreatment and that treats all Participants with dignity and respect.
2. Where an internal policy and the UCCMS conflict, the OVCA shall use the policy interpretation that most favours the protection of the Participant from maltreatment.

Preventing Maltreatment

3. The OVCA will enact measures aimed at preventing maltreatment. These measures include screening, orientation, training, practice, and monitoring.

Screening

4. Those who coach, volunteer, officiate, deliver developmental programs, are affiliated with provincial teams, accompany a team to an event or competition, are paid staff, or

otherwise engage with Participants involved with the OVCA will be screened according to the Association's *Screening Policy*.

5. The OVCA will use the *Screening Policy* to determine the level of trust, authority, and access that each individual has with Vulnerable Participants. Each level of risk will be accompanied by increased screening procedures which may include the following, singularly or in combination:
 - a) Completing an Application Form for the position sought (which includes alerting applicants that they must agree to adhere with the organisation's policies and procedures (including this policy))
 - b) Completing a Screening Declaration Form
 - c) Providing letters of reference
 - d) Providing a Criminal Record Check ("CRC") and/or Vulnerable Sector Check ("VSC")
 - e) Providing a driver's abstract (for Individuals who transport Vulnerable Participants)
 - f) Other screening procedures, as required
6. Failure to participate in the screening process or pass the screening requirements as determined by a Screening Committee, will result in immediate ineligibility for the position sought.

Orientation and Training

7. The OVCA may deliver orientation and training to those who have access to, or interact with, Vulnerable Participants. The orientation and training, and their frequency, will be based on the level of risk, as described in the *Screening Policy*.
8. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or periods of engagement.
9. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
10. Acknowledgment, in written form, that training has been received and completed will be required.

Practice

11. The UCCMS acknowledges that sport-specific differences exist with respect to such aspects as acceptable levels of touch, physical contact, and aggression during training or competition. Interaction with Vulnerable Participants requires certain practical approaches. These include, but are not limited to:
 - a) Limiting physical interactions to non-threatening or non-sexual touching (e.g., high-fives, pats on the back or shoulder, handshakes, specific skill instruction,

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- etc.), In all cases, no physical contact of any kind should take place where a Vulnerable Participant has indicated it is unwanted.
- b) Ensuring that Vulnerable Participants are supervised by more than one adult (See *Rule of Two Policy*) or that any one-on-one meeting with a Vulnerable Participant is held in an area that is open and observable to the public.
 - c) Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power onto one Individual)
 - d) Including parents/guardians in all communication (e.g., electronic, telephonic) with Vulnerable Participants
 - e) Ensuring that parents/guardians are aware that some non-personal communication between Individuals and Vulnerable Participants may take place electronically, especially with older Vulnerable Participants (e.g., teenagers). Individuals are aware that such communication shall not be in violation of the UCCMS and other applicable policies.
 - f) When travelling with Vulnerable Participants, the Individual will not transport Vulnerable Participants without another adult present and will not stay in the same overnight accommodation location without additional adult supervision.

Monitoring

- 12. The OVCA will regularly monitor those who have access to, or interact with, Vulnerable Participants. The monitoring will be based on the level of risk, as described in the *Screening Policy*.
- 13. Monitoring may include, but is not limited to: regular status reports, logs, supervisor meetings, supervisor on-site check-ins, feedback provided directly to the organisation (from peers and parents/athletes), and regular evaluations.