



Sail Canada Safe Sport Package - for Coaches and Instructors

Sail Canada believes that everyone in the sport has the right to enjoy the sport at whatever level or position they participate. Athletes, coaches, officials and volunteers have the right to participate in a safe and inclusive training and competitive environment that is free of abuse, harassment or discrimination.

What is Safe Sport?

A safe sporting environment is one where all participants and members at all levels have the resources to provide and access a fun, healthy, inclusive and safe environment.

This package is designed to provide you with resources to help you feel equipped to create and maintain a safe sporting environment for everyone involved in sailing.

This package includes:

1. Sail Canada Safe Sport Powerpoint Presentation
2. Using the Rule of Two & Open and Observable Environments Guidelines - Club and Provincial Coaches
3. Traveling Team Parental Consent Form Template
4. Team Travel Policy Template - Coaches
5. Background Screening Info Sheet
6. Sail Canada Concussion Information

Sail Canada Safe Sport Powerpoint Presentation

The power point presentation can be found [here](#) in pdf format. This powerpoint presentation reviews the Responsible Coaching Movement and the Rule of Two and Open and Observable environments.

The goal of the Sail Canada Safe Sport presentation is to not only to educate instructors and coaches, but to encourage thoughtful discussion around the Safe Sport Guidelines. The guidelines are not always going to be black and white and it is important that instructors and coaches feel they can use common sense to navigate any situation they may encounter.

Guide to Using the Rule of Two & Open and Observable Environments **- (Insert club/ provincial/team name) Coach**

As a **(Insert club/ provincial/team name)** coach attending the away regattas you will be working closely with a group of youth athletes including, travelling, eating and staying with the team. It is important that you familiarize yourself with the “Rule of Two” and “Open and Observable Environments”. These policies were designed to ensure the safety of all parties (athletes and coaches). See the definition below:

Rule of Two Definition (by the CAC):

The Rule of Two states that there will always be two screened and NCCP trained or certified coaches with an athlete, especially a minor athlete, when in a potentially vulnerable situation. This means that any one-on-one interaction between a coach and an athlete must take place within earshot and view of the second coach, with the exception of 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.

This rule serves to protect minor athletes in potentially vulnerable situations by ensuring that more than one adult is present. Vulnerable situations can include closed doors meetings, travel, and training environments amongst others.

Open and Observable Environments Definition

An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.

It is understandable that unforeseen circumstances may arise, such as a medical emergencies, however, it is important that the coaches do everything possible to be mindful of the Rule of Two and open and observable environments and use common sense to make the necessary adjustments.

Please review the Best Practice Guidelines and the (Insert club/ provincial/team name) Team Travel Policy.

Rule of Two Best Practice Guidelines

1. When travelling or visiting public places such as shopping malls, movie theatres, tourist attractions etc., sailors and coaches will stay in groups of no less than three persons.
2. During team travel, when doing room checks, attending team meetings and/or other activities, the rule of two and open and observable environments should be maintained.
3. Athletes should not ride in a coach’s vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
4. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.

I, _____, hereby have read, understand and accept the above policies.
(please print)

(coach signature)

(date)

(witness)

(date)

Youth Team Travel Policy Template

_____ (Insert club/ provincial/team name) Youth Team Travel Policy

Purpose: During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar. The purpose of a Team Travel Policy is to establish standards of behavior and manage expectations of the team and coaches, thereby providing a sense of structure and familiarity while in an otherwise less familiar setting.

Team Travel is defined as overnight travel to or at **(insert specific event or regatta season)** or other team activity that is planned and supervised by the coaches.

Section 1 - _____ (Insert club/ provincial/team name) Required Policies

- A. Regardless of gender, a coach will not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
- B. **(Insert club/ provincial/team name)** coaches/ team leaders must be a Sail Canada registered coach and have successfully passed a Police-administered criminal background check within 6 months prior to attending **(insert specific event or regatta season)**.
- C. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. It is encouraged that coaches try to organize travel with at least two athletes and during the course of travel (regardless of mode) maintain open and observable environments.
- D. **(Insert club/ provincial/team name)** travel policies must be signed and agreed to by all athletes and coaches travelling to **(insert specific event or regatta season)** as well as each athlete's parent(s) or guardian(s).
- E. **(Insert club/ provincial/team name)** coaches will carry a signed medical consent or authorization to treat form for each athlete.
- F. During team travel, when conducting room checks and attending team meetings and/or other activities, **the rule of two** and **open and observable environments** should be maintained.
- G. A copy of the Sail Canada Code of Conduct must be signed by the athlete and his/her parent or legal guardian.

Section 2 - Recommended Policies

- A. When travelling or visiting public places such as shopping malls, movie theatres, tourist attractions etc., sailors and coaches will stay in groups of no less than three persons.
- B. Athletes should not ride in a vehicle with a coach without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- C. During overnight team travel, if athletes room with other athletes they shall be of the same gender and should be a similar age. Coaches/ team leader should stay in nearby rooms.
- D. When only one athlete and one coach travel to **(insert specific event or regatta season)** prior to the rest of the team, the coach and athlete should attempt to establish a “buddy” team to associate with and work to maintain open and observable environments until the rest of the team arrives.
- E. To ensure the propriety of the athletes and to protect the staff, there should be no male athletes in female athlete’s rooms and no female athletes in male athlete’s rooms.
- F. Curfews will be established by the team or coaching staff each day of the trip.
- G. Sailors are expected to remain with the team at all times during the trip. Sailors are not to leave the competition venue, the hotel, a restaurant or any other place at which the team has gathered without the permission of the coach.

I, _____, hereby have read, understand and accept the above policies.
(please print)

(signature)

(date)

(witness)

(date)

Parental/ Guardian Consent Form Template
(insert club/province/team name)

I,
(full name - parent or guardian)

Being the parent / legal guardian of:
(name of competitor)

hereby give permission for my child, a member of the (Insert club/ provincial/team name) to travel with the (Insert club/ provincial/team name) Coach, (insert names here), (“Coach”) , to the (Insert event name or regatta season) in (insert event location) where he/she will participate in, the sailing competition. This travel will occur between (insert dates). I understand that the Coach will be acting as a chaperone for my child between these dates.

I give permission for my child to stay and eat meals at the host hotel, travel outside of the venue and host hotel to visit the local area and take part in team activities /outings, and engage in physical activities in addition to the on water competition.

In addition, I give permission for my child to travel in various modes of transportation with the Coach to and from (insert event location), as well as during the (Insert event name or regatta season). There may be times (e.g. in a car etc.) where the child and the Coach may be alone, however, the Coach will attempt to avoid these situations, and follow the Rule of Two whenever possible.

Permission is also granted to my child’s (Insert club/ provincial/team name) Coach to authorize any emergency medical treatment for my child during between the dates of xx and xx. The Coach will make his or her best efforts to contact the parent/guardian prior to making any emergency medical decisions if possible

I have read and acknowledge the (Insert club/ provincial/team name) Travel Policy and Guide to Using the Rule of Two & Open and Observable Environments.

Parent / legal guardian

Signature:

Date:

Background Screening Requirements

Keeping our sailors, instructors and coaches safe is one of Sail Canada's main priorities. As part of the [Responsible Coaching Movement](#), Sail Canada will be adding a Background Screening requirement for all CANSail Instructors & Coaches beginning January 1st 2019.

Effective January 1st 2019, all CANSail Instructors & Coaches will be required to provide a valid Enhanced Police Information Check (EPIC) as one of the prerequisite requirements for maintaining certification as a CANSail Instructor/Coach.

To make this as easy as possible, Sail Canada has signed up with Sterling Talent Solutions to allow CANSail Instructors/Coaches to complete an Enhanced Police Information Check (EPIC) online, for a cost of \$25.00. This can be done here - <https://www.sterlingtalentsolutions.ca/landing-pages/s/sail-canada/>.

An Enhanced Police Information Check can also be done through a local police station. Following the Safe Sport Best Practices and Policies helps keep everyone in sport safe, feeling comfortable and protected in their sporting environment. This allows everyone to learn, grow and excel.

A new Police Check will be required every 5 years.

Concussion Protocol and Guidelines

Sail Canada has developed the Sail Canada Concussion Protocol to help guide the management of Sailing Sport Participants (athletes, coaches, instructors, officials & volunteers) who may have a suspected concussion as a result of participation in Sail Canada activities.

Purpose

This protocol covers the recognition, medical diagnosis, and management of Sport Participants who may sustain a suspected concussion during a sailing activity. It aims to ensure that athletes with a suspected concussion receive timely and appropriate care and proper management to allow them to return back to sailing safely. This protocol may not address every possible clinical scenario that can occur during sailing-related activities but includes critical elements based on the latest evidence and current expert consensus.

Who should use this protocol?

This protocol is intended for use by all individuals who interact with athletes, including athletes, parents, coaches, instructors, officials, trainers, and licensed healthcare professionals.

The Sailing Specific Return to Sport Strategy is included below, you can access the Sail Canada Concussion Protocol in its entirety on the Sailing.ca Policy Page and in the CANSail Instructor Resource Section.

Click [here](#) to read the Sail Canada Concussion Protocol.

CONCUSSION GUIDE: FOR COACHES & INSTRUCTORS



WHAT IS A CONCUSSION?

A concussion is a brain injury that cannot be seen on routine x-rays, CT scans, or MRIs. It affects the way a person may think and remember things, and can cause a variety of symptoms.

WHAT ARE THE SYMPTOMS AND SIGNS OF CONCUSSION?

Thinking Problems



- Does not know time, date, place, period of game, opposing team, score of game
- General confusion
- Cannot remember things that happened before and after the injury
- Knocked out

Athlete Complaints



- Headache
- Dizziness
- Feels dazed
- Feels “dinged” or stunned; “having my bell rung”
- Sees stars, flashing lights
- Ringing in the ears
- Sleepiness
- Loss of vision
- Sees double or blurry
- Stomach ache, stomach pain, nausea

Other Problems



- Poor coordination or balance
- Blank stare/glassy eyed
- Vomiting
- Slurred speech
- Slow to answer questions or follow directions
- Easily distracted
- Poor concentration
- Strange or inappropriate emotions (ie. laughing, crying, getting mad easily)
- Not playing as well

A SAILOR DOES NOT NEED TO BE KNOCKED OUT (LOSE CONSCIOUSNESS) TO HAVE HAD A CONCUSSION.

What causes a concussion?

Any blow to the head, face or neck, or a blow to the body which causes a sudden jarring of the head may cause a concussion (ie. a boom to the head).

What should an athlete do if they get a concussion?

The athlete should stop playing the sport right away. They should not be left alone and should be seen by a doctor as soon as possible that day. If an athlete is knocked out, call an ambulance to take them to a hospital immediately. Do not move the athlete or remove athletic equipment like a helmet as there may also be a cervical spine injury; wait for paramedics to arrive.

An athlete with a concussion should not go back to play that day, even if they say they are feeling better. Problems caused by a head injury can get worse later that day or night. They should not return to sports until they have been seen by a doctor.

Please consult your organization's Concussion Protocol for more complete information, including Return to Sport Guidelines or visit www.sailing.ca to review the Sail Canada Concussion Protocol

CONCUSSION INFO SHEET: FOR COACHES & INSTRUCTORS



WHAT IS A CONCUSSION?

A concussion is a brain injury that cannot be seen on routine x-rays, CT scans, or MRIs. It affects the way a person may think and remember things, and can cause a variety of symptoms.

WHAT CAUSES A CONCUSSION?

Any blow to the head, face or neck, or a blow to the body which causes a sudden jarring of the head may cause a concussion (ie. a boom to the head).

WHAT SHOULD AN ATHLETE DO IF AN ATHLETE GETS A CONCUSSION?

The athlete should stop playing the sport right away. They should not be left alone and should be seen by a doctor as soon as possible that day. If an athlete is knocked out, call an ambulance to take them to a hospital immediately. Do not move the athlete or remove athletic equipment like a helmet as there may also be a cervical spine injury; wait for paramedics to arrive.

An athlete with a concussion should not go back to play that day, even if they say they are feeling better. Problems caused by a head injury can get worse later that day or night. They should not return to sports until he/she has been seen by a doctor.

HOW LONG WILL IT TAKE FOR THE ATHLETE TO GET BETTER?

The signs and symptoms of a concussion often last for 10-14 days but may last much longer. In some cases, athletes may take many weeks or months to heal. If symptoms are persistent (e.g, more than 10-14 days in adults or more than 1 month in children), the athlete should be referred to a healthcare professional who is an expert in the management of concussion. Having had previous concussions may increase the chance that a person may take longer to heal.

HOW IS A CONCUSSION TREATED?

It is very important that an athlete does not go back to sports if they any concussion symptoms or signs.

Athletes should follow the sailing specific Return to Sport steps – See Return to Sport Guidelines.

WHEN CAN AN ATHLETE WITH A CONCUSSION RETURN TO SPORT?

It is very important that an athlete not play any sports if they have any signs or symptoms of concussion. When he/she is back to normal and has been seen by a doctor, he/she can then go through the steps of increasing activity described above. When the athlete has progressed through these steps with no symptoms or problems, and has received clearance from a doctor, he/she may return to the sport.

A SAILOR DOES NOT NEED TO BE KNOCKED OUT (LOSE CONSCIOUSNESS) TO HAVE HAD A CONCUSSION!

Please consult your organization's Concussion Protocol for more complete information, including Return to Sport Guidelines or visit www.sailing.ca to review the Sail Canada Concussion Protocol

RETURN TO SPORT



IT IS VERY IMPORTANT THAT AN ATHLETE DOES NOT GO BACK TO SPORTS IF THEY HAVE ANY CONCUSSION SYMPTOMS OR SIGNS.

Return to sport and activity must follow a step-wise approach:

1

SYMPTOM- LIMITING ACTIVITY

- Daily activities that do not provoke symptoms
Goal of step one: Gradual re- introduction of work/ school activities

2

LIGHT AEROBIC ACTIVITY

- Activities such as walking or stationary cycling
- The athlete should be supervised by someone who can help monitor for symptoms and signs.
- No resistance training or weight lifting
- The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day
Goal of step two: Increase heart rate

3

SPORT- SPECIFIC EXERCISE

- Activities such as light indoor rowing, active yoga, stretching
- There should be no jarring motions such as high-speed agility training or jumping
- No head impact activities
- **Symptoms?** Return to the previous stage and only engage in activities as tolerated. If symptoms persist consult a physician
- **No symptoms?** Proceed to Stage 4 after 24 hours
Goal of step three: Add movement

4

BEGIN DRILLS WITHOUT BODY CONTACT / OFF WATER

- Activities such as boat work, boat rigging and resistance training can begin at this stage.
- May start progressive resistance training
- **Symptoms?** Return to previous stage and only engage in activities as tolerated. If symptoms persist consult a physician
- **No symptoms?** The time needed to progress will vary with the severity of the concussion and with the athlete. Proceed to Stage 5 only after medical clearance
Goal of step four: Exercise coordination and increased thinking

5

RETURN TO SPORT - ON WATER PRACTICE

- Following medical clearance
- In the context of sailing, this would mean coaches and instructors will allow sailors to return to on water training gradually increasing the challenge of the activity
- Sailors may return to both training & competition at this stage
- **Symptoms?** Return to previous stage and only engage in activities as tolerated. If activities persist, consult a physician
- **No symptoms?** Proceed to Stage 6 after minimum of two on-water training sessions without symptoms.
Goal of step five: Full engagement in training & competition

6

COMPETITION

- Return to sport with normal activities in training and competition
Goal of step six: Engage in training and competition

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