



BOWLS CANADA BOULINGRIN

SAFE SPORT STRATEGY

IMPLEMENTATION GUIDE

Table of Contents

OVERVIEW	3
HOW TO USE THIS GUIDE	4
FRAMEWORK	5
1. Consistent Policies	5
2. Minimum Training Requirements	7
3. Intentional Engagement	8
4. Enhanced Resources	9
CONCLUSION	10

OVERVIEW

The goal of the Bowls Canada Boulingrin (BCB) Safe Sport Strategy is to create safe, welcoming and inclusive lawn bowling club environments where people want to stay and belong. There are many ways this can be done. This Implementation Guide describes the way BCB, its member organizations and stakeholders chose to ensure safe sport for everyone.

Definition of Safe Sport:

Physical and emotional safety, which includes concussion and injury prevention and environments free from bullying, abuse, harassment, discrimination, and other forms of maltreatment.

A two-part Safe Sport Strategy Workshop facilitated by LJ Bartle and Melissa Knox of Sport Law was held online in 2021. Representatives of BCB staff, Directors, BCB member associations and stakeholders including athletes, coaches, officials, and club administrators participated. The goal of the workshop was to begin to develop a customized BCB Safe Sport Strategy built on consensus with BCB member associations, clubs and other BCB stakeholders.

Prior to the workshop, BCB analyzed current safe sport practices within BCB and its member associations. The results showed evidence of inconsistencies in terms of policies, training, and engagement within BCB affiliated organizations across the country.

Feedback gathered during the workshop and through a Safe Sport Working Group has shaped BCB's Safe Sport Strategy, which is captured in the [Safe Sport Framework](#).

The intent of the Safe Sport Framework is for the top priorities to be phased in over the next two years (2021 and 2022) to allow all BCB member associations time to fully understand and integrate each component of the Framework.



HOW TO USE THIS GUIDE

This document identifies how BCB, its member associations and BCB affiliated clubs can implement a Safe Sport Strategy through BCB's Safe Sport Strategy Framework and its four components:

BCB's Safe Sport Strategy Framework

1. Consistent Policies
2. Minimum Training Requirements
3. Intentional Engagement
4. Enhanced Resources

Each of these components and their recommended implementation plans were developed based on feedback from representatives from BCB's community including provincial administrators, club volunteers, athletes, coaches, and officials.

This guide is meant for anyone playing a role in implementing components of the Safe Sport Strategy, especially administrators in provincial associations and local clubs. It is recommended that anyone responsible for approving and/or administering policy in your organization reads through all the linked documents in the Framework so you are aware of the support that is available as you go forward on your safe sport journey.



FRAMEWORK

BCB's Safe Sport Strategy Framework is the culmination of months of consultation and consensus around creating welcoming and inclusive environments across the country. The intention of the Framework was to identify member priorities to deliver a safe, welcoming and inclusive lawn bowling experience throughout BCB and its member organizations. Please carry out the following steps to clarify your role in this process:

➤ Framework Implementation:

- Review BCB's [Safe Sport Strategy Framework](#) so you are familiar with each of the four Framework components:
 1. Consistent Policies
 2. Minimum Training Requirements
 3. Intentional Engagement
 4. Enhanced Resources
- If you haven't already done so, watch the recorded **Safe Sport Help Video**.
- Watch the recorded **Safe Sport Strategy Implementation Webinar for Administrators** with a copy of this Implementation Guide so you can follow along.
- Read this Implementation Guide and all related documents so you are aware of the impact of each component of the Framework. Save a generic copy of this Guide in your organization's safe sport files.
- Save a dated copy of this Implementation Guide electronically and then use this Checklist annually to track your completion of each component of the Framework.
- Contact BCB staff if you have any questions or concerns.
- Repeat all steps annually to keep safe sport top a priority.

1. Consistent Policies

Policies are critical in ensuring your organization is protected and is protecting its members. They are legal documents and can sometimes be difficult to understand. The intention of the Policy component of the Framework is for all BCB member associations and local clubs to have access to and follow the same safe sport policies so that everyone at all levels of lawn bowling across Canada has a consistent approach.

BCB's Safe Sport Policy Suite is made up of a number of policy templates including a Screening Policy and a Code of Conduct that are available to be customized by your organization. BCB also has developed a Safe Sport Commitment for each club that can be adopted and signed annually. There are also a number of resources to explain the Safe Sport Policy Suite and help

you get started. They are all part of Safe Sport Policy 101 which includes a short video, a summary of the Safe Sport Policy Suite contents, Club Commitment to Safe Sport, Safe Sport Member Pledge and Tips Sheets for participants, coaches, volunteers and others focused on behaviour expectations. All of these resources play a role in helping you understand and implement the policy component of the Framework.

➤ Policy Implementation:

- If you haven't already done so, watch the recorded **Safe Sport Strategy Implementation Webinar for Administrators**
- Watch the **Safe Sport Policy 101 Video** and check out the Safe Sport 101 Hub [resources](#) to understand what is available to support you which includes the Safe Sport Policy Suite [Summary Sheet](#), [Club Commitment to Safe Sport](#), [Safe Sport Member Pledge](#), [Safe Sport Tips for Athletes](#), [Safe Sport Tips for Coaches](#) and [Safe Sport Tips for Participants](#).
- Read the [Safe Sport Policy Suite Summary](#) so you are aware of the intent of each policy and what you will need to do to implement them.
- Create your own Safe Sport Policy Suite using BCB's [policy templates](#) by downloading word version of the templates from the Safe Sport 101 Hub.
- Using the templates provided by BCB, determine if any changes (that don't change the intent of the policy) are needed and make the changes that are necessary. Be sure to customize the Screening and Training Matrix which is an Appendix in the [Screening Policy](#) to match your organization's screening and training requirements identified in your Screening Policy.
- Double-check to make sure your Safe Sport Policy Suite refers to your organization by name throughout each policy OR names your organization as "the Organization" in the Definitions section and then refers to "the Organization" throughout your Safe Sport Policy Suite.
- Submit a motion for your organization's Board of Directors to adopt your customized Safe Sport Policy Suite.
- Once approved, post your Safe Sport Policy Suite or a link to it on your organization's website and/or social media/Facebook page.
- Once your Screening Policy has been customized and adopted by your organization's Board of Directors, read and share your screening and training requirements in your Screening and Training Matrix so you and others are aware of the requirements and your responsibilities to ensure the requirements are met by everyone in your organization.
- Send your Code of Conduct and Ethics and related Safe Sport [Member Pledge](#) to all relevant stakeholders, including participants, athletes, parents, coaches, officials, volunteers and administrators, to be signed with a deadline for returning.

- Send the links to the Policy 101 [video](#) and [related resources](#) to all relevant stakeholders, including athletes, parents, coaches, officials, and administrators.
- Adopt and sign [Club Commitment to Safe Sport](#).
- Implement the Intentional Engagement component (see Component 3) of the Framework to further discuss and review policy questions and concerns.
- Repeat all steps annually. If you have already approved all policies, just determine whether any updates are needed by contacting BCB.

2. Minimum Training Requirements

An important component of the Safe Sport Framework is the Minimum Training Requirements section as this ensures everyone is setting their participants and those working with them up for success. It is critical that coaches and others understand their role in creating safe, welcoming and inclusive lawn bowling environments. That is why minimum standards have been recommended across the country to ensure consistency in program delivery.

The intention of the Minimum Training Requirements component is that everyone connected to BCB will meet those minimum standards. As mentioned in the previous section, you have the opportunity to customize your requirements in the Screening Policy in the Safe Sport Policy Suite. BCB's Screening Matrix (an Appendix of the [Screening Policy](#)) indicates a good starting point. Additionally, it is recommended that all athletes as well as parents/guardians of minor athletes should complete either Respect in Sport or the Coaching Association of Canada's (CAC) free online Safe Sport training for athletes.

Bowls Canada minimum training requirements for national participants, volunteers and staff can be found [here](#).

➤ Training Requirements Implementation:

- Contact your provincial association to see if there are any minimum training requirements already in place.
- Identify if any additional training is required based on your Screening policy.
- Send your customized Screening and Training Matrix which identifies your organization's training and screening requirements to all stakeholders connected to your organization including current or potential coaches.
- Post the link to [Respect in Sport for Activity Leaders](#) and CAC's [Safe Sport Participants Training](#) on your organization's website, social media/Facebook page, and any other place the organization communicates digitally.
- Identify a process to track training and screening completion. Bowls Canada has a secure online tracking system through "Sideline Learning". Bowls Canada has made

this system available to all of its Member Associations and their affiliated clubs free of charge. Contact office@bowlscanada.com to learn more.

- Encourage all athletes as well as parents/guardians of minor athletes to complete [Respect in Sport for Activity Leaders](#) or CAC's [Safe Sport Participants Training](#)
- Post and/or send any other training links or resources that are important to your organization to create a safe and thriving sport environment.
- Repeat all steps annually.

3. Intentional Engagement

Intentional engagement with stakeholders, especially athletes, is critical. The lived experiences of participants, coaches and others provide a firsthand assessment of how well your policies and training are working on the ground.

The intention of the Intentional Engagement component is that BCB and its member associations will regularly engage with all participants to get meaningful feedback.

Communication is important, but it only allows for a one-way conversation, from you to the stakeholder. Engagement creates a two-way conversation, and it is crucial to help you understand if your implementation methods are working. Engagement is also a highly effective risk mitigation strategy.

The priorities identified in the Intentional Engagement component are designed to ensure administrators as well as participants at all levels develop a clear understanding of BCB's Safe Sport Strategy Framework and BCB's rationale for developing it. For administrators, this will focus on the Safe Sport Policy Suite templates as well as overall implementation of the Safe Sport Strategy. For participants, this will be achieved through surveys to determine if the Safe Sport Strategy is working.

➤ Engagement Implementation:

- Create a consistent communication protocol that outlines how you will communicate and engage with each of your stakeholders including participants, coaches, athletes, parents/guardians of minor athletes, officials, volunteers, and other stakeholders on a regular basis using townhalls, webinars, in-person meetings, surveys, interviews, councils/committees and/or other interactive methods.
- Your communication protocol could include annual opportunities for engagement and feedback such as:
 - Pre-season expectations meetings
 - In-season check-ins
 - Post-season feedback sessions

- Share BCB's [Belonging in Bowls resources](#) with your members and others, including participants, volunteers, athletes, coaches, and officials, to watch/read by a certain date. Encourage parents/guardians of minor athletes to watch/read the BCB's [Belonging in Bowls resources](#) so they are aware of expectations in this area.
- Hold a virtual or in-person meeting after stakeholders have watched/read the BCB's [Belonging in Bowls resources](#) to address any questions or concerns.
- Share [Safe Sport Tips for Participants](#) with your members to help clarify responses about what's ok and not ok.
- Follow up on areas of concern that get brought up by members and make a plan to address these with other administrators, etc.
- Use your organization's social media accounts to engage with members and to give specific key messages about safe sport and Belonging in Bowls to targeted audiences.
- Set up channels for virtual, phone, and in-person connections (e.g., video and audio conference accounts, meeting space), as required, in advance of each season to allow easy interactions at all levels of the organization.
- Repeat all steps annually.

4. Enhanced Resources

There are many safe sport resources that are available across the country to advance knowledge and awareness. BCB is relying on some of these resources to provide support and have provided links to these on our [Safe Sport 101 Hub](#)

The intention of the Enhanced Resources component is to provide BCB, its member associations and local clubs with easy-to-use resources so they can implement and promote safe sport, governance and Equity, Diversity and Inclusion (EDI) resources to members. These specific resources listed below have been customized to suit the needs of the lawn bowls community.

➤ Resources Implementation:

- Download the following BCB Safe Sport resources from our [Safe Sport 101 Hub](#) for administrators:
 - [Safe Sport Help Webinar](#)
 - Safe Sport Strategy Implementation Guide (this Guide) for Administrators
 - Safe Sport Strategy [Implementation Webinar](#) for Administrators
 - [Safe Sport Policy 101 Video](#)

- Safe Sport Policy Suite [Summary Sheet](#)
 - Safe Sport Policy Suite [templates](#)
 - [Safe Sport Tips for Participants](#)
 - [Safe Sport Tips for Athletes](#)
 - [Safe Sport Tips for Coaches](#)
 - [Belonging in Bowls Resources](#)
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- Post and/or send the links to Safe Sport resources to all relevant stakeholders.
 - Create a method for stakeholders to submit enhanced resources from other organizations on leading practices or innovative thinking in safe sport that you can share with members.
 - Post all enhanced resources and links to related organizations (e.g., CAC) on your organization's website and/or social media accounts and/or post a link to the Safe Sport Hub.
 - Repeat all relevant steps annually.

CONCLUSION

We hope you find all of the processes, tools and other resources outlined in this Implementation Guide easy to use and simple to adapt as necessary. Please feel free to contact us at BCB at office@bowlscanada.com for any questions or concerns related to our Safe Sport Strategy.

