



# Athlete Protection Guidelines

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## A. Definitions

1. Terms in this Guidelines document are defined as follows:
  - a. "*Athlete*" – An individual who is a Registrant of Canadian Tenpin Federation, and who is a UCCMS Participant
  - b. "*Person in Authority*" – Any Participant who holds a position of authority within Canadian Tenpin Federation including, but not limited to, coaches, instructors, officials, managers, older athletes, support personnel, chaperones, committee members, and Directors and Officers. In addition to the responsibilities described herein and in the Code of Conducts and Ethics, a Person in Authority is responsible for knowing what constitutes Maltreatment and Prohibited Behaviour
  - c. "*Participants*" – Refers to all categories of Registrants defined in the By-laws of Canadian Tenpin Federation including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
  - d. "*UCCMS*" – Universal Code of Conduct to Prevent Maltreatment in Sport
  - e. "*Vulnerable Participants*" – As defined in the UCCMS and as amended from time to time by the Sport Dispute Resolution Centre of Canada

## B. Purpose

2. These *Athlete Protection Guidelines* describe how Persons in Authority shall maintain a safe sport environment for all Athletes/Participants.

## C. Interactions between Persons in Authority and Athletes – the 'Rule of Two'

3. Canadian Tenpin Federation requires that the 'Rule of Two' be followed for all Persons in Authority who interact with Athletes and Vulnerable Participants, to the

maximum extent feasible. The ‘Rule of Two’ is a directive that says that an Athlete or Vulnerable

Participant must never be alone one-on-one with a Person in Authority who is not their parent or guardian.

4. Canadian Tenpin Federation recognizes that fully implementing the ‘Rule of Two’ may not always be possible in some instances. Consequently, at a minimum, interactions between Persons in Authority and Athletes or Vulnerable Participants must respect the following:
  - a. To the maximum extent possible, the training environment should be visible and accessible so that all interactions between Persons in Authority and Athletes or Vulnerable Participants are observable.
  - b. Private and one-on-one situations that are not observable by another adult or Athlete should be avoided to the maximum extent possible.
    - i. If possible, discussions should always occur in a public setting (ex. hotel lobby, gym with other Athletes/persons present)
    - ii. If the interaction must occur in a room, the door must remain unlocked and open
  - c. A Vulnerable Participant may not be alone under the supervision of a Person in Authority unless prior written permission is obtained from the Vulnerable Participant’s parent or guardian
  - d. Canadian Tenpin Federation highly recommends that interactions NOT occur in the home of a Person in Authority, but if it is required that they do, then it cannot happen without the written permission from parents or guardians or without parents or guardians having contemporaneous knowledge of the visit.

*Note:* there may be exceptions to the Rule of Two in emergency situations (e.g., a medical emergency)

#### **D. Practices and Competitions**

5. For practices and competitions, Canadian Tenpin Federation recommends:
  - a. A Person in Authority should never be alone with a Vulnerable Participant prior to or following a competition or practice unless the Person in Authority is the Vulnerable Participant’s parent or guardian
  - b. If the Vulnerable Participant is the first Athlete to arrive, the Athlete’s parent should remain until another Athlete or Person in Authority arrives
  - c. If a Vulnerable Participant would 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 screened volunteer or a parent/guardian

of another Athlete) to stay until all the athletes have been picked up. If an adult is unavailable, another Athlete, who is preferably not a Vulnerable Participant, should be present to avoid the Person in Authority being alone with a Vulnerable Participant

- d. Persons in Authority giving instructions or feedback, demonstrating skills, or facilitating drills or lessons to an individual Athlete should always do so within earshot and eyesight of another Person in Authority
- e. Persons in Authority and Athletes should take steps to achieve transparency and accountability in their interactions. For example, a Person in Authority and an Athlete know that they will be away from other Participants for a lengthy period of time, they must inform another Person in Authority where they are going and when they are expected to return. Persons in Authority should always be reachable by phone or text message
  - i. While it is sometimes difficult, these situations should not be encouraged and should be avoided if possible

## E. Communications

- 6. For communication between Persons in Authority and Athletes, Canadian Tenpin Federation recommends:
  - a. Persons in Authority may only send texts, direct messages on social media or emails to individual Athletes when necessary and only for communicating information related to team or sport-related issues and activities (e.g., non-personal information). Any such texts, messages or emails shall be professional in tone
  - b. Electronic communication between Persons in Authority and Athletes that is personal in nature should be avoided. If such personal communication is unavoidable, it must be recorded and available for review by another Person in Authority and/or by the Athlete's parent/guardian (when the Athlete is a Vulnerable Participant)
  - c. Parents/guardians may request that their child not be contacted by a Person in Authority using any form of electronic communication and/or may request that certain information about their child not be distributed in any form of electronic communication
  - d. All communication between a Person in Authority and Athletes must be between the hours of 6:00 a.m. and 11:00 p.m. unless extenuating circumstances justify otherwise.
    - i. Extenuating circumstances include, but are not limited to, changes in practice schedules or travel plans, medical emergencies, when necessary for safety reasons, etc.
  - e. Communication concerning drugs or alcohol use (unless regarding its prohibition) is not permitted

- f. No sexually explicit language or imagery or sexually oriented conversation may be communicated in any medium, no matter the age of the Athlete
- g. Persons in Authority are not permitted to ask Athletes to keep a secret for them
  - i. No confidential information should be communicated with an Athlete unless it pertains specifically to their sport performance
- h. If the athlete is a Vulnerable Participant, then the Person in Authority must include a person/guardian in all communications, electronic or otherwise

## F. Travel

- 7. For travel involving Persons in Authority and Athletes, Canadian Tenpin Federation recommends:
  - a. Teams or groups of Athletes shall always have at least two Persons in Authority with them
  - b. For mixed gender teams or groups of Athletes, reasonable efforts should be made for team staff to include one Person in Authority from each gender
  - c. If two Persons in Authority cannot be present, reasonable efforts should be made to supplement supervision with screened parents or other adult volunteers
    - i. Clause 13.b. also pertains to screened parents or adult volunteers
  - d. To the maximum extent possible, no Person in Authority may drive a vehicle alone with an Athlete unless the Person in Authority is the Athlete's parent or guardian. A Person in Authority must be accompanied by, at a minimum, a second Person in Authority or a second Athlete (both is preferred)
    - i. When the Athlete in question is a Vulnerable Participant, the Person in Authority must receive express written consent from the Vulnerable Participant's parent or guardian and there MUST be another Athlete or Person in Authority present
  - e. A Person in Authority may not share a hotel room or be alone with an Athlete unless the Person in Authority is the Athlete's parent/guardian or spouse
  - f. Room or bed checks during overnight stays must be done by two Persons in Authority, preferably one of each gender if possible
  - g. For overnight travel when Athletes or Vulnerable Participants must share a hotel room, roommates will be age-appropriate and of the same gender (e.g., when one or more athletes are a minor, all roommates must be within two years of age of one another where possible).
  - h. If the younger Athlete is a Minor, or if circumstances make the requirement that Minor athletes be within two years of age of one another impractical, then the parent/guardian must provide express, written consent to Canadian

Tenpin Federation for the lodging arrangement. Athletes of mixed gender who are not Vulnerable Participants may only share accommodations if requested, agreed to by all Athletes who will share the accommodation and if prior approval has been provided by Canadian Tenpin Federation.

- i. For overnight travel, two Athletes are not allowed to be in a room alone with the door closed unless it is their assigned room
- j. If staying in a double room, Athletes will not be allowed to select their roommate. Those decisions will be made by Canadian Tenpin Federation. The preferences of the Athletes will not determine rooming assignment, but Canadian Tenpin Federation will consider previous conflicts between athletes or other relevant considerations when selecting roommates.
- k. When athletes under the age of 16 are travelling, it is recommended that their parent or guardian travel with the team (at their own expense) where reasonably possible and where permitted by the rules of the applicable event
  - i. Parents/guardians must provide an up-to-date background check and complete the Safe Sport training before traveling with the team
  - ii. Parents/guardians will not be allowed on the field of play unless they are exercising an official function with Canadian Tenpin Federation or the event
8. Minor Athletes (under 18 years of age) traveling with individuals other than their parent/guardian must keep with them a Minor Travel Consent Form (signed by their parent/guardian). A Minor Travel Consent Form is attached at the end of this Policy as Appendix "A" to this Policy

#### **G. Extended Stay Travel**

9. Athletes who travel with Canadian Tenpin Federation for competitions or training camps and who are of the age of majority (18 years and older) are not required to return home with Canadian Tenpin Federation following the conclusion of the competition or training camp if they wish to extend their travel. Such Athletes must obtain prior written approval from Canadian Tenpin Federation to extend their stay.
10. Athletes who travel with Canadian Tenpin Federation for competitions or training camps and who are under the age of majority (18 years) are not required to return home with Canadian Tenpin Federation following the conclusion of the competition or training camp if they wish to extend their travel. Such Athletes must obtain prior written approval from Canadian Tenpin Federation and must also have the written permission of their guardian/parent to extend their travel. In addition, no Athlete under the age of majority will be permitted to extend their travel unless they are under the supervision of a guardian/parent for any extended travel.

11. Irrespective of their age, all Athletes who wish to extend their travel following the conclusion of a competition or training camp must officially notify the team manager or designate at the moment that they leave the team.
12. Once an Athlete has officially notified and left the team, they will be responsible for all of their expenses and will not hold Canadian Tenpin Federation responsible in any manner whatsoever from that time forward. This includes, but is not limited to, accommodations, meals, personal travel, equipment damages and insurance.

## **H. Locker Rooms/Changing Areas**

13. For locker rooms, changing areas, and other closed meeting spaces, Canadian Tenpin Federation recommends:
  - a. Interactions between Persons in Authority and Athletes should not occur in any area where there is a reasonable expectation of privacy such as a locker room, washroom or changing area. A second screened adult should be present for any necessary interaction between an adult and an Athlete in any such area
  - b. 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, for reasons including but not limited to team communications and/or emergencies

## **I. Photography/Video**

14. For all photography and video of an Athlete, Canadian Tenpin Federation recommends:
  - a. Photographs and video should only be taken in public view and with consent of Athlete. Photography/videography must observe generally accepted standards of decency, and be both appropriate for and in the best interest of the Athlete
  - b. The use of recording devices in areas where there is a reasonable expectation of privacy is strictly prohibited ( e.g., a locker room)
  - c. Examples of photos that shall be edited or deleted include:
    - i. Images with misplaced apparel or where undergarments are showing
    - ii. Suggestive or provocative poses
    - iii. Embarrassing images

## **J. Physical Contact**

15. 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. For physical contact, Canadian Tenpin Federation recommends:
  - a. A Person in Authority must always request permission to make physical contact from the Athlete in advance and clearly explain where and why the physical contact will occur. The Person in Authority must make clear that the Athlete is not

required to permit physical contact. It is strongly recommended that physical contact happen in open and observable environments and with another person (Athlete or Person in Authority) present

- b. Infrequent, incidental physical contact during a training session is not considered a violation of policy
- c. Non-essential physical contact may not be initiated by the Person in Authority. It is recognized that some Athletes may initiate non-essential physical contact such as hugging or other physical contact with a Person in Authority for various reasons (e.g., such as celebrating or crying after a poor performance). This physical contact should always occur in an open and observable environment.