



# SASK SPORT

## Safe Sport Manual Implementation Checklist

Our organization has approved the new Sask Sport Safe Sport Manual required for PSO compliance with Sask Sport membership conditions, and which will be confirmed after checklist below is completed: \*Please ensure completion by March 31, 2024.

Checklist List	Organization	Sask Sport
Introduction <ul style="list-style-type: none"><li>Insert PSO title, name of sport (community) and contact info for your organization where highlighted on pages 1-2</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
1. Definitions <ul style="list-style-type: none"><li>Insert definition of "members" as per your organization's bylaws or enter "see PSO bylaw" and include applicable sections</li><li>Enter PSO name where highlighted</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
2. Athlete Protection Policy <ul style="list-style-type: none"><li>Organization name and contact information as indicated by highlighted areas throughout and where applicable, national sport organization title, international sport federation title, etc.</li><li>Implementation, review and board approval dates, replaces or amends information, as applicable</li><li>Make necessary edits to ensure your PSO can follow this policy. If some of the points listed are not feasible in your sport's environment, propose (with tracked changes) amendments that are and submit to Sask Sport for approval</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
3. Code of Conduct and Ethics <ul style="list-style-type: none"><li>Organization name and contact information as indicated by highlighted areas throughout and where applicable, national sport organization title, international sport federation title, etc.</li><li>Implementation, review and board approval dates, replaces or amends information, as applicable</li><li>UCCMS was adopted by your organization on (Enter date)- likely to be same date as Safe Sport Manual implementation if not already done previously (page 13, point 7)</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
4. Discipline and Complaints Policy <ul style="list-style-type: none"><li>Organization name and contact information as indicated by highlighted areas throughout and where applicable, national sport organization title, international sport federation title, etc.</li><li>Implementation, review and board approval dates, replaces or amends information, as applicable</li><li>Point 15 -If granted permission by Sask Sport ahead of time, provide NSO's Independent Third Party (ITP) info to be used instead of Sask Sport's ITP</li><li>If using Sask Sport's ITP, ITP Sport, remove highlighted text related to the NSO's ITP</li><li>List individual (executive director or equivalent) to impose a provisional sanction (page 25, point 26)</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>

	Organization	Sask Sport
<p>5. Investigations Policy</p> <ul style="list-style-type: none"> <li>Organization name and contact information as indicated by highlighted areas throughout and where applicable, national sport organization title, international sport federation title, etc.</li> <li>Implementation, review and board approval dates, replaces or amends information, as applicable</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Alternative Dispute Resolution Policy</p> <ul style="list-style-type: none"> <li>Organization name and contact information as indicated by highlighted areas throughout and where applicable, national sport organization title, international sport federation title, etc.</li> <li>Implementation, review and board approval dates, replaces or amends information, as applicable</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Appeal Policy</p> <ul style="list-style-type: none"> <li>Organization name and contact information as indicated by highlighted areas throughout and where applicable, national sport organization title, international sport federation title, etc.</li> <li>Implementation, review and board approval dates, replaces or amends information, as applicable</li> <li><b>Optional for PSOs to determine if the Appeal Policy applies to team selection decisions</b> (page 41, point 4) and determine the administrative appeal fee and payment procedures (page 42, point 6.i)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Social Media Policy (optional)</p> <ul style="list-style-type: none"> <li>Determine whether PSO adopts the optional (but recommended) Social Media Policy as part of the Safe Sport Manual</li> <li>Organization name and contact information as indicated by highlighted areas throughout and where applicable, national sport organization title, international sport federation title, etc.</li> <li>Implementation, review and board approval dates, replaces or amends information, as applicable</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Screening Policy</p> <ul style="list-style-type: none"> <li>Organization name and contact information as indicated by highlighted areas throughout and where applicable, national sport organization title, international sport federation title</li> <li>Implementation, review and board approval dates, replaces or amends information, as applicable</li> <li>Appendix B-Application form -Insert link where this policy manual will be located on your organization's website</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. Conflict of Interest Policy</p> <ul style="list-style-type: none"> <li>Organization name and contact information as indicated by highlighted areas throughout and where applicable, national sport organization title, international sport federation title, etc.</li> <li>Implementation, review and board approval dates, replaces or amends information, as applicable</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Safe Sport Liaison</p> <ul style="list-style-type: none"> <li>Provide name, position and contact information for the individual(s) who will fulfill this role in your organization</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

	Organization	Sask Sport
<b>12. Final Approved Version</b> <ul style="list-style-type: none"> <li>Signed copy of your organization's Safe Sport Policy Manual provided to Sask Sport for approval. Approved version posted on member's website</li> <li>Board meeting minutes verifying adoption/implementation of PSO Safe Sport Policy Manual including passing of appropriate motion during meeting</li> <li>Remove outgoing dispute resolution policies (5 part policy suite from 2016) from your organization's website and or operations manual or other areas where it was made accessible for members</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

### Sask Membership Information

Organization \_\_\_\_\_

Individual's Name \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Please indicate how your association plans to communicate this policy to your membership.

☐ Website

☐ Email

☐ Newsletter

☐ Member Meetings

☐ Other:

**Please submit this checklist, along with above required policies to:**

Nathan Cole, Provincial Sport Consultant at [ncole@sasksport.ca](mailto:ncole@sasksport.ca) or by submitting online via Sask Sport website.

### SASK SPORT USE ONLY

Date Received: \_\_\_\_\_

Review Comments: \_\_\_\_\_

Review Status: ☐ Approved ☐ Approved Pending ☐ Not Approved

Sport Consultant Authorization: \_\_\_\_\_