

## **PARTICIPANT PROTECTION POLICY – UPDATED JANUARY 2022**

SDCAA/Encorps strictly prohibits all conduct, which could pose a threat to the safety of participants within our organization.

Anyone who receives information of any kind (verbal or written, informal or formal) suggesting that misconduct related to participant safety that has occurred that is connected in any way to individuals or activities associated with any Encorps event or activity must report the matter immediately to the Executive Director and the Admin Assistant (or alternatively, the President only if one of the aforementioned is identified as the offender).

A report to an appropriate law enforcement agency may also be appropriate and is at the discretion of the person who receives information of potential misconduct. Misconduct related to participant safety that is covered by this policy includes:

- any misconduct of a sexual nature or potentially classified as a sex offence under applicable law;
- any misconduct in which actual or suggested sexual relations is an element;
- any harassing conduct pertaining to an individual's sex, gender, sexual orientation or gender expression;
- and any conduct involving harm to a minor.

What Action Will be Taken? Upon receiving a report, SDCAA/Encorps will conduct an effective internal investigation, report the matter to the appropriate law enforcement authorities if necessary and take appropriate and effective remedial action under the circumstances.

Anyone found to have participated in misconduct that threatens the safety of a participant will be removed from their position and banned from the association.

SDCAA/Encorps will not retaliate against anyone for reporting suspected misconduct or for participating in an investigation or inquiry.

### **Critical Incident Report:**

This form will be mainly used by the instructors to report any incident that happened at rehearsals, such as falls or equipment strikes. Basically, any time one of the members sits out due to following our Return to Sport policy, the instructor must complete one of these. The only exception is when a member sits out due to a pre-existing issue that did not transpire while at rehearsal. An example would be: member needs to catch their breath and relax for a bit during rehearsal due to suffering a cold or other ailment.

This form can also be used by a member, staff, board or parent if they feel they have something critical to report to the organization. This could include an incident of bullying, harassment or an injury not reported to the instructor.

You will find this form on the main document page within Charms. Instructors will also have access to these at rehearsals.

Please Note: this form should only be used for its intended use – critical incidents that happen with Encorps or at an Encorps event.

## Associated Policies (can be located in the official Policy Manual for SDCAA/Encorps Winterguard)

### 1. Member Privacy and Confidentiality

Encorps takes our memberships privacy very seriously. Membership rosters will only be shared with the Secretary of the Association as required by Alberta Services and with the Instructors and Chaperone Coordinator.

The association will also ensure that all personal information collected by the association is used only for its intended purposes and any files, electronic or otherwise are destroyed in a way that ensures the integrity of the details.

Member Registration Forms: One paper/electronic copy held by the Executive Director. Name of member, parent/guardian, physical address, email and phone numbers are entered into Charms (secure Customer Relationship Management database).

Information will not be shared with third parties with the exception of AGLC if required by audit.

Media Authority Forms: One paper/electronic copy held by the Executive Director.

Member Participant Form: One paper/electronic copy held by the Executive Director, one paper copy held by an instructor and/or chaperone. Information will not be shared with third parties with the exception of official Medical Personnel if required.

Code of Conduct: One paper/electronic copy held by the Executive Director.

Confidentiality Form: One paper/electronic copy held by the Executive Director.

Financial Assistance Application (an all supporting documents): One paper/electronic copy held by the Executive Director. Verbal information will be communicated to board committee only for purposes of decision making.

Chaperone Application (and all supporting documents): One paper/electronic copy held by the Executive Director. Application information will be shared with board committee only for purposes of decision making.

Travel Declaration: One paper/electronic copy held by the Executive Director.

Youth Travel Documents: One paper/electronic copy held by the Executive Director, one paper copy held by chaperone.

Resumes (and supporting documentation): One paper/electronic copy held by the Executive Director. Application information will be shared with hiring committee only for purposes of decision making.

### 2. Injury and Return to Sport

#### Guidelines for Injury:

- Advise instructor AND attending chaperone (if applicable);
- Instructor does a scan of injury – if there is no immediate sign of \*extreme injury, bench the member for 10 minutes;
- If, after 10 minutes, the member feels the same or worse, the instructor will contact the parent to advice of injury. Parent can then decide whether the member will be picked up early or will stay until the end of the rehearsal.
- Once the parent has picked up their child it is up to them whether the injury warrants further inspection by a medical professional.

\*Extreme injury: visual bone break, open wound, quick swelling and any head injury

#### Guidelines for Safe Return

<https://www.verywell.com/when-is-it-safe-to-return-to-sports-after-an-injury-3119404>

- You are pain free. If it still hurts, don't use it.

- You have no swelling. Swelling is a sign of inflammation. If you still have swelling, it is too early to return to sports.
- You have full range of motion. Compare the injured part with the uninjured opposite side to see if you have regained range of motion.
- You have full or close to full (90 percent) strength. Again, compare with the uninjured side to see if strength has returned.
- [For lower body injuries](#) - you can perform full weight bearing on injured hips, knees, and ankles without limping. If you are limping, you are still not ready to return to sports. An altered gait can lead to further pain and problems.
- For upper body injuries - you can perform throwing movements with proper form and no pain

Keep in mind that even when you feel 100 percent you may have deficits in strength, joint stability, flexibility or skill. Take extra care with the injured part for several months.

- These are guidelines only; you should follow your physician's advice regarding return to sports.

### 3. **Reporting Injury**

If a member is unable to rehearse due to injury or illness for more than 2 rehearsals, the expectation is that an estimated return time is communicated to both the instructor and the Program Director. Member should still be available at all rehearsals so that they can hear of any changes, stay connected to the program and keep the show fresh in their minds.