

Travel Guidelines to Help Protect Children in Sport

These guidelines are intended for use by sport organizations to help establish a common understanding of expectations for increasing the protection of children/youth (athletes) taking part in overnight trips. The Coaching Association of Canada strongly recommends coaches and athletic staff are to adhere to the Rule of Two¹ in interactions with athletes. Athletes and parents are to be informed of the Rule of Two and how it applies to all coach and athletic staff interaction with athletes.

OVERNIGHT STAYS

The guidelines on managing overnight stays prioritize the physical and emotional safety of all athletes:

- Always aim to ensure that people are roomed with those with whom they feel comfortable and safe, and invite athletes/parents to provide any details, specifications, as well as suggestions about whom they or their child feel most comfortable.
- It is recommended that athletes under the age of 13 stay in hotel rooms with their parents/guardians.
 - If a child's parent/guardian is not present, then arrangements should be made (signed permission form) for a child to share a room with another athlete and their screened guardian.²
 - If there are situations where athletes under the age of 13 do not have a parent/guardian available for travel, consider grouping these athletes together with older athletes who are chosen to help supervise.
- If athletes over the age of 13 are assigned to hotel rooms together, arrangements should include placing similarly aged and same gender teammates together, giving consideration to your organization's inclusion policy (should one be in place).
- Coaches and/or athletic staff should not be permitted share rooms with athletes.
- Screened adult chaperones are placed on all floors with athletes. Whenever possible, athletes all stay on the same floor and same wing in the hotel. Interactions between athletes and adult chaperones, coaches, and/or athletic staff follow a rule of two.³
- Establish expectations of privacy with athletes, coaches, and athletic staff around bathroom use, showering, and changing in hotel rooms and dorm rooms. Adults, including team staff and chaperones, should **not** share bathrooms or showers with athletes.
- Specify where athletes can and cannot go on their own or without an adult accompanying them. Establish expectations that athletes must use the buddy system when within the hotel, but outside of the room. If leaving the hotel, an adult chaperone must be informed, athletes must be in groups of three or more, and athletes must adhere to curfew hours and policies about where they can and cannot go unsupervised.

¹ The Coaching Association of Canada's Responsible Coaching Movement has formalized the Rule of Two as meaning that a coach is never alone or out of sight with a child. For additional details about the Rule of Two and the Responsible Coaching Movement, visit www.coach.ca.

² The Canadian Centre for Child Protection's Commit to Kids Program Kit (www.commit2kids.ca) provides guidelines and templates for screening of employees and volunteers. Screening of parents should be similar given the role they may play with other athletes during travel. In addition, this kit helps sport organizations assess their programs, services, procedures, and provides templates to assist in updating or creating policies and procedures, and a code of conduct from a child protection lens.

³ In the context of this document, a rule of two means that, with the exception of the child's parent/guardian, no adult should be alone with the child during the travel. Alone means out of sight of another responsible adult.

The above are general guidelines and are not intended as a replacement for legal advice. References to third party resources are not endorsements.

- Athletes do not leave the room after curfew without adult chaperones and only within team guidelines or with expressed permission (except in the event of emergency).
- Coaches and athletic staff should not be meeting with the athletes in personal/private spaces such as hotel rooms or change rooms.
- Always use designated conference rooms/meeting areas in hotels for socialization between athletes, coaches, athletic staff, and chaperones (e.g., athletic therapists, doctors, and nutritionists). All socialization occurs in groups and is subject to a rule of two. Meetings and other interactions between athletes, coaches, athletic staff or chaperones take place in public areas of the hotel or an athletic facility, and does not occur in hotel rooms.
- Chaperones are responsible for the safe transport of athletes and are to accompany them in groups. If a situation requires transporting a single athlete, adhere to a rule of two or parents should transport their own child. All transportation should be transparent where it is well communicated who is with the youth athletes, when, and for what purpose.
- Safety planning: if athletes are sleeping in a room without parents/guardians, a safety plan shall be put in place. This plan is clearly communicated and shared in writing with the athletes and parents/guardians on the trip. This should be done in advance of the trip in order to allow for questions and feedback. A safety plan shall include:
 - Having adult chaperones, who adhere to a rule of two, in the hotel and available to athletes at all times.
 - Answering the door (e.g., not opening the hotel room door for someone unknown or unexpected). Coaches, athletic staff, and adult chaperones (and in some instances parents) should not show up at the hotel rooms without phoning in advance.
 - Behaviour expectations: athletes are not to leave their hotel room at night except in case of emergency (and in accordance with the emergency situation procedures); no alcohol/drugs; steps for an athlete to take should there be behaviour issues with another athlete to address with an adult in charge; and what to do should the athlete have a concern with a coach, member of the athletic staff, chaperone, or other adult.
 - Emergency situation procedures (e.g., in case of injury, severe illness, accident, fire, hotel evacuation).
 - A phone list should be shared with athletes and parents which includes numbers for coaches and athletic staff on the trip, parents/guardians of each child, and emergency phone numbers.⁴
 - Establish expectations for use of electronic devices (e.g., phones, tablets, computers), including:
 - Prohibiting taking pictures or recording videos of others in private situations (e.g., in bathrooms, when changing, or when sleeping), or in a secretive or disrespectful manner;
 - Ensuring athletes receive permission from another athlete prior to taking pictures⁵ of or recording videos that person both in field of play or off;
 - Prohibiting private communications between an individual athlete and a coach/athletic staff member/chaperone other than for that which is directly related to and necessary for the sporting event. Should communication be in an electronic format, the athlete's parent/guardian should be included on the communication.

4 When creating/using a phone list it should be made clear that the list is to be used only in the context of the trip. Adults should not be using the phone list to contact athletes for any purpose outside of the trip.

5 This does not include the sport club/association/team taking photos. A consent form should be provided to parents/guardians at the start of the year to obtain permission to film athletes for any purposes. From a child protection perspective, consideration should be given to having a team camera that is used to take pictures of athletes, and to having procedures in place to ensure the transparency of what has been photographed/recorded.

OTHER RESOURCES:

These guidelines do not address billeting. For information on athletes being billeted, you may wish to refer to other resources, such as [Hockey Canada's Player Billeting Resource Package](#), as a reference for developing guidelines in this area.

The Coaching Association of Canada has created a resource on supporting gender nonconforming, trans, and nonbinary athletes during travel. For more information, please refer to the document titled [Inclusivity Resource Supplement for Travel Guidelines to Help Protect Children in Sport](#).

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Resource Supplement for Travel Guidelines to Help Protect Children in Sport

These guidelines are intended for use by sport organizations to help establish a common understanding of support considerations, tools, and resources for safe and inclusive travel, including overnight trips. It is recommended that sport organizations also access the resource [Travel Guidelines to Help Protect Children in Sport](#), made available by the Canadian Centre for Child Protection Inc.

GENDER AND INCLUSIVITY CONSIDERATIONS:

- Key considerations: the physical and emotional safety of all athletes is the number one priority. Allow the parent/guardian to provide any specific needs that a person may have with regards to rooming with anyone. A statement, from the sport organization or coach, about gender diversity and inclusivity would be useful, such as “Inclusion and safety of all athletes are taken seriously. We aim to ensure that people are roomed with those with whom they feel comfortable and safe. We welcome anyone to provide any details, specifications, as well as suggestions about whom they feel most comfortable. This is particularly important if they do not identify as the same gender as those with whom it is safe for them to share space.”
- Best inclusion practices benefit everyone. If anyone has any specific needs about who they shouldn’t room with, provide an opportunity for them to share this information. *Refer to the sample survey in this document.*
- People may have accessibility needs or special needs required to help ensure they get their best sleep. Arrangements should be based on needs of the athletes. *Refer to the sample survey in this document* to assist in identifying the needs of a person to help inform how to room people together (e.g., sleep time/schedule, darkness level in the room, schedule for games, issues that may come up with traveling, if siblings want to stay in the same room together, etc.).

KEY CONSIDERATIONS WHILE IN COMMUTE/TRAVELING:

- Safety considerations in gendered spaces are often specific to those who are gender diverse or express their gender in nonconforming ways. Gender nonconforming, trans, and nonbinary youth and adults are often subjected to discrimination and harassment based on their gender and/or gender expression, particularly in public spaces and in regards to access (or lack thereof) to bathrooms that best reflect their gender and/or which are safe for them to use. Gender identity and gender expression are prohibited grounds for discrimination — although each provincial and territorial human rights code may differ slightly in terms of how it is administered. *Refer to supporting content in this document to learn more about terminology and definitions.*
- Identification documents: It is crucial to understand that transphobic discrimination and harassment often occurs in contexts of traveling as a result of the security checks that may require presenting identification documents. Identification documents may not best reflect those who have transitioned and/or who may present differently and/or use different names. It is important to take proactive approaches to ensure that athletes feel supported while going through processes that require showing identification documents. Have conversations before traveling with those who have disclosed as being trans, nonbinary, or gender nonconforming to determine if they have any specific needs or how an adult chaperone or coach/staff might support them through the process. *Refer to supporting content in this document for an example related to ID for trans, nonbinary, or gender nonconforming persons.*

- **Access to gendered facilities:** Inquire ahead of time about whether there are gender neutral bathrooms and change rooms available (e.g., often single stall accessible bathrooms work) at the venues/hotels to which teams are traveling. This includes thinking about any other stops that the teams may make. If there are no gender neutral/universal facilities available, inquire about whether any accommodations can be made ahead of time. Do this as best practice, even if no one has requested such accommodations. Because not every gender nonconforming, trans, and/or nonbinary person is out, if you have not seen or heard of anyone being trans, nonbinary, or gender nonconforming does not mean the need for gender neutral spaces does not exist. Those who may express their gender outside of what is ‘expected’ of boys and girls can also experience transphobia and gender policing (i.e., the regulation of people’s presentation of gender through ideals of what a perceived boy or girl should look, behave, and sound like, as well as what they can or cannot do). *Refer to supporting content in this document to learn more about human rights code requirements.*
- **Proactive and responsive approaches:** If you have any trans, nonbinary, or gender nonconforming athletes on your team, begin conversations ahead of time about traveling, the supports they may need, and determine how often they would like to meet to discuss safety. Allow them to take the lead on how much support, if any, they would like when being on the road and going to any locations that are foreign to them. Ask how they can be supported if or when any incidents happen. *Refer to supporting content in this document on prompts for conversations for support.*
- **Safety Planning/Reporting:** Depending on the amount of support a trans, nonbinary, or gender nonconforming may need, it is crucial to talk about how to best approach situations wherein any transphobic harassment or incidents happen. The number one priority is the emotional, psychological, and physical safety of the person. Provide support as needed (ideally from information attained ahead of time). Understand how to address those situations by educating yourself about the environment/spaces your team is in and, if required, how to report incidents. Ensure that there is a protocol/process that enables athletes and any supporting adult to report incidents. Take measures which proactively enable your athletes to provide you with feedback and if anything were to happen, follow up to ensure that a sense of safety can be restored. Impacts on the athletes and their athletic performance can be tremendously negative if they do not feel safe — traveling often puts trans, nonbinary, or gender nonconforming people at a higher risk for any transphobic and/or homophobic behaviours from strangers which can cause increased levels of anxiety in addition to any experienced when traveling to foreign places.

WEBSITES CONTAINING SUPPORTING INFORMATION

TOPIC / THEME	NOTES	LINK
2SLGBTQ Terminology Definitions	Link to search for updated terms and definitions	https://www.queerundefined.com/
	Printable glossary from Egale Canada	https://egale.ca/wp-content/uploads/2017/03/Egales-Glossary-of-Terms.pdf
Overview of Human Rights Code by Province and Territory	From Canadian Centre for Diversity and Inclusion — important to understand how these are administered	https://ccdi.ca/media/1414/20171102-publications-overview-of-hr-codes-by-province-final-en.pdf
Creating Inclusive Environments for Trans Participants in Canadian Sport — Policy and Practice Template for Sport Organization	From Canadian Centre for Ethics in Sports	https://cces.ca/sites/default/files/content/docs/pdf/creating_inclusive_environments_for_trans_participants_in_canadian_sport_practice_and_policy_template_final_e.pdf
Creating Inclusive Environments for Trans Participants in Canadian Sport	From Canadian Centre for Ethics in Sports	https://cces.ca/sites/default/files/content/docs/pdf/cces-transinclusionpolicyguidance-e.pdf
Canadian Human Rights Bill C-16	Understanding of Canadian Human Rights on Gender Identity and Expression as Protected Grounds	https://egale.ca/billc16/
Ontario — Gender and sex information on government IDs and forms	How to make gender changes on IDs as well as statistics/information from their consultation	https://www.ontario.ca/page/consultation-gender-and-sex-information-government-ids-and-forms
Gender and sexual diversity glossary	From the Government of Canada's Translation Bureau	https://www.btb.termiumplus.gc.ca/publications/diversite-diversity-eng.html

OBTAINING FEEDBACK FROM TRANS, NONBINARY, OR GENDER NONCONFORMING ATHLETES

Getting feedback is a great way to ensure that all needs are being met. Keep the lines of communications as open as possible, in order to effectively build rapport and trust.

Example of communication tools/ideas:

- **Anonymous question box:** Carry a question/comment box with you to obtain feedback at the end of each travel day by handing out sheets of paper and pen/pencil. Ask everyone to draw how they feel and/or provide any feedback they have about their experience that day (names are optional).
- **Social media:** If athletes are active on social media, an organization may want to consider a platform where the coach can create a professional account, which has oversight by the organization, in which athletes can communicate concerns. If anything comes up, they can notify through the account. It should be openly communicated with athletes and parents that the organization oversees the account (has access and reviews communication, has all passwords, and that there is transparency). If anything gets shared that requires reporting, it will get reported.
- **Check-ins:** Consider providing check-in times by identifying at least two staff to champion this support. These can be as brief as 15 minutes where the staff champions give athletes a timed space to chat and talk. Having this practice can help build rapport and trust with athletes. This way, athletes can feel safe with their coach/support staff and everyone would be used to this practice, should anyone choose to come out.

KEY CONSIDERATIONS AND PROMPTING QUESTIONS TO PROVIDE SUPPORT

- **Responding to coming out:** If anyone chooses to disclose any information about their gender identity and/or sexual orientation, that information is confidential. Even if they are under 18.

Recommended best practices:

- Respond by thanking them for sharing openly with you — it often takes a lot of courage for anyone to come out. It shows that they trust you.
- Instead of deciding for them where that information goes, ask them what they would like you to do with the information. Provide some examples for them to make an informed decision.

Example: “Thank you, Taylor, for sharing this information. What would you like me to do with the information? I care about you and understand that this is important to you. What can I do and what else do I need to know to best support you?”

ONLY ask for more information that will be relevant to how you can support them. Do not expect them to educate you on everything.

Example: “In order for me to best support you, can you tell me more about what genderqueer means to you? I would like to understand in relation to what needs you might have on the team, especially when we are traveling.”

- **Proactive Approach**

Ask participants/athletes:

- Sometimes you cannot control accessing certain public spaces that may not have a gender neutral bathroom/change room. It is important to ask ahead of time about how you can accommodate the participant/athlete.

Example: “What would you need if anything were to happen while traveling, for example, you require a gender neutral bathroom, but the venue we are at doesn’t have any? What can I do to help support you before, in the moment, and after? Are there any ways in which we can accommodate your needs ahead of time?”

- **Responsive Approach**

If any program participants/athletes disclose that something had happened to them, consider the following:

- Their immediate needs — thank them for letting you know and ask them what their needs are and how you can support them best.
- Ask them for consent if you will be sharing the information with anyone. It is important that they know why and where the information is going.
- Do not respond by defending other people about their potential positive intentions.

Example: “Thank you so much for sharing this with me, it must’ve taken a lot. What are your immediate needs? What can I do to help support you? In order to make sure you get the best supports, can I share this information with [insert superior/parents], if not, where would you like this information to go so you can get the supports you need?”

SAMPLE TEMPLATE QUESTIONS FOR ROOMING SURVEYⁱ

Q1: Does the participant have a preferred roommate?

Yes (Provide name: _____)

→ What's your relationship with this person? _____

No

Q2: What does the participant need to get a good night's sleep?

A dim light on

Complete darkness

Q3: What does the participant need to wake-up?

One alarm

Multiple alarms ahead of time

Multiple alarms and someone to help

Q4: What is the preferred time for the participant to shower?

Morning

Night before bed

No preference

Q5: Does the participant have any rituals the night before a game that would impact your roommate?

Yes (Please specify: _____)

No

Q6: What is the participant's usual sleep time?

8-9 PM

9-10 PM

10-11 PM

11+ PM

Q7: Is there anything that the coaching staff and chaperones need to know about the participant in order to ensure that they feel safe and comfortable in their hotel room? (i.e. need to room with someone of the same gender due to religious reasons, need to room with someone specific because they feel safer with them, need to room with a sibling/related family member, etc.)

ⁱ Keep rooming survey confidential and destroy when no longer needed.