



Safe Sport Policies - Personalization Instructions

General Instructions for All Policies

Using these instructions, each policy should take less than 5 minutes to personalize.

1. Download the first policy “Athlete Protection Policy” and rename it. A suggestion might be 2024 Club Name - Athlete Protection Policy, or Athlete Protection Policy - Club Name 2024.
2. Move it to the best place for you to work from. It will be in your downloads folder at this point.
3. On the title page replace [Registered Club] with your club’s full legal name.
4. On the title page replace [Effective Date] with Jul 1, 2024 or an earlier date if your club’s board of directors adopts these policies before then.
5. If you want to truly personalize these policies, you could put your club logo on the cover page of each policy.
6. Next: On the Table of Contents page, double click into the footer and replace [Date] with the effective date from above. Click out of the footer once you are done.
7. Using the find and replace function in word [Edit>Find>Advanced Find and Replace]: Be sure to include the brackets [...] when you use this function, or they will remain in the document. You can “Replace All” or go one by one, whichever you are most comfortable with.
 - a. Find [relevant Division Member] and replace it with Cross Country Ski Association of Manitoba (CCSAM).
 - b. Find [Club] and replace with your club’s full legal name.
8. At this point there may be a few items left for you to deal with. Find them by scrolling through the document looking for items that are in yellow:
 - a. The first will usually be the definition of a participant. Put in the correct terminology per your by-laws. It will be either Member or Registrant unless your club uses something different.

- b. The second will usually be Privacy. Section 12 page 8. Follow the instructions. CCSAM has a privacy policy. You may opt to use it.
<https://ccsam.ca/about/about-us/policies/>
9. Once you've removed all of the yellow highlighted text you are done!
 - a. Save the Word document
 - b. Resave the document as a PDF file
 - c. Post to your website or member manual, if applicable.
10. Move on to the next policy.

Policy Specific Instructions

1. **Discipline and Complaints policy:** item 37 - be sure to appoint the appropriate person, perhaps a member of your club executive. This should not be your club coach.
2. **Screening policy:**
 - a. cc) on page 8, insert the name of the person responsible for this at your club.
 - b. Appendix B insert the link to the club's policies.
 - c. Save Appendices B through F separately for future use.
3. **Whistle Blower policy:**
 - a. Each club will need to appoint an officer. Replace the highlighted text with that person's name and/or title.