



Policy Name: Safe Sport Indemnification Policy	Date Adopted: February 8, 2021
Replacing: new	Last Review:

**Purpose:** The CKC 'Safe Sport Policy' raises the potential for CKO, Disciplines, Divisions, and Clubs, to be responsible for costs associated with the handling of a complaint under its Discipline and Complaints Policy and related provisions in the CKC Safe Sport Policy Manual. The purpose of this policy is to establish a Safe Sport Indemnity Fund to provide for reimbursement of reasonable expenses incurred in responding to a complaint under CKC's Safe Sport Policy in accordance with the policy.

**Application of this Policy:** This Policy applies to CKO itself, Disciplines, Divisions, and Clubs that are Members of CKO or was a Member at the time of the incident complained of, and in accordance with the provisions of this Policy. For purposes of this Policy, "Member" means a Discipline, Division, or Club that was a member of CKO at the time of the incident. Member does not include an individual. In all other respects, this Policy incorporates by reference all relevant provisions of the CKC Safe Sport Policy and Safe Sport Manual.

This Policy and any indemnification by CKO relate to complaints filed and investigations conducted under the CKC Safe Sport Policy only, and does not provide indemnification for complaints made or investigations conducted under the Criminal Code of Canada, the Canada or Ontario Human Rights Code, or any other legislation, code or policy regardless of whether they arise from the same event.

Reimbursement cannot exceed the total amount in the Safe Sport Indemnity Fund at any given time. Members are therefore encouraged to advise CKO of any matters where complaints have been filed under the CKC Safe Sport Policy at the earliest opportunity.

**Safe Sport Indemnity Fund:** CKO shall establish and manage a Safe Sport Indemnity Fund. The fund shall be initiated with a balance of \$30,000 and excess monies will be returned to the disciplines when the balance reaches \$45,000.

To ensure sustainability, CKO will establish an annual charge per participant that will be set at the CKO AGM, and to be collected at the same time and manner as discipline membership & insurance fees.

**Indemnification Coverage:**

The Treasurer is authorized to provide reimbursement in accordance with this Policy, to any Member that incurs costs resulting from the handling of an official complaint that is initiated under the CKC SafeSport Policy. That entity would be eligible for reimbursement of reasonable expenses incurred to respond to the complaint up to a maximum of \$5,000, without Board approval and the Treasurer maintains sole discretion to determine if Board approval should be considered for any request for reimbursement under this Policy. Any requests for reimbursement outside of this Policy shall only be approved by the Board.



**Expense Eligibility:**

1. Each application will be considered on its own merits.
2. Applicants may be the respondent to a matter under review, but for clarity, the costs covered only relate to the complaint handling costs.
3. Applicants must provide valid receipts for expenses claimed with evidence of payment. In the event evidence of payment is not provided any reimbursement may be made directly to the party issuing the invoice.
4. Eligible Expenses, for purposes of this Policy include fees related to retaining a Discipline Chair, Case Manager, or Discipline Panel, and fees related to the conduct of an Investigation, all as described in the CKC Safe Sport Manual. Eligible expenses do not include legal costs or any costs incurred by individuals.
5. This Policy is not intended to cover the full expense incurred by the Member and reimbursement of eligible expenses will be provided as follows:
  - i) the first \$500 = 100% reimbursement
  - ii) amounts from \$501- \$5,000 = 85% reimbursement
  - iii) amounts above \$5,001+ = up to 95% reimbursement, with Board approval
6. In addition to the limitations on expense reimbursement set out in subsection 5 above, reimbursement for eligible expenses will be limited as follows:
  - i) \$500 maximum in respect of Discipline Chair complaint resolved at the Club level
  - ii) \$1,000 maximum in respect of Discipline Chair complaint resolved at the Division, Discipline or CKO level
  - iii) \$7,500 maximum for matters referred to a Dispute Resolution Panel and/or a Discipline Panel
  - iv) \$10,000 maximum for matters referred to an Investigation by the CKC Case Manager
7. Any reimbursement of expenses over \$5,000 requires the approval of the CKO Board.
8. The Treasurer may at any time, refer the decision on an application under this Policy to the Board, for any reason determined by the Treasurer.
9. CKO shall only reimburse expenses under this Policy to the extent the Safe Sport Indemnity Funds has available monies. Applying for funding does not guarantee in any way that reimbursement will be made; CKO makes no commitment whatsoever to assume any responsibility for reimbursement.
10. This Policy comes into effect on the day that it is approved, and applies to complaints initiated after the Policy has been approved. For clarity, the complaint initiation date is the date the written complaint was received by the CKC Case Manager.