



Dear Member Clubs and Club Leaders:

We are pleased to announce the launch of *“Safe and Respectful Workplace”* which provides education and information on best practices, including background check policies, to protect the safety and well-being of tennis participants and create positive environments for everyone to enjoy and prosper in tennis.

This initiative provides a series of recommendations for clubs and coaches, outlined below. Some of the recommendations relate specifically to policies for background checks and encourage all member clubs to register an account with CAC preferred partner, Sterling Talent Solutions (Sterling), to centralize background checks for their coaches and employees. Through Sterling, you will have the option to pay for your coaches or simply pass on the exclusive pricing to them. Coaches are also encouraged to set up individual accounts through Sterling to take advantage of exclusive pricing and benefits and easily access their own background checks.

Sterling’s platform is an efficient and affordable system and provides on-line background checks in one-business day. Clubs and Coaches are encouraged to take advantage of this member benefit by accessing Sterling’s designated web page for tennis related checks in Canada from our provincial website.

For general information about background checks, setting up your account and screening provider Sterling Talent Solutions, please see [Step-by-Step Instructions](#) and [FAQs](#).

About Safe & Respectful Workplace:

Safe and Respectful Workplace was initiated by the Tennis Professional Association (TPA) and supports the *Responsible Coaching Movement* (RCM) coordinated by the Coaching Association of Canada (CAC) and the Canadian Centre for Ethics in Sport (CCES). We strongly encourage clubs and coaches to adopt as many recommendations from *Safe & Respectful Workplace* as reasonably possible.

Highlights of the initiative include:

- Acknowledgement of new professional Coaching Code of Conduct and Declaration of Good Character will be a requirement to renew TPA membership
- Clear discipline procedures outlined for coaches breaching the Code of Conduct
- Easily accessible and reasonably priced background checks with the CAC recommended partner, Sterling Talent Solutions (Sterling)
- Education and implementation of the “Rule of Two”; two screened certified coaches are always present with a single athlete or multiple athletes when in an enclosed space
- Availability of the Respect in Sport and Respect in the Workplace online modules
- Information/education on best practices for hiring and on-going risk management
- Make Ethical Decisions (MED) online evaluation associated with NCCP certification

Thank you in advance for your support of this initiative. Together, we can ensure that the policies, procedures and daily practice at all levels of our sport lead to safe & positive environments for all tennis participants. For more information, please visit our provincial website, *Safe & Respectful Workplace*.

Sincerely,