ONEBADGE GUIDE

SAFE SPORT

VERSION 2.0 – AUGUST 25, 2026

1 WHY ARE THESE REQUIREMENTS IMPORTANT?

Keeping gymnastics safe, welcoming, and respectful is a shared responsibility. Athletes, coaches, judges, and other participants all play a role in creating a safe sport environment.

GymCan's compliance requirements help ensure participants have completed the Safe Sport education, screening, and training required for their role. They help:

- Protect athletes and others involved in gymnastics.
- Build awareness of Safe Sport responsibilities and expectations.
- Ensure participants understand GymCan's standards of conduct.
- Meet applicable screening, education, and sport requirements.
- Confirm eligibility for applicable GymCan activities and events.

oneBADGE brings these requirements together in one place so you can easily identify, complete, and keep track of the requirements for your role.

1.1 COMPLIANCE AND ELIGIBILITY

All applicable oneBADGE requirements must be completed and kept current. Incomplete or expired requirements may affect eligibility for National Team activities, selections, assignments, events and/or accreditation, depending on your role.

2 GETTING STARTED WITH ONEBADGE

You will receive an email from oneBADGE with instructions to set up your account. If you do not see the email, check your junk or spam folder.

To activate your profile:

1. Follow the link in the oneBADGE email and sign in using the information provided.
2. Create a new password.
3. Complete all required profile information.
4. Upload a clear, high-quality photo of yourself.

Once your profile is complete, the requirements assigned to your role will appear under My Tasks.

2.1 ATHLETES UNDER 18

Athletes under 18 may complete a oneBADGE profile; however, a parent or guardian must complete or sign any required consents and forms on the athlete's behalf.

Athletes under 14: If you are unable to obtain an NCCP number for CAC Safe Sport Training, the training should be completed with a parent or guardian using the parent or guardian's NCCP number.

3 WHAT YOU NEED TO COMPLETE

Use the matrix below to identify the compliance requirements that apply to your role. An **X** indicates that the requirement must be completed for that role.

Once you know which requirements apply to you, refer to Section 3 – Completing Your Requirements for instructions, renewal periods, and documents to upload to oneBADGE.

	National Team Coach	National Team Athlete >18	National Team Athlete <18	National Team Brevet Judge
Canadian Safe Sport Program (CSSP)	X	X	X	X
Code of Ethics & Conduct Policy	X	X	X	X
GymCan Risk Waiver	X	X	X	X
Emergency Contact Form	X	X	X	X
Photo of Passport	X	X	X	X
National Team Agreement	X	X	X	X
CAC - Safe Sport Training	X	X	X[1]	X
World Gymnastics License ID	X	X	X	X
VSS	X			X
Police Record Check		X		
Mobility Identity Verification			X	
Sport Integrity Canada – Anti-Doping	X	X	X	
Respect in Sport course	X			X
CAC - Making Headway	X			
NCCP # & Certification	X			

[1] For athletes under 14 who are unable to obtain an NCCP number, CAC Safe Sport Training should be completed with a parent or guardian using the parent or guardian's NCCP number.

4 COMPLETING YOUR REQUIREMENTS

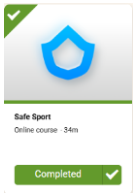
4.1 COMPLETE DIRECTLY IN ONEBADGE

The following requirements can be completed or updated directly in oneBADGE. No separate course or platform is required.

Requirement	Renewal
• Gymnastics Canada Code of Ethics & Conduct Policy	Annually: January 1
• GymCan Risk Waiver	Annually: January 1
• Emergency Contact Form	Annually: January 1
• Photo of Passport	Upon renewal of passport
• Police Record Check	Every 3 years, following the completion of a VSS
• Mobility Identity Verification	One-time requirement
• NCCP # & Certification	Update when new certification is achieved

4.2 SPORT INTEGRITY CANADA

4.2.1 CANADIAN SAFE SPORT PROGRAM (CSSP)



Information on the CSSP: https://sportintegrity.ca/canadian-safe-sport-program
CSSP Invitation
Link to course: https://education.sportintegrity.ca/
Estimated time: 35 minutes
Renewal: one-time requirement
Upload to oneBADGE: Signed participant consent form

1. Sign in or create a Sport Integrity Canada account.
   - Use GymCan's CSSP invitation/code **GYM333**.
2. Complete the CSSP e-learning **and** participant consent.
3. Download your signed consent form.
4. **Upload the form to oneBADGE.**
   - **Mobile users: avoid Safari.**

4.2.2 ANNUAL ANTI-DOPING COURSE

Information: https://sportintegrity.ca/anti-doping
Link to course: https://education.sportintegrity.ca/
Estimated time: 45 minutes for full course; 20 minutes for review
Renewal: January 1 – annual completion is required
Upload to oneBADGE: Completion certificate

1. Complete the Sport Integrity Canada Anti-Doping course.
2. Finish all modules and the final assessment.
3. Save your completion certificate.
4. **Upload the certificate to oneBADGE.**

4.2.3 FOR ATHLETES WHO ARE NOT MEMBERS OF THE NATIONAL ATHLETE POOL (NAP)

- Athletes who are not members of the National Athlete Pool (NAP) will not have the Anti-Doping course automatically assigned to their Sport Integrity Canada learning dashboard. These athletes must complete the untracked version of the course using the link below.

Link to course: https://sportintegrity.ca/anti-doping-untracked
Estimated time: 45 minutes
Renewal: January 1 – annual completion is required
Upload to oneBADGE: Completion certificate

1. Sign in using the same account you created for CSSP.
2. Complete the Sport Integrity Canada Anti-Doping course - untracked.
3. Finish all modules and the final assessment.
4. Save your completion certificate.
5. **Upload the certificate to oneBADGE.**

4.3 COACHING ASSOCIATION OF CANADA (CAC)

4.3.1 SAFE SPORT TRAINING

Information: https://coach.ca/sport-safety/safe-sport-training
*Link to course (in **The Locker**):* https://thelocker.coach.ca/
Estimated time: 90 minutes
Renewal: Every 5 years
Upload to oneBADGE: NCCP Transcript

4.3.2 MAKING HEADWAY IN SPORT

Information: https://coach.ca/module/nccp-making-head-way-sport
*Link to course (in **The Locker**):* https://thelocker.coach.ca/
Estimated time: 60-90 minutes
Renewal: Every 5 years
Upload to oneBADGE: NCCP Transcript

4.3.3 PROOF OF COURSES

Once you have completed the CAC course(s) required for your role:

1. Log into The Locker.
2. Go to Profile → Certification.
3. Download your NCCP transcript.
4. Confirm that your name and NCCP number are visible.
5. **Upload your transcript to oneBADGE.**

4.4 RESPECT IN SPORT

Information: https://www.respectgroupinc.com/respect-in-sport/
Link to course: https://gymnasticscanada.respectgroupinc.com/koala_final/
Estimated time: 150-180 minutes
Renewal: Every 5 years
Upload to oneBADGE: Completion certificate

1. Create an account or login to the RiS platform.
2. Complete Respect in Sport for Activity Leaders.
   - Judges may complete Respect in Sport for Officials instead.
3. Download your completion certificate.
4. **Upload your completion certificate to oneBADGE.**
   - Certification is valid for five years.

4.5 SCREENING REQUIREMENTS

4.5.1 VULNERABLE SECTOR SEARCH (VSS)

Renewal: One-time requirement
Upload to oneBADGE: Completed VSS

- Obtain a VSS through your local police service (may be online or in-person).
  - If police require an organization letter, request one from GymCan.
  - Your VSS must be completed for GymCan, a PTSO, or a gymnastics club. A VSS completed for another organization cannot be accepted.
  - Costs vary by location and are the responsibility of the National Team member.

4.5.2 POLICE RECORD CHECK

Renewal: Every 3 years
Upload to oneBADGE: Completed PRC

- Once you have a VSS, you will be required to submit a Police Record Check (PRC) every three years. This can be done directly through oneBADGE.
- If your role requires a Police Record Check to be completed directly through oneBADGE, a processing fee may apply. The applicable fee will be displayed in your oneBADGE account before you complete the check.
- If you have recently completed a Police Record Check and believe it may still be valid, contact GymCan before paying for or completing another check.

4.6 GYMCAN FORMS & DOCUMENTS

4.6.1 NATIONAL TEAM AGREEMENT

Renewal: January 1 – annual completion is required
Upload to oneBADGE: GymCan will upload the countersigned agreement on your behalf.

- Select the agreement that applies to your role and complete all required fields and signatures. Once countersigned, GymCan will upload the completed agreement to oneBADGE on your behalf.
  - Athlete (Carded)
  - Athlete (non-Carded)
  - Coach
  - Judge

4.7 WORLD GYMNASTICS LICENCE ID

What you need: Your World Gymnastics License ID
Update in oneBADGE: Enter your License ID in the applicable field.

4.7.1 ATHLETES

Renewal: Every 2 years – expiry date determined by World Gymnastics
Upload to oneBADGE: World Gymnastics License ID and expiration date

- Check your status on the World Gymnastics website.

4.7.2 COACHES

Renewal: Every 4 years – expiry date determined by World Gymnastics
Upload to oneBADGE: World Gymnastics License ID and expiration date

- Check your license paperwork or contact your HP Coordinator.

4.7.3 JUDGES

Renewal: One-time requirement
Upload to oneBADGE: World Gymnastics License ID

- Check your status on the World Gymnastics website.

5 FREQUENTLY ASKED QUESTIONS

5.1 ONEBADGE ACCESS & SUPPORT

- **I logged into oneBADGE, but I do not see any tasks. What should I do?**
  Confirm that your profile is complete, including your required profile information and photo. Once your profile is complete, the tasks assigned to your role should appear under My Tasks.
- **I received a "Client Action Required" notification. What should I do?**
  Check the Notifications section of your oneBADGE dashboard for instructions and any action required from you.
- **Can I use oneBADGE in French?**
  Yes. Use the language icon on the oneBADGE site to switch between available languages.
- **I need technical help with oneBADGE. Who should I contact?**
  Contact the oneBADGE Support Team:
  - ***Email:*** gymcanada@onebadgesport.com
  - ***Phone:*** 1-833-998-1277
  - *For questions about GymCan requirements or which requirements apply to your role, contact your High Performance Coordinator or Program Director/Manager.*

5.2 VULNERABLE SECTOR SEARCH

- **Can I use a VSS completed for another organization?**
  No. GymCan can accept a VSS completed for GymCan, a gymnastics club, or a provincial/territorial gymnastics federation only.
- **Do I need a new VSS every three years?**
  No. The VSS is a one-time requirement; the regular PRC is renewed separately every three years.
- **How long does a VSS take?**
  Timelines vary by police service, from hours to several weeks.

- **What if my police service requires a letter or will not process my VSS?**
  Contact GymCan for support.

5.3 SAFE SPORT & CERTIFICATION

- **My athlete is under 14. What should we do?**
  A parent or guardian should create the account and complete the required training with them.
- **Why are there two Codes of Conduct?**
  One covers the national CSSP requirements; the GymCan Code addresses GymCan-specific expectations.
- **How do I find my NCCP number?**
  Log in to The Locker through the Coaching Association of Canada. Your NCCP number is associated with your Locker profile. If you do not have an account, you will need to register. For assistance with your NCCP account or number, contact the Coaching Association of Canada at coach@coach.ca.

5.4 RESPECT IN SPORT

- **Can I transfer an existing certificate?**
  Yes, if it is an eligible Respect in Sport certificate completed within the past five years.
- **Why does it expire after five years?**
  Course content is periodically updated to reflect current safe-sport standards. Recertification keeps training current.

6 DOCUMENT HISTORY TIMELINES

Version	Date	Change(s)
Final 1.0	May 2025	Initial document
Final 2.0	August 25, 2026	Review