

## **SERVICE PROVIDER Application Form - Medical Coverage**

(as of May 31st, 2024)

### **1. CONTACT INFO:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ PC: \_\_\_\_\_

Email : \_\_\_\_\_ Phone #: \_\_\_\_\_

### **2. CONTACT INFO (Business/Clinic):**

Name: \_\_\_\_\_

Email : \_\_\_\_\_ Phone #: \_\_\_\_\_

Website : \_\_\_\_\_ Instagram: \_\_\_\_\_

*NOTE: Confidentiality – We do list your name, business (if applicable), qualifications and social media on our website so our clients can review current consultants and select who they would like to provide their service. However, phone, address and email information are for office use only and will not be put on our website.*

### **3. SELF-DECLARATION (Voluntary)**

Voluntary self-declaration is an opportunity for the SMSCS to better understand the diversity of our membership, consultants, and service providers. Any self-declaration will in no way affect your application acceptance and is solely used for statistical collection to help direct and guide us with future educational and professional programming for our members, consultants and service providers.

A) What gender do you self-identify with: (Refers to current gender which may be different from sex assigned at birth and may be different from what is indicated on legal documents).

Male  Prefer to Self-Describe:

Female  Prefer to not disclose

B) What heritage do you self-identify with:

Caucasian  Indigenous (First Nation, Metis, Inuit)

A member of a visible minority (a person, other than Indigenous, who are non-Caucasian)

Prefer to not disclose

C) Are you a person with a disability:

Yes  No  Prefer to not disclose

D) Can you speak English or French well enough to conduct a conversation in?

- English only                       French only  
 Both English and French       Any Other Language (please specify) \_\_\_\_\_

**4. Please indicate which sport medicine body you are a member of:**

- Physician:                      CASEM - General Member  
 Physiotherapist:              SPC-SK Section – General Member  
 Chiropractor:                    CAS-SIG Member  
 Registered Massage Therapist: CSMTA - Candidate Member  
    Athletic Therapist:              CATA - Certified Athletic Therapist

**5. Please indicate the services/programs you would like to provide on behalf of the SMSCS.**

Listed are only the programs/services that non-sport credentialed (SMSCS Service Providers) can provide:

- Sport Event Medical Coverage Program
  - Provide profession specific treatment (Pre/post massage, chiropractic treatment, etc).,
  - Provide on-field emergency & First Aid services (see note)  
**Note:** must also have obtained a First Responder certification
- Initial Assessment Services on high performance athletes (see note)
  - concussion assessment
  - injury assessment/return to sport following an injury program

**Note:** Members that have obtained their sport credentials (SMSCS Consultants) will always be asked to fulfil these requests prior to asking SMSCS Service Providers.

**6. PROFESSIONAL CREDENTIALS, QUALIFICATIONS, CERTIFICATIONS AND LICENSING:**

- Are you currently registered and/or licensed through your provincial and/or national professional body/organization (ie: SPC, CASM, etc)?
 

YES                       NO                       Not Applicable
- Are all your qualifications, certifications, memberships current & active?
 

YES                       NO                       Not Applicable
- Do you currently have professional liability insurance?
 

YES                       NO                       Not Applicable
- Please list all your formal Education and Credentials

- As of January 1, 2022, all Medical Personnel providing first aid and emergency type services as part of our Medical Coverage of Events program must have a current First Responder certification or equivalent.

- Do you have a current/updated Sport First Responder and/or First Responder for Medical Professional Certification, or equivalent?

NO

YES

If yes, which one? \_\_\_\_\_

When does it expire? \_\_\_\_\_

## 7. SMSCS REQUIRED EDUCATION, CERTIFICATIONS and SCREENING

- **Canadian Centre for Ethics in Sport (CCES)**

The SMSCS has agreed to abide by the Canadian Centre for Ethics in Sport (CCES) 'Canadian Anti-Doping Programs (CADP) Covenant'. As a result, all Service Providers are required to complete the Canadian Centre for Ethics in Sport (CCES) Anti-Doping On-Line Education Modules in order to be a consultant.

Follow the instructions below, complete the Courses, and submit copies upon completion:

- Please follow this link: <https://education.cces.ca/#/login> and sign up
- New User - Copy-and-paste the Enrolment Key: **SMSCS-staff** and enter it
- Previous User - Login to your account

- **Respect in Sport - On-line Education Program (RiS)**

Service Providers are required to complete the Sask Sport 'Respect in Sport' On-line Education Program. The program was developed by Sask Sport Inc. to assist coaches, sport leaders, and others involved and in contact with athletes in identifying abuse, bullying, harassment, and neglect in sport. The program's goal is to provide a safer and more respectful sporting environment for all to participate. To access and complete this program, please visit the following link:

<https://sasksrc.respectgroupinc.com/>

Once completed, please include your certificate with your submission package.

- **Criminal Record Check & Vulnerable Sector (CRC-VS)**

The Council requires you to submit a copy of a criminal record check "dated" within the past 36 months of submitting this application. PLEASE NOTE: If this is your first time submitting a criminal record check to us you will need to submit a criminal record check with vulnerable sector (CRC-VS). If you have previously submitted a CRC-VS you are only required to submit a criminal record check (CRC).

You can obtain a criminal record check with vulnerable sector as follows:

- Living in SASKATOON - <http://policerolutions.ca/checks/services/saskatoon/index.php?page=crcvs>
- Living in REGINA - <http://www.policerolutions.ca/checks/services/regina/index.php?page=crcvs>
- Living "outside" of Saskatoon or Regina - Please visit your local RCMP or local Police Department

Note: When completing or submitting, make sure it is a criminal record check with vulnerable sector (CRC-VS) and not just a criminal record check (CRC).

Note: The SMSCS does not provide a "request for vulnerable sector check letter" or reimbursement for the CRC-VS.

You can obtain a criminal record check as follows:

- Living in SASKATOON - <http://policesolutions.ca/checks/services/saskatoon/index.php?page=crc>
- Living in REGINA - <http://www.policesolutions.ca/checks/services/regina/index.php?page=crc>
- Living “outside” of Saskatoon or Regina - Please visit your local RCMP or local Police Department or go online (eg. myCRC or Sterling Backcheck)

PLEASE NOTE: You will be required to do a criminal record check every three years. If you are NOT REQUIRED to submit a criminal record check you will BE REQUIRED TO SUBMIT our Screening Renewal Form.

### 8. SMSCS SAFE SPORT POLICY

The SMSCS is required to have all Service Providers sign off on its Safe Sport Policy. Please click on each link to read and then check the box for each indicating your acceptance of the SMSCS Policy

- [Introduction & Definitions](#)

- [Athlete Protection Policy - Rule of 2](#)

By clicking here, I state that I have read, understand, and accept the SMSCS Policy related to Athlete Protection & the Rule of 2.

- [Code of Conduct and Ethics](#)

By clicking here, I state that I have read, understand, and accept the SMSCS Policy related to the Code of Conduct and Ethics.

- [Discipline & Complaints Policy](#)

By clicking here, I state that I have read, understand, and accept the SMSCS Policy related to Discipline & Complaints

- [Discrimination, Harassment, Maltreatment and Prohibited Behavior](#)

By clicking here, I state that I have read, understand, and accept the SMSCS Policy related to Discrimination, Harassment, Maltreatment and Prohibited Behavior

- [Social Media Policy](#)

By clicking here, I state that I have read, understand, and accept the SMSCS Policy related to Social Media

- [Conflict of Interest Policy](#)

By clicking here, I state that I have read, understand, and accept the SMSCS Policy related to Conflict of Interest

In addition to the above, the SMSCS Safe Sport Policy also requires the following:

### Canadian Sport Centre Saskatchewan – UNIVERSAL CODE OF CONDUCT TO PREVENT AND ADDRESS MALTREATMENT IN SPORT (UCCMS)

The “UNIVERSAL CODE OF CONDUCT TO PREVENT AND ADDRESS MALTREATMENT IN SPORT” is the core document that sets harmonized rules to be adopted by sport organizations that receive funding

from the Government of Canada. The SMSCS is requiring all Consultants and Service providers to accept the document as is, and becomes in effect for any work conducted through the SMSCS on Canadian Sport Centre Athletes registered as “Canadian Elite” or “Senior Carded.”

*The purpose of the UCCMS is to advance a respectful sport culture that delivers quality, inclusive, welcoming, and safe sport experiences. More specifically, I hereby consent to the collection, use, and disclosure of my personal information in relation to the administration and enforcement of the UCCMS, as detailed more fully in the following document.*

- **Universal Code of Conduct to Prevent and Address Maltreatment in Sport**

By clicking here, I state that I have read, understand, and accept the UCCMS.

### Screening Disclosure

Have you ever been convicted of a crime, if so, please check appropriate box below. (Note: If any boxes below have been checked the SMSCS staff will follow up with you for further information).

I have been convicted of a crime in the past.

If you have ever been disciplined or sanctioned by a sport governing body or by an independent body (e.g., private tribunal, government agency, etc.) or dismissed from a coaching or volunteer position, please check the box. (Note: SMSCS staff will follow up with you for further information).

I have been disciplined or sanctioned by a sport governing body or by an independent body in the past.

If there are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you please check the box. (Note: SMSCS staff will follow up with you for further information).

I have criminal charges or sanctions currently pending or threatened against me

**9. PLEASE NOTE the following important INFORMATION:**

- As an SMSCS Service Provider I am responsible to ensure the privacy and confidentiality of all clients & personal and service/treatment related information. I will obtain written consent if I plan on sharing clients personal or service/treatment information with any other consultant, service provider or practitioner. I will also ensure that I am compliant with any other privacy and confidentiality policies and procedures imposed by law or governing my profession.
- All Service Providers must promote the Council and its programs and services. They must also recognize the Council as the co-presenter of all session/presentations. (Note: informational promotional slides are available to insert into all presentations)
- The Council's current pay rate for Medical Coverage of Events is currently \$50 per hour
- To receive payment one of the following must be submitted: (1) A detailed invoice (including dates, names, provider contact information, and a digital signature), OR a completed SMSCS Honorarium/Expense form, with a digital signature.
- Service Providers are expected to provide input and/or feedback on the SMSCS's programs, policies, and procedures when requested.
- Service Providers are expected to consider utilizing and promoting the **Sask Sport Resource Line** (including e-support service) which provides information, bilingual support, resources and referrals for sport in Saskatchewan regarding possible bullying, abuse, harassment, discrimination or hazing. The confidential and anonymous resource, operating 365 days of the year from 9 a.m. to 9 p.m., is intended to assist callers in determining the most appropriate action to take. The Sask Sport Resource Line staff is qualified to handle calls regarding child and youth mistreatment (national/provincial child and youth protection laws) and organization- specific risk management and dispute resolution models. For further information please contact the Sask Sport Resource Line as follows:
  - Phone: 1-888-329-4009
  - Text: 1-306-717-9636
  - Email: [help@resourceline.ca](mailto:help@resourceline.ca)
  - You can also visit the website: [Sask Sport Resource Line - Sask Sport](#)
- The SMSCS reserves the right to ask for an updated curriculum vitae/resume or copies of applicable educational credentials and certifications.
- All new Service Providers are required to submit copies of applicable Education Credentials & Certifications for the Science Discipline(s) you are applying for.
- The SMSCS strongly recommends that all Service Providers be fully vaccinated (including any booster dose(s) when eligible) against communicable diseases as recommended by the Ministry of Health and Chief Medical Officer.
- Service Providers are guaranteed no specific amount of work through the SMSCS. Consultants are casual consultants and work is usually directed to them by the SMSCS through request of the athlete or team. However, Service Providers are encouraged to self-promote.
  
- **IF YOU ARE A NEW APPLICANT** and want to be considered for approval to become a Service Provider for the Sport Medicine and Science Council of Saskatchewan **please provide/submit the following information:**
  - This Application Form
  - A Curriculum Vitae/Resume
  - Copy of completed Canadian Centre for Ethics in Sport courses
  - Copy of current criminal record check (with vulnerable sector)
  - Copy of your Respect in Sport course
  
- **IF YOU ARE RENEWING YOUR APPLICATION** and want to continue to be a Service Provider for the Sport Medicine and Science Council of Saskatchewan **please provide/submit the following information:**
  - This Application Form

- I have read and submitted the above required information for consideration to become a Service Provider with the Sport Medicine and Science Council of Saskatchewan and if approved, agree to abide by the SMSCS Safe Sport Manual, the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) and the Consultant/Service Provider's Policies and Procedures as set out in the Sport Medicine and Science Council of Saskatchewan's Programs and Services Policy Manual.
- I understand that if I fail to comply, I may be suspended or terminated as an SMSCS Service Provider as per the Consultant/Service Provider Discipline and Complaints policy. *(Note: SMSCS Programs and Services Policy Manual to be circulated to Consultant once approved).*

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Or, if unable to submit your application with your signature where required, "type your name" in the box below to indicate your signature and submit completed application via your personal email.**

**Name**

**Date**

**PLEASE SUBMIT ALL PAPERWORK TO**  
Stacey Silzer, Coordinator of Safety & Professional Development:  
[safetycoordinator@smscs.ca](mailto:safetycoordinator@smscs.ca)