



FORT SASKATCHEWAN SOCCER

TITLE: CODE OF CONDUCT

POLICY #: 3000

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| Created: July 16, 2018 | Last updated: July 26, 2018 | Approved: August 13, 2018 |
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| Version no. | Effective Date | Significant Changes |
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| 2.0 | August 13, 2018 | Replace Policy 100-Code of Conduct and Ethics, align to FSMSA policy format and split into different roles |

1.0 Purpose

To outline the standard of acceptable behaviour that Fort Saskatchewan Soccer (FSS) expects of its paid employees, members, and participants and to help foster an environment that supports the core values of teamwork, integrity, respect, safe and fun communities, excellence, human development, and fairness.

2.0 Scope

This policy applies to all FSS executive committee members, committee members, employees, volunteers, team officials, players, and parents/guardians.

3.0 Terms

Executive Members – The elected individuals who sit on FSS’s Executive Committee.

Committee Members – The individuals appointed by the FSS Executive Committee to serve fixed-term appointments as ‘Directors-At-Large’, Sub-committee members or other non-Executive positions.

4.0 Policy

- 4.1 Failure to comply with the Code of Conduct and Ethics may result in disciplinary action or removal from the organization.
- 4.2 The appropriate Code of Conduct and Ethics will be reviewed and adhered to by:
 - Each Executive member at the commencement of each term of office;
 - Committee members for the duration of their appointment; and
 - Team Officials , upon appointment or reappointment at start of each season
- 4.3 For matters not specifically mentioned in this Code, FSS will rely on applicable legislation, jurisprudence and on its parliamentary authority, and Roberts Rules of Order. The responsibility for administering this Code rests with the FSS Executive Committee.
- 4.4 Observe the highest ethical standards when performing duties on behalf of FSS.
- 4.5 Be loyal to the interests of FSS as a whole, ahead of personal interest as a beneficiary of FSS services.



FORT SASKATCHEWAN SOCCER

- 4.6 Do not exercise individual authority over FSS. No person or group has authority to speak for FSS (e.g. to public, media, parents or others) except as provided by FSS Rules & Regulations, policies or procedures.
- 4.7 While on FSS business, demonstrate fair play, mutual respect, ethics, openness, straightforward communication, and adherence to the applicable law.
- 4.8 Avoid and do not permit the use of FSS equipment, supplies, material or property for personal purpose or profit.
- 4.9 Ensure that all expenses incurred on behalf of Fort Saskatchewan Soccer are consistent with FSS needs and incurred only when budgeted for and approved in advance. Expense claims for reimbursement must include relevant receipts (with a brief explanation of each), and submitted within a reasonable time.
- 4.10 Avoid self-dealing, private business or personal transactions with FSS, except when approved by the Board ensuring equal competitive opportunity and access to information.
- 4.11 Avoid disclosure of confidential information concerning FSS (e. g. player info) unless authorized by a Member of the FSS Executive Committee. Avoid use of such information for personal gain.
- 4.12 Disclose immediately and in writing to the FSS Executive any actual, potential or perceived activity (e.g. enterprise, role, association, or interests), which create or are deemed to create a conflict of interest. ('Conflict of interest' is defined as anything that may bias an individual in the performance of their FSS duties, or hamper their ability to act in the best interests of the organization.)