



ALBERTA SOCCER ASSOCIATION

The Governing Body of Soccer in Alberta

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ALBERTA SOCCER ASSOCIATION

Code of Conduct and Ethics

PURPOSE:

The purpose of the Alberta Soccer Association (ASA) Code of Conduct and Ethics (hereinafter referred to as the Code) is to set out the principles to ensure a safe and positive environment associated with its soccer-related activities by making individuals aware that there is an expectation of appropriate behaviour consistent with ASA's core values.

The ASA core values underpinning this Code are:

Integrity to make decisions in a manner that is consistent, professional, fair, transparent and balanced

Respect & Choice to treat everyone equitably, compassionately, fairly and respectfully

This Code is intended to align, in principle, with the Canada Soccer Association Code of Conduct and Ethics.

DEFINITIONS:

All definitions are based on the Key Definitions Document as approved by the ASA membership.

RESPONSIBILITIES:

While engaged in ASA soccer-related activities, all participants, including Board members, Association members, staff, team officials, referees, assessors, volunteers, players and spectators, on and off the field, are expected to:

- Be respectful, fair, equitable, considerate, independent, honest and impartial in all dealings with others;
- Encourage fair play and good competition;
- Refrain from negative comments or criticism;
- Respect the right to privacy;
- Never use social media to negatively comment about a team, club, organization, officials or participants involved with soccer, including unwanted or intimidating messages;
- Refrain from any behavior that constitutes harassment, as defined by the ASA Rules & Regulations on Harassment;
- Refrain from consuming alcohol in excess and from the use of illicit drugs;
- Refrain from falsifying a document;



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- Refrain from smoking, including vaping, where minors are present;
- Refrain from betting, match manipulation and/or gifting in relation to the outcome of a soccer game(s); and
- Refrain from using offensive language

ADDITIONAL RESPONSIBILITIES:

- **Team Officials**

Team Officials must also:

- I. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of the participating athletes;
- II. Provide athletes (and parents/guardians of a minor) with the information necessary to be involved in the decisions that affect the athlete;
- III. Act in the best interest of the athlete's development as a whole person;
- IV. Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if in a position of power, trust, or authority over the athlete;
- V. Use inoffensive language, considering the audience being addressed; and
- VI. Dress appropriately, on and off the field, when engaged in soccer activities.

- **Athletes**

Athletes must also:

- I. Report any medical problems in a timely fashion, when such problems may affect their ability to compete, practice or travel;
- II. Never ridicule a participant for poor performance; and
- III. Act in a sportsmanlike manner and not engage in violent behavior, foul language or offensive gestures.

- **Referees**

Referees must also abide by the 'Referee Code of Conduct' attached as Appendix A.

- **Spectators/Parents**

Spectators/Parents are also expected to:

- I. Encourage athletes to play by the rules and resolve conflicts in a sportsmanlike manner;
- II. Never ridicule a participant for making a mistake during a performance or practice;



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- III. Respect the decisions of officials and encourage athletes, other spectators/parents and team officials to do the same; and
- IV. Respect and show appreciation to all competitors, officials and volunteers who give their time to the sport.

▪ **Board of Directors and Members**

- I. ASA Board of Directors are governed by a signed Code of Conduct (Appendix B); and
- II. Alberta Soccer Members are governed by a Meeting Code of Conduct (Appendix C).

AUTHORITY OF THE CODE:

The ASA and Affiliated Members may also have in place codes of conduct for staff, team officials, athletes, referees, committees and general membership. In the event there is a conflict between this Code and other existing codes, this Code shall take precedence.

Any behaviour prohibited by this Code that is experienced or observed must be reported in writing or by email using the following procedure:

- Any breach of the Code involving members of only one Affiliated Member shall be filed with the Affiliated Member for review.
- Any breach of the Code involving members of more than one Affiliated Member shall be filed with the ASA Executive Director or the most senior ASA representative present at the time of the incident, including but not limited to the ASA Board of Directors, ASA Staff and/or ASA Committee member.
- Any breach of the Code involving members of the ASA Board of Directors, staff, committee members or volunteers shall be filed with the ASA Executive Director.
However;
 - a) where a breach involves the ASA Executive Director or a conflict of interest is expressed by a complainant, the breach will be filed with the ASA President
or
 - b) where a breach involves the ASA President, it will be filed with the Canada Soccer Association.
- Any breach of the Code will be addressed as described in the Rules and Regulations on Discipline and Appeals and/or Harassment of the ASA or using the Affiliated Member procedures for discipline and/or harassment, if filed within that organization.

DUTY OF DISCLOSURE, CONFIDENTIALITY AND COOPERATION:

- A person reporting a violation of the Code shall be provided the opportunity to remain anonymous, except in those circumstances where the nature of the disclosure and/or the



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resultant investigation make it necessary to disclose identity (for example, legal investigations or proceedings). In such cases, all reasonable steps shall be taken to protect the person reporting from harm because of having made a disclosure.

- The identity of the person submitting a report shall remain confidential unless the person agrees otherwise.
- A person is protected against retaliation because having made, in good faith, a report which the person believes to be valid or because such person having otherwise assisted in the investigation of the report. Retaliation against a person who raises a concern, in good faith, will not be tolerated and is considered a violation of this Code.

All parties must cooperate fully with the Harassment and Discipline and Appeals Committees, as requested.

Coming into force

This ASA Code of Conduct and Ethics came into force on February 25th, 2018 and will be reviewed on an annual basis and may be amended, deleted or replaced by Ordinary Resolution of the ASA Membership.



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APPENDIX A - CODE OF CONDUCT FOR REFEREES

**Alberta Soccer Association
Code of Conduct For Referees
(APPROVED FEBRUARY 25, 2018)**

Referees must also:

1. Conduct themselves with dignity both on and off the field of play, and by example endeavour to inspire the true principles of sportsmanship and earn the respect of those whom they serve.
2. Not cause the Association to become involved in any controversial matters and shall abide by the rules and regulations of the jurisdiction in which they officiate.
3. Adhere to all Provincial standards and directives.
4. Follow the ASA Guidelines for Match Officials' uniforms and maintain an appropriate level of physical and mental fitness.
5. Study and enforce the current Laws of the Game and any event specific rules and regulations.
6. Perform their designated responsibilities, including attending organized clinics, meetings, lectures, etc., and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing.
7. Honour any appointments made for and accepted, unless unable to do so by virtue of illness or personal emergency.
8. Not publicly criticize other referees or any soccer association.
9. Not make public statement to or through the media (newspaper, TV, radio, social etc.) relating to a game in which the referee has officiated, or to the performance of the players or other officials.
10. Follow the correct lines of communication, by addressing all questions or concerns to the ASA either through the ASA office or to a member of the ASA Referee Development Committee.



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11. When writing reports, set out the true facts and not attempt to justify any decisions.
12. Report any approach to fix the result of a match.

Referees shall be subject to disciplinary action for not complying with this Code of Conduct.





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APPENDIX B – BOARD OF DIRECTORS CODE OF CONDUCT STANDARD

**Alberta Soccer Association
Board of Directors
Code of Conduct Standard
(APPROVED JANUARY 22, 2016)**

The Board of Directors of the Alberta Soccer Association (ASA) is elected by and responsible to the membership of the ASA. The Board of Directors shall at all times be governed by the applicable federal and provincial statutes, by the By-laws and Governance Policies adopted by the ASA membership. These individuals shall ensure that their actions or decisions do not conflict with the published rules and policies of the ASA and Roberts Rules of Order.

Standard

Members of the Board of Directors of the ASA shall;

1. Respect the rights, dignity and self-esteem of all other persons through;
 - a. Consistently treating individuals fairly and reasonably
 - b. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees or members.
 - c. Ensure adherence to the rules of soccer and the ASA and the spirit of those rules.
2. Be responsible first and foremost to the welfare of the ASA by;
 - a. Declaring all relevant Conflicts of Interest and removing oneself from Board deliberations where Conflict of Interest exists;
 - b. Functioning primarily as a member of the Board of Directors and not as a member of any particular ASA constituency;
3. Refrain from any behaviour that constitutes harassment, sexual harassment, violence and/or intimidation;
 - a. Harassment and Sexual Harassment as defined by the ASA Governance Policy on Harassment;
 - b. Violence is defined as exercise of physical force that causes or could cause physical injury, an attempt to exercise physical force that could cause physical injury or a statement or behaviour that it is reasonable to interpret as an attempt to intimidate or threaten to exercise physical force;
4. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of ASA business and the maintenance of Individuals' confidence;



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5. Ensure that ASA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities;
6. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of ASA;
7. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism;
8. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others;
9. Keep informed about ASA activities and general trends in the sectors in which they operate
10. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which ASA is incorporated;
11. Respect the confidentiality appropriate to issues of a sensitive nature;
12. Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
13. Respect the decisions of the majority and resign if unable to do so;
14. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings;
15. Have a thorough knowledge and understanding of all ASA governance documents;
16. Conform to the bylaws and Governance Policies approved by ASA membership.
17. Conform to the By-laws and Governance Policies of the Canadian Soccer Association.
18. Conform to the Canadian Soccer Association Code of Conduct and Ethics.

If the board becomes aware of any circumstances which suggest a Director has breached this Code of Conduct, the Board may;

1. Self-removal from a meeting of the Board of Directors;
2. Board requested removal from a Board Meeting or the Board of Directors;
3. Board requested enactment of Article IV.6.c (The process of suspension or removal of a director) of the ASA By-laws.



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TEST OF CODE OF CONDUCT

Would the reasonable Albertan, non-partisan and fully informed of the facts, objectively conclude that the Director breached this Code of Conduct?

ARBITRATION

In the event that a breach or potential breach has been identified with no satisfactory solution the issue can be referred to an independent arbitrator as per the ASA By-Laws.

I have read and understand the ASA Board of Directors Code of Conduct Standard and agree to always act in accordance with it.

Director's Name: _____

Position: _____

Director's Signature: _____

Term end date: _____

Witness: _____

Date: _____



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Alberta Soccer Association Board of Directors Conflict of Interest Standard and Statement (APPROVED JANUARY 22, 2016)

The Board of Directors of the Alberta Soccer Association (ASA) is elected by and responsible to the membership of the ASA. The Board of Directors shall at all times be governed by the applicable federal and provincial statutes, by the By-laws and Governance Policies adopted by the ASA membership. These individuals shall ensure that their actions or decisions do not conflict with the published rules and policies of the ASA and Roberts Rules of Order.

The ASA strives to reduce and eliminate instances of conflict of interest at the ASA by being aware, prudent, and forthcoming about potential conflicts.

Conflict of interest, for the purposes of this standard, is any situation in which a representative's decision-making, which should always be in the best interest of the ASA, is influenced or could be influenced by personal, family, financial, business or other private interests.

Standard

1. Any real or perceived conflict of interest, whether financial or non-financial, between an ASA Board Member and his/her personal interests, must always be resolved in favour of the ASA.
2. Representatives will not:
 - a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the ASA, unless such business, transaction, or other interest is properly disclosed to the ASA and approved by the ASA
 - b) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an ASA Representative
 - c) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
 - d) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise
 - e) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the ASA, if such information is confidential or not generally available to the public
 - f) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the ASA, or



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- in which they have an advantage or appear to have an advantage on the basis of their association with the ASA
 - g) Without the permission of the ASA, use ASA property, equipment, supplies, or services for activities not associated with the performance of their official duties with the ASA
 - h) Place themselves in positions where they could, by virtue of being an ASA Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
3. On an annual basis, all the ASA Board Members, including newly elected members to the Board of Directors, will disclose any real or perceived conflicts that they might have.
- a) ASA Board Members shall disclose real or perceived conflicts of interest to the ASA Board of Directors immediately upon becoming aware that a conflict may exist.
 - b) ASA Board Members shall disclose any and all affiliations with any and all other Soccer organizations including roles as an athlete, Team Official, Referee, employee or Board Member.

I have read and understand the ASA Conflict of Interest Standard and agree to always act in accordance with it.

I disclose the following personal, professional, business activity or position that may at any time be construed as a potential conflict of interest;

I disclose the following soccer organizations on which I serve or belong, soccer activities or soccer positions that may at any time be construed as a potential conflict of interest;

TEST OF CONFLICT OF INTEREST

Would the reasonable Albertan, non-partisan and fully informed of the facts, objectively conclude that the Director breached this Conflict of Interest Standard?



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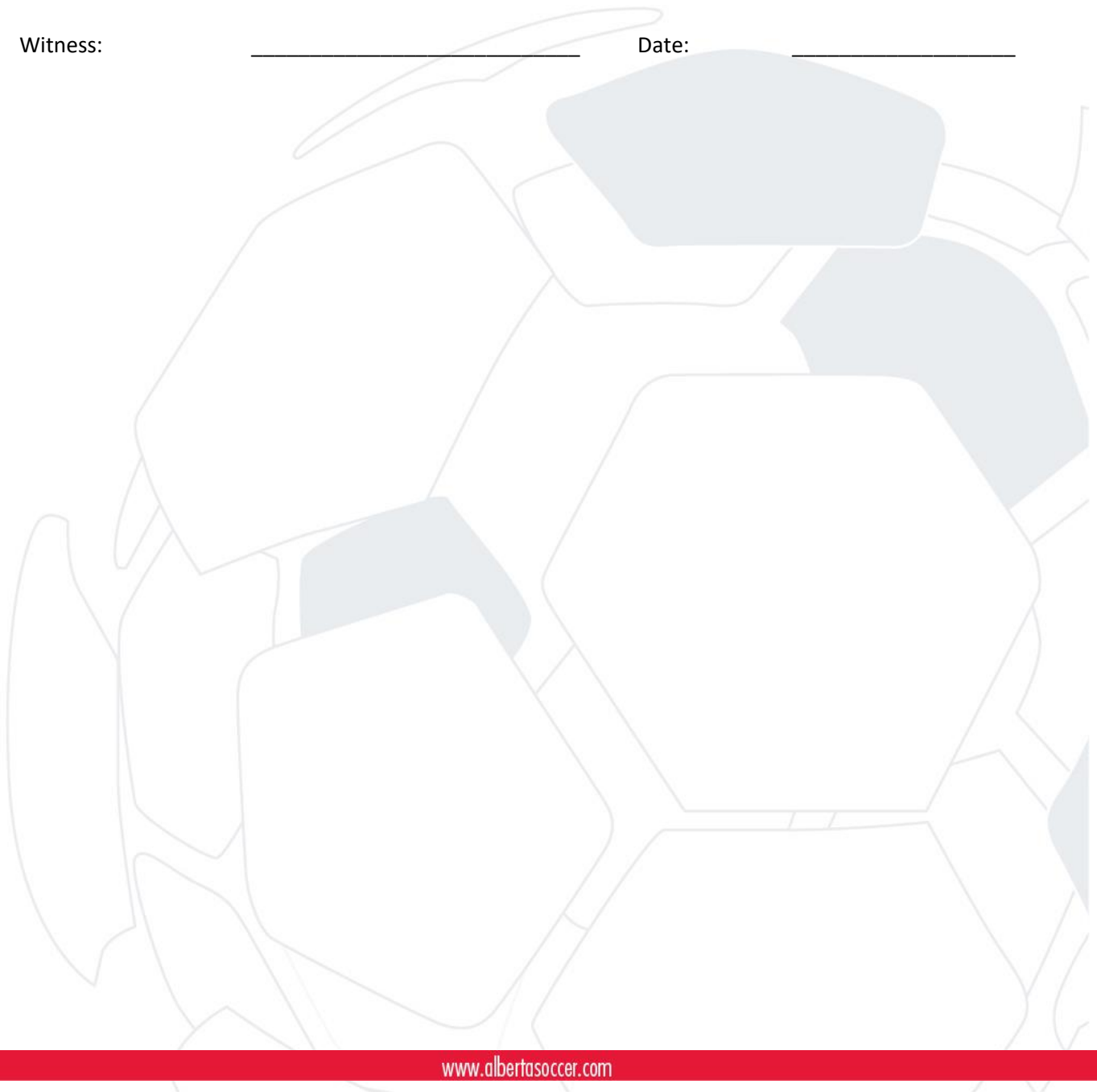
ARBITRATION

In the event that a breach has been identified with no satisfactory solution the issue can be referred to an independent arbitrator as per the ASA By-Laws.

Director's Name: _____ Position: _____

Director's Signature: _____ Term end date: _____

Witness: _____ Date: _____





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APPENDIX C - Rules & Regulations on Conduct at Meetings

Rules & Regulations on Conduct at Meetings (Approved November 4, 2017)

PURPOSE

The purpose of the ASA Meeting Code of Conduct Policy is to ensure a safe and positive environment at meetings and associated events by making individuals aware that there is an expectation, at all times, of appropriate behavior in their interactions with all members of Alberta's soccer community. Alberta Soccer supports equal opportunity, prohibits discriminatory practices and is committed to providing an environment in which all individuals are treated with respect.

MEETINGS DEFINITION

For the purposes of this policy, meetings will be defined as all events listed on the official schedule of events for any Alberta Soccer planned meetings.

POLICY

The ASA, including Regular & Associate Member delegates, officials, players and other parties associated with ASA meetings and Associated events shall respect the rights, expectations, dignity and self-esteem of all soccer participants by:

- Consistently treating individuals fairly and reasonably;
- Focusing comments and/or concerns appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees or members;
- Declaring all relevant Conflicts of Interest and removing oneself from discussions where conflict exists, there would be no conflict of interest for Regular Member and Associate Member delegates representing the interests of their organizations.
- Refraining from any behavior that constitutes harassment, violence, and/or intimidation;
- Acting with honesty and integrity and conducting themselves in a manner that is beyond reproach in representing soccer in Alberta;
- Allowing fair and open discussion at meetings;
- Respecting the confidentiality of issues, as required;
- Respecting the decisions of the majority; and
- Conforming to ASA By-laws and Governance Policies



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BREACH OF CONDUCT

If an individual becomes aware of any circumstance which they believe is in violation of this policy, it must be reported to the most senior ASA representative present at the time of the incident, including but not limited to the ASA Board of Directors, ASA Staff and/or ASA Committee member, which will result in an investigation and possible disciplinary action, including but not limited to removal from the meeting and associated events at which the incident occurred.

