



Revision Date: 11-02-26
Revision #0

Central Alberta Soccer Association (CASA)

Duty of Care, Fiduciary Responsibility, & Ethics Policy

1. Purpose

The Central Alberta Soccer Association (“CASA”) is committed to maintaining the highest standards of integrity, safety, and professionalism in all operations. This policy outlines the expectations for individuals who hold positions of trust within CASA, ensuring that decisions and actions support the best interests of the organization, its members, and the broader soccer community.

2. Scope

This policy applies to:

- Executive Board members
- Committee members
- Staff and contractors
- Volunteers acting on behalf of CASA

3. Duty of Care

Individuals covered by this policy must:

- Act with the level of care, diligence, and skill that a reasonably prudent person would exercise in similar circumstances
- Prepare for and participate actively in meetings, training, and assigned duties
- Make decisions based on informed judgment and reliable information
- Prioritize the safety and well-being of athletes, officials, and participants
- Follow CASA policies, bylaws, and applicable provincial and national sport regulations

4. Fiduciary Responsibility

Individuals in positions of trust must:

- Act honestly, in good faith, and in the best interests of CASA
- Place CASA’s interests above personal, professional, or financial interests
- Avoid conflicts of interest and disclose any potential conflicts immediately
- Protect CASA’s assets, resources, and reputation
- Maintain confidentiality of sensitive information
- Use CASA funds and property only for authorized purposes



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5. Ethical Conduct

All representatives of CASA are expected to:

- Demonstrate respect, fairness, and integrity in all interactions
- Promote a safe, inclusive, and harassment-free environment
- Treat athletes, officials, volunteers, and families with dignity
- Uphold the principles of fair play and ethical sport
- Avoid behaviour that could harm CASA's reputation or undermine public trust
- Refrain from discrimination, bullying, harassment, or abuse of any kind

6. Conflict of Interest

A conflict of interest occurs when personal interests could improperly influence one's duties. Individuals must:

- Disclose conflicts promptly to CASA leadership
- Refrain from participating in decisions where a conflict exists
- Avoid using CASA information or relationships for personal gain

7. Reporting Obligations

Individuals must report:

- Safety concerns or breaches of duty of care
- Suspected financial irregularities
- Ethical violations or misconduct
- Conflicts of interest
- Any behaviour that may harm CASA or its members

Reports may be made to the CASA Executive Board, Executive Director, or designated safeguarding officer.

8. Consequences of Breach

Violations of this policy may result in:

- Removal from CASA roles or committees
- Suspension or termination of volunteer or employment status
- Referral to Alberta Soccer or other governing bodies
- Legal action where appropriate

9. Acknowledgment

All individuals in positions of trust must sign the CASA Duty of Care, Fiduciary Responsibility & Ethics Agreement before assuming their role.