



Revision Date: 11-02-26
Revision #0

Central Alberta Soccer Association (CASA)

Staff Governance & Conduct Policy

1. Purpose

This policy establishes the governance expectations, conduct standards, confidentiality obligations, and operational responsibilities of CASA staff. It ensures alignment with CASA's mission, legal obligations, and Safe Sport commitments.

2. Scope

Applies to all:

- Full-time staff
- Part-time staff
- Contracted personnel
- Seasonal employees
- Administrative support
- Technical staff (TDs, coaches, program leads)

Volunteers and Board members are governed under separate policies.

3. Guiding Principles

Staff must uphold:

- Professionalism
- Integrity
- Confidentiality
- Respect and inclusion
- Safe Sport principles
- Compliance with Alberta law
- Alignment with ASA and Canada Soccer standards

4. Authority & Accountability

Staff are accountable to:

- The Executive Director who is accountable to
- The President & Executive Board



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Staff do **not** hold governance authority and may not:

- Bind CASA to contracts without authorization
- Speak publicly on behalf of CASA unless designated
- Make policy decisions
- Access confidential Board materials unless required for their role

5. Staff Responsibilities

Staff must:

- Perform duties as outlined in their job description
- Maintain accurate records
- Protect personal information under PIPA
- Follow Safe Sport and UCCMS requirements
- Report safety concerns or misconduct
- Maintain professional boundaries with participants
- Use CASA resources responsibly

6. Conduct Standards

Staff must:

- Treat all participants with respect
- Avoid conflicts of interest
- Maintain neutrality in disputes
- Uphold CASA's Code of Conduct
- Avoid harassment, discrimination, or abuse
- Follow all workplace safety requirements

Prohibited conduct includes:

- Misuse of CASA property
- Unauthorized disclosure of information
- Inappropriate relationships with participants
- Retaliation against complainants
- Substance use that impairs performance

7. Confidentiality & Privacy

Staff must:

- Sign a Staff NDA



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- Sign an Oath of Confidentiality
- Protect personal information under PIPA
- Secure documents and digital files
- Report privacy breaches immediately

8. Safe Sport Obligations

Staff must:

- Complete Safe Sport training
- Follow Rule of Two
- Report UCCMS violations to the Independent Mechanism
- Report child protection concerns to authorities
- Maintain professional boundaries

9. Conflict of Interest

Staff must:

- Disclose conflicts annually
- Avoid decisions where conflicts exist
- Not use CASA information for personal gain

10. Discipline & Performance Management

Staff may be subject to:

- Verbal or written warnings
- Performance improvement plans
- Suspension
- Termination (in accordance with Alberta Employment Standards)

Misconduct involving minors or UCCMS violations is referred externally.

11. Record-Keeping

CASA will maintain:

- Signed NDAs
- Confidentiality Oaths
- Screening documents
- Training records



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- Performance documentation

12. Review Cycle

This policy is reviewed every **two years** by the Governance Committee.