

PRINCE ALBERT YOUTH SOCCER ASSOCIATION

CODE OF CONDUCT TO PROTECT CHILDREN IN SPORT



PAYSA
Prince Albert Youth Soccer Association



Contents

1. Definitions.....	2
2. Purpose	2
3. Application of this Code.....	2
4. Responsibilities	3
5. Integrity in Sport.....	4
6. Harassment.....	5
7. Additional Responsibilities.....	7
7.1 Directors, Committee Members, Judicial Body Members, and Staff	7
7.2 Team Personnel	8
7.3 Athletes.....	9
7.4 Match Officials.....	9
7.5 Spectators and Parents.....	10
8. Duty of Disclosure, Reporting and Cooperation.....	10
9. Coming into Force.....	11
10. Code of Conduct to Protect Children in Sport.....	11
11. Reporting Child Sexual Abuse and Misconduct.....	15
12. Steps for Reporting Child Sexual Abuse.....	15
13. Guideline for Adults Interacting with Children in Sport.....	16

1. Definitions

The following terms have these meanings in this Code:

“Officials” means anyone, with the exception of players, performing an activity connected with Prince Albert Youth Soccer Association, regardless of title, the type of activity (administrative, sporting or any other) and the duration of the activity. It includes, but is not limited to, all Directors, Officers, committee members, Judicial Body members, coaches, trainers, referees, assistant referees, fourth officials, match commissioners, referee inspectors, diversity officers, persons in charge of safety, and any other person responsible for technical, medical and/or administrative matters in Prince Albert Youth Soccer Association, as well as all other persons obliged to comply with the Prince Albert Youth Soccer Association Bylaws.

“Staff” means any paid or volunteer person in a permanent or temporary position.

“Team Personnel” includes, but is not limited to, coaches, assistant coaches, guest coaches, managers, gender representatives, heads of delegation, medical or other personnel in a position of influence on the athletes.

2. Purpose

- i. The purpose of the Prince Albert Youth Soccer Association Code of Conduct and Ethics (hereinafter referred to as “the Code”) is to ensure a safe and positive environment (within Prince Albert Youth Soccer Association’s programs, activities, and events) by making individuals aware that there is an expectation, at all times, of appropriate behavior consistent with Prince Albert Youth Soccer Association’s core values. Prince Albert Youth Soccer Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.
- ii. This Code is not intended to specifically outline every instance of misconduct. Misconduct that is not in line with the values of Prince Albert Youth Soccer Association or with the purpose of this Code may still constitute a breach of the Code and be subject to sanctions even though not specifically included in the Code.

3. Application of this Code

This Code applies to Officials, Athlete Members, Life Members, players, and individuals employed or engaged by Prince Albert Youth Soccer Association

The Code also applies to the Directors of the Zone/Community Association Members, Associate Members or League Members or any other individuals who perform duties on behalf of these Members when the Members are engaged in soccer-related activities sanctioned by Saskatchewan Soccer Association.

This Code focuses on the conduct of actions on and off the field of play. Any breach of this Code will be addressed as described in the Prince Albert Youth Soccer Association Rules and Regulations, Discipline Procedures.

4. Responsibilities

All parties referred to in Section 3 have a responsibility to:

- i. Comply, always, with the Prince Albert Youth Soccer Association Bylaws, Rules and Regulations, policies, procedures and directives.
- ii. Work in a spirit of partnership to collaborate with Prince Albert Youth Soccer Association and all its members and stakeholders to align efforts to achieve the Mission of Prince Albert Youth Soccer Association.
- iii. Resolve conflicts in a professional and civil manner on issues that may be in dispute.
- iv. Maintain and enhance the dignity and self-esteem of Prince Albert Youth Soccer Association Members and other individuals by:
 - a) Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, color, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation;
 - b) Directing comments or criticism appropriately and avoiding public criticism of Members.
 - c) Consistently demonstrating the spirit of fair play, sport leadership, and ethical conduct.
 - d) Consistently treating individuals fairly and reasonably.
 - e) Adhering to the FIFA Laws of the Game.
 - f) Demonstrating respect for the principle of fair play, which include:
 - Respect for both the letter and spirit of the rules;
 - Respect for referees and their decisions;
 - Respect for opponents, including modesty in victory and composure in defeat;
 - Facilitation of access to sport; and
 - Maintenance of self-control at all times.
 - g) Refraining from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
 - h) Promoting the sport in the most constructive and positive manner possible.
 - i) Respecting the property of others and not willfully cause damage; and
 - j) Adhering to all federal, provincial, municipal and host country laws.

5. Integrity in Sport

All parties referred to in section 3.0 have a responsibility to:

- i. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods and adhere to the requirements of the Canadian Anti-Doping Program.
- ii. Respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Canada Soccer or any other sport organization.
- iii. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has violated an anti-doping rule and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code.
- iv. Refrain from consuming alcohol in excess and from the use of illicit drugs while participating in Prince Albert Youth Soccer Association programs, activities, competitions, or events.
- v. Refrain from consuming alcohol and using tobacco in situations where minors are present.
- vi. Reject and condemn all forms of bribery and corruption.
- vii. Refrain from accepting or giving gifts or other benefits that influence an act that is related to their official activities. If in doubt, gifts shall not be offered or accepted.
- viii. Refrain from offering or accepting cash, other than reasonable per diems, expense reimbursement or salaries.
- ix. Refrain from forging or falsifying a document nor use such.
- x. Ensure information obtained while carrying out one's duties is treated as confidential if that information is received or can be understood as confidential. Respect the confidentiality of the information after the relationship with Prince Albert Youth Soccer Association ceases.
- xi. Ensure transparency in all actions and decisions.
- xii. Remain politically neutral; and
- xiii. Refrain from betting in connection with soccer and not tolerate any form of manipulation of match results – whether for financial, sporting, or political gain, and ensure information in any form that is not publicly available is not used for the above purposes for oneself or another party.

6. Harassment

All parties referred to in Section 3.0 have a responsibility to:

- i. Refrain from any behavior that constitutes harassment, where harassment is defined according to the Canadian Human Rights Commission (<http://www.chrcccdp.ca/eng/content/what-harassment>) as a form of discrimination that involves any unwanted physical or verbal behavior that offends or humiliates. Generally, harassment is a behavior that persists over time. Serious one-time incidents can also sometimes be considered harassment.
- ii. Types of behavior that constitute harassment include, but are not limited to:
 - a) Written or verbal abuse, threats, or outbursts;
 - b) The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances;
 - c) Unwelcome remarks, jokes, comments, innuendo, or taunts;
 - d) Leering or other suggestive or obscene gestures;
 - e) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect conditions of participation;
 - f) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
 - g) Any form of hazing;
 - h) Retaliation or threats of retaliation against an individual who reports harassment;
 - i) Bullying;
 - j) Offensive or intimidating phone calls, texts, voice mails or emails;
 - k) Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
 - l) Psychological abuse;
 - m) Discrimination;
 - n) Words, actions or an environment which is known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating; and
 - o) Behaviours such as described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment.

CODE OF CONDUCT TO PROTECT CHILDREN IN SPORT

- iii. Refrain from any behavior that constitutes violence, where violence is defined as the 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 behavior that it is reasonable to interpret as a threat to exercise physical force.

Types of behavior that are applicable to this section include, but are not limited to:

- a) Verbal threats to attack;
 - b) Sending or leaving threatening notes, texts, voice mail or emails;
 - c) Making threatening physical gestures;
 - d) Wielding a weapon;
 - e) Hitting, pinching or unwanted touching which is not accidental or deemed to be generally accepted as a part of sport participation;
 - f) Throwing an object in the direction of someone;
 - g) Blocking normal movement or physical interference, with or without the use of equipment; and
 - h) Any attempt to engage in the type of conduct outlined above.
- iv. Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
- a) Sexist jokes;
 - b) Sexual violence;
 - c) Display of sexually offensive material;
 - d) Sexually degrading words used to describe a person;
 - e) Inquiries or comments about a person's sex life;
 - f) Unwelcome sexual flirtations, advances, requests, invitations or propositions;
 - g) Inappropriate sexual touching, advances, suggestions or requests;
 - h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing; and
 - i) Physical or sexual assault.

7. Additional Responsibilities

7.1 Directors, Committee Members, Judicial Body Members, and Staff

Prince Albert Youth Soccer Association's Directors, Committee Members, and Judicial Body Members must also:

- i. Comply and be familiar with all Prince Albert Youth Soccer Association governance documents applicable to their role and responsibility;
- ii. Act with honesty and integrity and conduct themselves in a manner which maintains the confidence of Members and other stakeholders;
- iii. Ensure that Prince Albert Youth Soccer Association's financial affairs are conducted with due regard for all fiduciary and operational responsibilities;
- iv. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Prince Albert Youth Soccer Association;
- v. Be independent and impartial and not influenced by self-interest, outside pressure, expectation of reward, or fear of criticism;
- vi. Behave with decorum appropriate to both circumstance and position, and be fair, equitable, considerate, and honest in all dealings with others;
- vii. Keep informed about Prince Albert Youth Soccer Association's activities, the provincial and national sport community, and general trends in sport;
- viii. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Prince Albert Youth Soccer Association is incorporated;
- ix. Respect the confidentiality appropriate to the business at hand;
- x. Ensure that Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
- xi. Respect the decisions of the majority and resign if unable to do so; and
- xii. Commit the time to attend meetings and be diligent in preparation for, participation in, and follow-up from such meetings.

Prince Albert Youth Soccer Association's Staff must also:

- i. Comply and be familiar with the Prince Albert Youth Soccer Association Rules and Regulations and operational policies applicable to their role, responsibilities and /or their involvement in an event sanctioned by Saskatchewan Soccer Association and/or Canada Soccer; and
- ii. Exercise the degree of care, diligence, openness, honesty, decorum and skill required in the performance of their duties.

7.2 Team Personnel

The team personnel-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Team personnel must recognize the power inherent in the position of team personnel and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment.

Team personnel have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights. This section applies equally to the relationship between match officials and their coaches, instructors, assessors, and mentors.

Team personnel 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 involved athletes;
- ii. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes;
- iii. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments;
- iv. Provide athletes (and the parents/guardians of a minor) with the information necessary to be involved in decisions that affect the athlete;
- v. Act in the best interest of the athlete's development as a whole person;
- vi. Respect other team personnel;
- vii. Report any ongoing criminal investigations, previous convictions or existing bail conditions;
- viii. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco;
- ix. Respect athletes playing with other teams;
- x. 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;
- xi. Dress professionally, neatly, and inoffensively; and
- xii. Use inoffensive language, taking into account the audience being addressed.

7.3 Athletes

Athletes must also:

- i. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program;
- ii. Participate and appear on time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events;
- iii. Adhere to Canada Soccer's requirements regarding clothing and equipment;
- iv. Never ridicule a participant for a poor performance or practice; and
- v. Act in a sportsmanlike manner and not engage in violent behavior, foul language, or offensive gestures.

7.4 Match Officials

Match Officials must also:

- i. Conduct themselves with dignity both on and off the field of play, and by example seek to inspire the principles of fair play in others;
- ii. Adhere to all standards and directives established by Prince Albert Youth Soccer Association, Saskatchewan Soccer Association, Canada Soccer, International Football Association Board and FIFA;
- iii. Be neat in appearance and maintain a high level of physical and mental fitness;
- iv. Study and enforce the current Laws of the Game and any event-specific rules and regulations;
- v. Perform his/her designated duties, including attending organized clinics and lectures, etc. and shall assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing;
- vi. Adhere to the Canada Soccer's Anti-Doping Policy;
- vii. Honor any appointments accepted, unless unable to do so by virtue of illness or personal emergency;
- viii. Not publicly criticize other referees or Prince Albert Youth Soccer Association, Saskatchewan Soccer Association, or Canada Soccer;
- ix. Not make any statement to the media (newspaper, television, radio, etc.) related to a game in which the referee has officiated, or to the performance of the players or other officials;

CODE OF CONDUCT TO PROTECT CHILDREN IN SPORT

- x. Not accept any appointment to officiate in any competitive game in which an immediate member of his/her family by marriage or common law is a registered player or coach. An immediate member of the family is a parent, a spouse, a son or daughter, a brother or sister;
- xi. Not accept any appointment to officiate in unsanctioned events;
- xii. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others;
- xiii. When writing reports, set out the true facts and not attempt to justify any decisions; and
- xiv. Report any approach to fix the result of a match.

7.5 Spectators and Parents

Spectators and Parents are expected to:

- i. Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence.
- ii. Never ridicule a participant for making a mistake during a performance or practice;
- iii. Provide positive comments that motivate and encourage participants' continued effort;
- iv. Respect the decisions and judgments of officials and encourage athletes to do the same;
- v. Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers who give their time to the sport; and
- vi. Refrain from entering the training or competition area and from interfering with any activities.

8. Duty of Disclosure, Reporting and Cooperation

Any behavior prohibited by this Code that is experienced or observed must be reported confidentially to the soccer office or in writing to [Click Here](#). When a report is submitted, the following shall apply:

1. A person reporting a violation of this Code shall be provided the opportunity to remain anonymous, save and except in those circumstances where the nature of the disclosure and/or the resultant investigation make it necessary to disclose identify (for example, legal investigations or proceedings). In such cases, all reasonable steps shall be taken to protect the person reporting from harm as a result of having made a disclosure.
2. The identity of the person submitting a report shall remain confidential unless the person and the Board of Directors Members agree otherwise.
3. A person is protected against retaliation as a result of having made, in good faith, a report which the person believes to be valid or as a result of 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 Board of Directors as requested.

9. Coming into Force

This Prince Albert Youth Soccer Association Code of Conduct and Ethics will be reviewed and may be amended, deleted, or replaced by Ordinary Resolution of the Board of Directors.

10. Code of Conduct to Protect Children in Sport

Prince Albert Youth Soccer Association has adopted the following Child Protection Code of Conduct from the Commit to Kids Program, to guide employees/volunteers in their interactions with children. The safety, rights, and well-being of children we serve are at the core of our daily programs. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

Why a Child Protection Code of Conduct is important?

Prince Albert Youth Soccer Association is committed to ensuring all children are protected and safe. A Code of Conduct is an important part of creating safe environments for children. The safety, rights and well-being of children participating in our programs is a priority in our daily operations. The intent of the Code of Conduct is to guide our staff/volunteers in developing healthy relationships with the children involved in sport programs delivered by our organization and to model appropriate boundaries for children as seen in the Rule of Two and Guide to Interacting with Children and Adolescents.

Treating Children with Dignity and Maintaining Boundaries

All staff/volunteers must:

- Treat all children with respect and dignity
- Establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the organization

It is important to monitor your own behavior towards children and pay close attention to the behavior of your peers to ensure that behavior is appropriate and respectful and will be perceived as such by others.

All your interactions and activities with children:

- should be known to, and approved by the board, where applicable, and the parents of the child tied to your duties; and
- designed to develop the child's skills in the sport program

Always consider the child's reaction to any activities, conversations, behavior or other interactions.

If at any time you are in doubt about the appropriateness of your own behavior or the behavior of others, you should discuss it with the designated person within your organization (PAYSA).

CODE OF CONDUCT TO PROTECT CHILDREN IN SPORT

Examples of unacceptable behavior toward a child:

- embarrassing
- shaming
- blaming
- humiliating
- putting them down

General Rules of Behavior

Staff/volunteers of the organization must not:

- Engage in any sort of physical contact with a child that may make the child, or a reasonable observer feel uncomfortable, or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any communication with a child within or outside of duties with the child that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Must adhere to the policies set out by PAYSAs in their Rule of Two, Abuse and Safety policy, and Guidelines to Interacting with Children and Adolescents, including travelling with children.
- Engage in any behavior that goes against (or appears to go against) the organization's mandate, policies, or Code of Conduct to Protect Children, regardless of whether or not they are serving the organization at that moment

Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behavior – it is a staff/ volunteer's duty to report the matter to the designated person, Child Welfare Agency, or law enforcement, not to investigate.

What Constitutes Inappropriate Behavior?

Inappropriate behavior includes:

1. **Inappropriate Communication.** Communication with a child or his/her family outside of the context of duties for the organization, regardless of who initiated the exchange.
For example:
 - Personal phone calls not tied to duties with the child
 - Electronic communications (email, text message, instant message, online chats, social networking including "friending", etc.) not tied to duties with the child
 - Personal letters not tied to duties with the child
 - Excessive communications (online or offline)

CODE OF CONDUCT TO PROTECT CHILDREN IN SPORT

2. **Inappropriate Contact.** Spending unauthorized time with a child outside of designated duties with the organization.
3. **Favoritism.** Singling out a child or certain children and providing special privileges and attention. (For example, paying a lot of attention to, giving, or sending personalized gifts, or allowing privileges that are excessive, unwarranted or inappropriate.)
4. **Taking Personal Photos/Videos.** Using a personal cell phone, camera, or video to take pictures of a child, or allowing any other person to do so, as well as uploading or copying any pictures you may have taken of a child to the Internet or any personal storage device. Pictures taken as part of your job duties are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity.

Inappropriate behavior also includes:

5. Telling sexual jokes to a child or making comments to a child that are or is in any way suggestive, explicit, or personal.
6. Showing a child material that is sexual in nature, including, signs, cartoons, graphic novels, calendars, literature, photographs, screen savers, or displaying such material in plain view of a child, or making such material available to a child
7. Intimidating or threatening a child
8. Making fun of a child

Inappropriate behavior will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by the sport organization.

Whether or not a particular behavior or action constitutes inappropriate behavior will be a matter determined by the organization having regard to all of the circumstances, including past behavior, and allegations or suspicions related to such behavior.

Reporting Requirements

All staff and volunteers must report suspected child sexual abuse, inappropriate behavior or incidents that they become aware of, whether the behavior or incidents were personally witnessed or not, to the soccer office.

Where to report:

1. All allegations or suspicions of potentially illegal behavior (for example, child sexual abuse) that a staff/volunteer witnesses first-hand, must be promptly reported to police and/or child welfare.

CODE OF CONDUCT TO PROTECT CHILDREN IN SPORT

2. To ensure the protection of all children in our care, all allegations, or suspicions of potentially illegal behavior that a staff/volunteer learns of must also be promptly reported to police and/or child welfare. Police and/or child welfare will make the determination as to whether the allegation or suspicion requires further investigation.
3. All allegations or suspicions of inappropriate behavior (see above examples), that a staff/volunteer learns of or witnesses' first-hand, must be reported to the designate for the sport organization.

Keep in mind that you may learn of potentially illegal or inappropriate behavior through the child or some other third party, or you may witness it first-hand.

Examples of the type of behavior you may learn of or witness and that you must report as set out above includes:

- a) Potentially Illegal behavior by a staff/volunteer of the organization
- b) Potential Illegal behavior by a third party, such as a parent, teacher, babysitter, coach

If you are not sure whether the issue you have witnessed or heard about involves potentially illegal behavior or inappropriate behavior, discuss the issue with the soccer office manager or technical director who will support you through the process.

You have an independent duty to report all suspicions of potentially illegal behavior directly to police and/or child welfare.

Follow up on Reporting

When an allegation or suspicion of potentially illegal behavior is reported, police and/or a child welfare agency will be notified. The sport organization will follow up internally as appropriate.

When an allegation or suspicion of inappropriate behavior is made, the sport organization will follow up on the matter to gather information about what happened and determine what, if any, formal or other disciplinary action is required.

In the case of inappropriate behavior, if:

- multiple behaviors were reported
- inappropriate behavior is recurring, or
- the reported behavior is of serious concern the organization may refer the matter to child welfare agency or police.

I agree to comply with the Code of Conduct to Protect Children for PAYSA.

Staff/Volunteer's Signature

Date

11. Reporting Child Sexual Abuse and Misconduct

Prince Albert Youth Soccer Association (PAYSA) adheres the SSA's policies regarding reporting of suspicion of child abuse.

The following are the policies in reference to reporting child sexual abuse and witnessing misconduct.

NOTE: The information provided below is intended to be a quick reference for use in a sporting environment and is not meant to be exhaustive or to replace legal advice. **Consult with child welfare, law enforcement and legal counsel if child abuse is alleged or suspected.**

- 11.1 When a person becomes aware that a child may be or has been abused, there is a legal and ethical responsibility to take action.
- 11.2 Individuals are responsible for reporting concerns, not proving abuse.
- 11.3 If a person learns about past child sexual abuse that is no longer occurring, they have a legal duty to report the abuse. The offender may still have access to other children and those children may be at risk.

12. Steps for Reporting Child Sexual Abuse

- a) Child discloses abuse or abuse is discovered with the adult involved in the abuse being a coach or volunteer
- b) Coach/Volunteer who receives disclosure:
 - i. Notifies law enforcement and/or child welfare about the incident.
 - ii. Consults with child welfare about notifying the parents.
 - iii. Reports to the head of the organization.
- c) Head of the organization suspends coach/volunteer suspected of abuse without pay until case is resolved.
 - i. If the individual is a volunteer or unpaid staff, consider if the individual should be dismissed from their position immediately
- d) A child welfare agency and/or police carry out investigation. Organization should conduct an internal follow up in consultation with police/child welfare and adjusts internal policies if needed. Potential outcome of investigation:
 - i. Substantiated/guilty. Coach/volunteer is dismissed from his/her position.
 - ii. Inconclusive/not guilty. Seek legal counsel. Consider if coach/volunteer should be dismissed, with or without severance.
 - iii. Criminal processes can be complex and lengthy. A finding of not guilty may not necessarily mean that the abuse did not occur. Consult with a lawyer.
- e) Document the outcome of the investigation on the incident report form. Document the results of the internal follow-up.

CODE OF CONDUCT TO PROTECT CHILDREN IN SPORT

12.1 Many of the steps above would also apply when:

- a) A child discloses abuse by someone outside the organization
- b) A peer discloses on behalf of another child
- c) An Adult suspects a child is abused
- d) The safety of the child and other children in the organization must be ensured at all times in the process.

12.2 Legal guidance should be sought prior to suspension or dismissal.

13. Guidelines for Adults Interacting with Children in Sport

Sport expands unimaginable encounters and open doors for children. These encounters are essential to upgrading a child's growth. Positive encounters go hand in hand with a safe rapport among athletes and coaches in addition to safe environments where adults are responsible for their activities and practices. Therefore, the reason for these guidelines is to ensure that a safe and positive environment is established and expected when adults are interacting with children in sport as well as provide safety for individuals who present any concerns of misconduct towards children.

For the purpose of this document, an individual working, volunteering or interacting with the children in sport is hereinafter referred to as "a coach or adult". Anybody under 18 years of age is hereinafter referred to as "children". This document does not address each circumstance nor is it intended to be a thorough rundown of tolerable or intolerable conduct. It is intended to give a framework. Individuals are required to practice good judgment and common-sense ability while interacting with children.

The Coach and Athlete Relationship

Coaches are in positions where trust is an important factor in what they do. Professional boundaries is the groundwork in developing a trusting bound between coaches and athletes. Boundaries that break will deteriorate a relationship. In addition, a coach and athlete relationship is portrayed as a power imbalance for the coach. Athletes are to listen and rely on their coaches and coach's teachings, which will help further develop the athlete's skills in the sport. Trust and power can dissolve if a coach puts their needs ahead of the athlete and improves themselves personally or professionally. The adult's responsibility is to establish and maintain appropriate boundaries with children.

Appropriate and Inappropriate Behaviour

Individuals working or volunteering in sport are expected to model behaviour that upholds public confidence and enhances healthy relationships with children and families.

Examples of Appropriate Behaviour:

- Respectful language, tone, and attitude towards others
- Respectful of personal physical and emotional boundaries
- Responding to children to meet the child's needs and not the adult's
- Engaging with children in a manner that would be seen by a reasonable observer as maintaining reasonable boundaries
- Keeping practices open to observation by parents
- Communication with children (including electronic) is transparent and accountable

Examples of Inappropriate Behaviour:

- Disrespectful language
- Humiliating or intimidating children
- Inappropriate touching of children (e.g., massaging, stroking, caressing, roughhousing, tickling)
- Confiding or sharing overly personal information with a child
- Asking children to keep secrets
- Electronic communication with children that is personal and not directly tied to coaching duties
- Communication that is sexual or flirtatious in nature
- Pictures taken with personal devices or in change rooms

Standard of Measure for Maintaining Appropriate Boundaries

All interactions and activities with children should be (including electronic communication):

- Transparent
- Accountable
- Tied to coaching/volunteer duties
- In response to meeting the child's needs

Parents and Coaches Play a Role

It can be difficult to react to a situation where you notice a coach and athlete relationship that appears inappropriate. Reporting inappropriate behaviour creates accountability and responsibility so appropriate action can be restored. Parents or coaches who have concerns should speak with that coach's supervisor. Parents and coaches should also have regular age-appropriate conversations with children about personal safety and boundary-breaking behaviour. Some topics to talk with children about are the qualities of healthy relationships, importance of personal boundaries, and how to get help/where to bring concerns.

CODE OF CONDUCT TO PROTECT CHILDREN IN SPORT

For these topics and more, please visit: kidsintheknow.ca/safetysheets.

Any concerns about any sexual images that have been shared, please visit: Cybertip.ca.

As well, for more information around reporting inappropriate conduct and child sexual abuse you can visit: commit2kids.ca/safesport.