



# SASKATCHEWAN SOCCER ASSOCIATION

## POLICIES AND PROCEDURES MANUAL

### Section One Member Introduction to SSA Policy

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# 1 Introduction

## 1.0 Overview of Roles & Responsibilities

- 1.0.1 The Roles and Responsibilities policy serves to:
  - a) Act as a guide to outline roles, responsibilities, and expectations within the SSA;
  - b) Acknowledge levels of authority and accountability; and
  - c) Guide all stakeholders to align efforts and work collaboratively with a common vision.
- 1.0.2 Additional details on Membership Rights and Responsibilities are contained in *Section Two*; and, in some cases full details on roles, responsibilities and authority may be contained in other documents.
- 1.0.3 Saskatchewan Soccer Association (the “Association” or the “SSA”) is a non-profit membership group as recognized by the Province of Saskatchewan under The Non-Profit Corporations Act, 2022.
- 1.0.4 SSA is the designated Provincial Sport Governing Body (PSGB) for the sport of soccer in Saskatchewan as recognized by Sask Sport Inc.
- 1.0.5 SSA is a full member of the Canada Soccer Association (CSA) and as such, is entrusted by the statutes of the Federation of International Football Associations (FIFA) and the constitutions of CSA with the mandate of governing, fostering, developing and promoting soccer in Saskatchewan. The CSA is a member of the Confederation of North, Central American and Caribbean Association Football (CONCACAF) and FIFA.
- 1.0.6 SSA Member descriptions are contained in the Bylaws including:
  - a) Organizations - Regular Members and Associate Members.
  - b) Individual Members - Life Members, Participant Members, and Organizer Members.
- 1.0.7 Regular Members elect the SSA Board of Directors and approve the Bylaws of the Association.
- 1.0.8 The SSA Board is a volunteer Governance Board whose primary role is to provide strategic leadership and direction for the Association in pursuit of the Mission. Board members are nominated based on strategic competencies required to fulfill the governance requirements of the Association. The SSA Board of Directors speaks as one through the President, and:
  - a) Has governance authority for the Association;
  - b) Are responsible to:
    - i. Maintain the trust and support of the Association membership;
    - ii. Ensure the Association operates in accordance with the highest ethical and moral standards;
    - iii. Manage the internal affairs of the Board, including determining its structure; composition, nomination, and Board governance policies and procedures;
    - iv. Annually assess the performance of the Board and its Directors;

- v. Ensure there are sufficient and appropriate human and financial resources for the Association to accomplish its goals;
  - vi. Approve annual capital and operating plans and monitor performance against those plans; and
  - vii. Approve the strategic plan, determine priorities, and monitor the performance of the Executive Director in achieving the strategic priorities and report to SSA Members on progress toward the Strategic Plan.
- c) The Board is accountable to:
  - i. The CSA and governing authorities including, but not limited to, Sask Sport, The Non-Profit Corporations Act 2022; and
  - ii. The SSA Membership via the election process.
- 1.0.9 SSA Regular and Associate Members:
  - a) Have governance authority over the programs they operate and the Participants, Organizers and Entities that are registered in their organization, and;
  - b) Are accountable to the SSA Board of Directors in regard to their membership status and ongoing Good Standing in the Association.
- 1.0.10 Participants, Organizers and Entities:
  - a) Are accountable to their governing organization and to SSA and have such authority as designated by their governing organization(s).
- 1.0.11 The SSA Board of Directors employs an Executive Director (ED) who is accountable to the SSA Board of Directors.
  - a) The ED is responsible to:
    - i. Provide direction and leadership in the management of the operations of the Association, in accordance with the Association's mission, strategic goals and priorities, and policies and procedures. Operations shall be understood to include the Association's finances, programs and services, human resources and assets;
    - ii. Provide the Board with information, advice, and assistance so that it can properly exercise its responsibilities;
    - iii. Foster and maintain effective working relationships with all stakeholders;
    - iv. Communicate the Policies and Procedures of SSA to the Membership; and
    - v. Report to the Board on progress toward achievement of the Strategic Plan.
  - b) The ED has authority to:
    - i. Develop and implement operational Policies and Procedure and the Annual Operating Plan of the Association toward achievement of the Strategic Plan;
    - ii. Employ and evaluate SSA staff;
    - iii. Ensure Member compliance with the Code of Conduct, Bylaws, Policies and Procedures and/or official rulings of SSA; and
    - iv. Refer matters relating to the ongoing membership status of any Regular or Associate Member to the Board.

## 1.1 Strategic Planning & Member Engagement

- 1.1.1 The Members, Staff and Board of Directors, contribute to the development of the Association's Strategic Plan which is regularly renewed. The Strategic Plan, as approved by the SSA Board, acts as a guide to SSA to direct the allocation of resources and development of programming and activities, and to focus efforts on the accomplishment of the mission.
- 1.1.2 Consultation involves the exchange of ideas and the capturing of points of view with the goal of informing the decision-making process. Consultation is an essential component of the partnership between all stakeholders and the SSA. SSA employ various methods, both formal and informal to engage and consult with Membership and considers direction from FIFA, Sport Canada, CSA, Sask Sport and other authorities as applicable, to guide decision making in the development of the Strategic and Operational Plans and Policies of the SSA.
- 1.1.3 SSA is responsible for ensuring that consultation strategies and policies are in place for the Association and to monitor their effectiveness.
- 1.1.4 The Strategic Planning process is the primary process of the SSA for setting the long-term vision, mission and strategic priorities to move the Association forward. Strategic Planning is an ongoing information gathering process based on engagement with SSA Members, Board, Staff and other stakeholders contributing their perspectives.
  - a) Typically Strategic Plans are dated for four years.
  - b) Strategic Plans, however, should be seen as living documents that are monitored and adjusted to maintain their relevance.
- 1.1.5 The Annual General Meeting (AGM) shall be an opportunity for the SSA Board and Staff to complete the formal business of the Association and to engage with membership.
  - a) The AGM shall annually occur in March.
  - b) The location and date shall be as determined by the SSA Board of Directors, but in principle will rotate between Saskatoon (1) and Regina (1) and other Member locations (1) within a three-year cycle.
  - c) SSA shall report to membership on its progress toward the Strategic Plan at the AGM.
- 1.1.6 There shall be a minimum of one member engagement session offered annually in addition to the Annual General Meeting.
  - a) In-person meetings (or video conference meetings) shall typically occur in the spring or in the fall.
  - b) Whenever possible the date will be provided to membership 6 weeks in advance.
  - c) In-person member sessions shall go forward when sufficient attendance is confirmed; SSA reserves the right to cancel any sessions if advance registration is insufficient.

## 1.2 Spirit of Partnership

- 1.2.1 Upon registering with SSA or an SSA Regular or Associate Member, all individuals and organizations become SSA members and enter into agreement to work in a spirit of partnership, and to follow the Rules and Regulations, Code of Conduct, Bylaws, Policies and Procedures established by SSA and those of its Member Organizations. The SSA Board, Membership and Staff work in partnership in the development and achievement of the Strategic Plan for the Association. Without this spirit of partnership, the ability to achieve the Mission is compromised.

## 1.3 Volunteerism

- 1.3.1 SSA is founded on the principle of volunteerism and is dependent on the partnership of the Members and contributions of volunteers to support programming and governance at all levels in the Association.
- 1.3.2 SSA shall have policies and strategies in place to support the recruitment, retention and development of volunteers and to recognize their contributions.
- 1.3.3 Volunteer Management
- a) A 'volunteer' is anyone who serves without compensation or expectation of compensation beyond reimbursement and performs a task at the direction of and on behalf of the Association.
  - b) A 'volunteer' must be officially accepted and enrolled by the Association prior to performance of the task, while understanding that such service is at the sole discretion of the Association.
  - c) Volunteers must adhere to the policies and procedures of the Association. All volunteers (including referees and coaches, with the exception of elected directors serve at the will of the organization and can be relieved of some or all of their duties at the discretion of the organization at any time, with or without rationale.
  - d) Coaches and Referees, whether they are paid honorariums or not, can be relieved of opportunities (assignment to games or teams)
  - e) The volunteer may at any time, for whatever reason, decide to end their relationship with the Association. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.
  - f) Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done.
  - g) Volunteers may be utilized in all programs and activities of the Association and serve at all levels of skill and decision-making. Volunteers should not, however, be utilized to displace any paid employees from their positions.

- h) No person who is in a conflict of interest with an activity or program of the Association, whether personal, philosophical, or financial shall be accepted or serve as a volunteer with the Association. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a staff, volunteer, client, or other person or involves overall Association business. This expectation continues after their volunteer participation has ceased.
- i) Failure to maintain confidentiality may result in corrective action, termination of the volunteer's relationship with the Association and/or disciplinary action.
- j) Position descriptions are reviewed and updated as required and typically shall include a description of the purpose and duties of the position, a designated supervisor, a timeframe for the performance of the job, a listing of job qualifications, and a description of job benefits.
- k) The Association will not discriminate in the recruitment of Volunteers as the sole qualification for volunteer recruitment shall be the suitability to perform a task on behalf of the Association.
- l) Volunteers who have not reached the age of majority must have the written consent of a parent or guardian prior to volunteering. The volunteer services assigned to a minor shall be performed in a non-hazardous environment and shall comply with all appropriate requirements of child labor laws.
- m) As appropriate for the protection of clients, volunteers must submit to a criminal record check. Volunteers who do not agree to the background check will be refused assignments. Full details on Volunteer Screening can be found in *Section 16 – Screening*.
- n) Volunteers are encouraged to grow and develop their skills while serving with the Association and are assisted through promotion to new volunteer jobs to assume additional and greater responsibilities. Educational opportunities may be provided by the Association to grow the capacity of the volunteer to contribute in their role.
- o) Volunteers shall receive periodic evaluations to review their work. Evaluations should include both an examination of the volunteer's performance of position responsibilities and a discussion of any suggestions the volunteer may have concerning the position or project with which the volunteer is connected.
- p) The evaluation session is an opportunity for both the volunteer and the Association to examine and improve their relationship.
- q) Exit interviews, where possible and appropriate, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position, suggestions the volunteer may have to improving the position, and the possibility of involving the volunteer in some other capacity with the Association.
- r) Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for the Association.
- s) As appropriate, volunteers shall have access to the Association's property and materials necessary to fulfill their duties and shall receive training in the operation of any equipment. Property and materials shall be utilized only when directly required for the Association's purposes.



- t) Liability and accident insurance is provided for all volunteers engaged in Association business. Specific information regarding insurance is in *Section Two – Membership Rights and Responsibilities*.

## 1.4 Volunteer and Staff Recognition

- 1.4.1 SSA shall have policies and strategies in place to recognize the contributions of volunteers and staff.
- 1.4.2 An annual volunteer recognition event will be conducted to highlight and reward the contribution of volunteers and staff to the Association.
- 1.4.3 Informal recognition by all staff and volunteers who are responsible for volunteer supervision is encouraged.

## 1.5 Communications

- 1.5.1 Communication involves the sharing of information and is a two-way process that requires all parties to be engaged for it to be effective.
- 1.5.2 SSA is responsible to ensure that communication strategies and policies are in place for the Association and to monitor their effectiveness.
- 1.5.3 A primary goal of the communication strategy is to:
  - a) Ensure that there is open, positive and effective communication between SSA and the membership; and,
  - b) Ensure that information relating to the Association's programs and services and to the Association more generally is communicated to the membership in a timely and effective manner.
- 1.5.4 Member Organizations are required to provide two primary contacts for their organization to ensure that consistent communication is available with the SSA.
- 1.5.5 Member Organizations are responsible for having effective mechanisms in place to pass on all relevant information to their Entities, Participants and Organizers.

## 1.6 Public Relations

- 1.6.1 SSA is responsible for ensuring that public relations strategies and policies are in place to enhance the image and brand of the Association, and to monitor their effectiveness.
- 1.6.2 SSA and the Membership shall work in partnership to communicate the mission and to expand public knowledge of SSA programs, services and activities.
- 1.6.3 SSA representatives are ambassadors for the Association and are expected to conduct themselves in a professional manner while representing SSA in public forums (including but not limited to online, in-person and digital media).

- 1.6.4 SSA staff shall ensure policies and standards shall be in place for the use of the SSA logo.
- 1.6.5 The SSA President, ED or Director of Soccer Operations, or their designate, shall be the official representatives of SSA to the media and in official releases of information.

## 2 Appendix A Definitions

- 2.0.1 *“Affected Party”* – any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under the Appeal Policy and who may have recourse to an appeal in their own right under the Appeal Policy.
- 2.0.2 *“Appellant”* – the Party appealing a decision pursuant to the Appeal Policy.
- 2.0.3 *“Appeal Manager”* – an individual appointed by SSA to oversee the administration of the Appeal Policy. The Appeal Manager’s responsibilities shall include those as described in the Appeal Policy. The Appeal Manager shall be independent of SSA. Appeal Managers that satisfy the relevant requirements to perform such duties can be found on the Sask Sport website here.
- 2.0.4 *“Athlete”* – includes any Individual who is registered with SSA (either directly or indirectly through their club, national sport organization or other sport organization) for either recreational or competitive purposes.
- 2.0.5 *“Board”* – the Board of Directors of SSA.
- 2.0.6 *“Case Manager”* – an independent individual appointed by SSA to fulfill the responsibilities described in the Discipline and Complaints Policy. In order to be appointed as a Case Manager, the individual must have relevant experience and skills to manage complaints and perform their duties, either as a legal practitioner or sport administrator. Case management service providers that satisfy the relevant requirements to perform such duties can be found on the Sask Sport website here.
- 2.0.7 *“Club Licensing”* - Club Licensing system in accordance with Canada Soccer’s Rules and Regulations directives whose objectives are to safeguard the credibility and integrity of Club competitions, to improve the level of professionalism of soccer in Saskatchewan, to promote sporting values in accordance with the principles of fair play as well as safe and secure match environments, and to promote transparency in the finances, management and control of MO.
- 2.0.8 *“Complainant”* – the Party making a complaint pursuant to the Discipline and Complaints Policy and as referred to in the Investigations Policy.
- 2.0.9 *“Complaint Resolution Officer”* – an individual appointed by SSA to handle the duties of the Complaint Resolution Officer as described in the Discipline and Complaints Policy. Complaint Resolution Officers that satisfy the relevant requirements to perform such duties can be found on the Sask Sport website here.
- 2.0.10 *“CONCACAF”* - Confederation of North and Central American and Caribbean Associations of Football; and is a Confederation of the FIFA.
- 2.0.11 *“Conflict of Interest”* – Any situation in which a representative’s decision-making, which should always be in the best interests of SSA, is influenced or could be perceived to be influenced by personal, organizational, family, financial, business, or other private interests.

- 2.0.12 *"Consent"* - Consent is (a) informed (knowing), (b) voluntary (freely given), and (c) active (not passive). Consent must be demonstrated by clear words or actions, indicating that a person who is legally and functionally competent has indicated permission to engage in mutually agreed upon sexual activity.
- 2.0.13 *"Criminal Record Check (CRC)"* – a search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
- 2.0.14 *"Days"* – calendar days.
- 2.0.15 *"Director of Sanctions and Outcomes"* – the individual(s) responsible for overseeing the imposition of Provisional Measures, agreed outcomes, Sanctions and appearing before the Safeguarding Tribunal or the Appeal Tribunal in cases arising from a potential breach of the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) (or other conduct rules, as applicable) within the jurisdiction of the Office of the Sport Integrity Commissioner (OSIC).
- 2.0.16 *"Discrimination"* – as defined in the UCCMS and as amended from time to time by the Sport Dispute Resolution Centre of Canada (SDRCC).
- 2.0.17 *"Enhanced Police Information Check (E-PIC)"* – a Criminal Record Check plus a search of local police information, available from Sterling Backcheck.
- 2.0.18 *"Event"* – an event sanctioned by SSA, and which may include a social Event.
- 2.0.19 *"FIFA"* - Fédération Internationale de Football Association, which is the Governing Organization of soccer in the world.
- 2.0.20 *"Governing Body"* - The organization that has the authority to manage a judicial process as per the policies of the governing body. Governing body may refer to Canada Soccer, SSA, or Member Organizations, clubs/zones or entities that are members of SSA.
- 2.0.21 *"Harassment"* – a vexatious comment (or comments) or conduct against an Individual or group, irrespective of whether the comment or conduct occurs in person or via any other media, including social media, which is known or ought to reasonably be known to be unwelcome. Types of behaviour that constitute Harassment include, but are not limited to:
  - a) Written or verbal abuse, threats, or outbursts;
  - b) Persistent unwelcome remarks, jokes, comments, innuendo, or taunts;
  - c) Racial harassment, which is racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin;
  - 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 working conditions;
  - f) Practical jokes which endanger a person's safety, or which may negatively affect performance;

- g) Hazing, which is any form of conduct which exhibits any potentially humiliating, degrading, abusive, or dangerous activity, which does not contribute to any Individual's positive development, but is required to be accepted as part of a team or group, regardless of the individual's willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability;
  - h) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
  - i) Deliberately excluding or socially isolating a person from a group or team;
  - j) Persistent sexual flirtations, advances, requests, or invitations;
  - k) Physical or sexual assault;
  - l) Behaviours such as those described above that are not directed towards a specific person or group but have the same effect of creating a negative or hostile environment; and
  - m) Retaliation or threats of retaliation against a person who Reports harassment to SSA.
- 2.0.22 *"Independent Third Party"* – the independent organization or individual(s) retained by Sask Sport to receive complaints and to fulfill the responsibilities outlined in the Discipline and Complaints Policy, Investigation Policy and Appeal Policy, as applicable.
- 2.0.23 *"Individuals"* – refers to all categories of members in the Bylaws of SSA including, without limitation, Life Members, Participant Members and Organizer Members, as well as all people employed by, contracted by, or engaged in activities with SSA including, but not limited to, employees, contractors, Athletes, Team Personnel, officials, volunteers, managers, administrators, parents or guardians, spectators, committee members, directors or officers.
- 2.0.24 *"Maltreatment"* – as defined in the UCCMS, and as amended from time to time by the SDRCC.
- 2.0.25 *"Match Official/Referee"* – Individuals who perform as referees, assistant referees, 4th officials, referee administrators, referee assignors, referee supervisors, referee mentors, referee leads, referee instructors and referee assessors during sanctioned soccer activities.
- 2.0.26 *"Member Assistance Program" (MAP)* – Grant funding program distributing funds to SSA Member Organizations according to Sask Lotteries guidelines.
- 2.0.27 *"Member Organizations" (MO)* – Regular Members and Associate Members, as defined in the SSA Bylaws.
- 2.0.28 *"Minor"* – any Individual who is under the age of 18. Adult Individuals are responsible for knowing the age of a Minor.
- 2.0.29 *"Non-Pecuniary Interest"* - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.



- 2.0.30 *“Organizer”* – Anyone performing an activity connected with soccer at a Member Organization or entity, regardless of title, type of activity (administrative, sporting or any other) and duration of the activity. Includes all directors, officers, committee members, coaches, trainers, match officials, diversity officers, persons in charge of safety, and any other person responsible for technical, medical and/or administrative matters, members, clubs or leagues, as well as all other persons obliged to comply with SSA and Canada Soccer by-laws regardless of whether they are paid or volunteers.
- 2.0.31 *“OSIC”* – the Office of the Sport Integrity Commissioner, which is an independent division of the SDRCC, which comprises the functions of the Sport Integrity Commissioner.
- 2.0.32 *“Parties”* – in the context of a complaint under the Discipline and Complaints Policy, the Complainant and Respondent; in the context of an appeal under the Appeal Policy, the Appellant, Respondent and Affected Party (or Parties).
- 2.0.33 *“Pecuniary Interest”* – An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
- 2.0.34 *“Person in Authority”* – any Individual who holds a position of authority within SSA, including, but not limited to, coaches, officials, managers, support personnel, chaperones, committee members, directors or officers. In addition to the responsibilities described for Individuals in the Code of Conduct and Ethics, a Person in Authority shall be responsible for knowing what constitutes Maltreatment and Prohibited Behaviour.
- 2.0.35 *“Provisional Suspension”* – means that the Individual is barred temporarily from participating in any capacity in any Event or activity of SSA (or, as applicable, SSA’s Member Organizations), or as otherwise decided pursuant to the Discipline and Complaint Policy, prior to the decision rendered in a hearing conducted pursuant to the Discipline and Complaints Policy.
- 2.0.36 *“Power Imbalance”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 2.0.37 *“Prohibited Behaviour”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 2.0.38 *“Prohibited Method”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 2.0.39 *“Prohibited Substance”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 2.0.40 *“Reporting (or Report)”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 2.0.41 *“Respondent”* – the Party responding to a complaint or investigation; or, in the case of an appeal, the body or organization whose decision is being appealed, or the Individual who was the subject of a decision that is being appealed.



- 2.0.42 *“Personal Information”* – Any information about an individual that relates to the person’s personal characteristics including, but not limited to: sex, gender, age, income, home address, phone number, ethnic background, family status, health history, and health conditions, athletic testing and results and email
- 2.0.43 *“PIPEDA”* - The Personal Information Protection and Electronic Documents Act (PIPEDA) sets out ground rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities
- 2.0.44 *“PSO Safe Sport Liaison”* - Each PSO will identify at least one designated individual who is responsible for acting as a representative of their organization and lead point of contact for any safe sport or dispute resolution matters. This includes, but is not limited to; 1) working directly with the Independent Third Party to select Complaint Resolution Officers, Case Managers and Appeal Managers from approved listing (on Sask Sport website), 2) ensuring major and minor sanctions are enforced, 3) ensuring mediation agreements are approved by PSO/club and upheld, 4) long-term suspensions (1 year or longer) are reported to Sask Sport, 5) screening requirements and educational/training requirements are enforced. Safe Sport Liaisons must have knowledge and experience in board governance and must have completed the Governance Essentials e-learning course offered by the Canadian Centre for Ethics in Sport.
- 2.0.45 *“Sask Cup”* – The suite of championships offered by the Saskatchewan Soccer Association
- 2.0.46 *“SSA”* – Saskatchewan Soccer Association.
- 2.0.47 *“Sexual Harassment”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 2.0.48 *“Social media”* – the catch-all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Snapchat, TikTok, and Twitter.
- 2.0.49 *“SDRCC”* – the Sport Dispute Resolution Centre of Canada.
- 2.0.50 *“Tampering”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 2.0.51 *“Team Personnel”* - All supervisory team personnel including but not limited to coaches, assistant coaches, managers, trainers and other medical staff, and gender representative personnel or anyone that wishes to have access to the field of play.
- 2.0.52 *“UCCMS”* – the Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time by the SDRCC.
- 2.0.53 *“UCCMS Participant”* - an Individual affiliated with Canada Soccer, and who has signed the required UCCMS Participant consent form.
- 2.0.54 *“Volunteer”* - is anyone who serves without compensation or expectation of compensation beyond reimbursement and performs a task at the direction of and on behalf of the Association.



- 2.0.55 “*Vulnerable Participant*” – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 2.0.56 “*Vulnerable Sector Check (VSC)*” – a detailed check that includes a search of the RCMP Canadian Police Information Centre (CPIC) system, local police information, and the Pardoned Sex Offender database.
- 2.0.57 “*Workplace*” – any place where events, business or work-related activities are conducted. Workplaces include but are not limited to, the office or facilities of SSA, work-related social functions, work assignments outside offices, work-related travel, the training, and competition environment (wherever located), and work-related conferences or training sessions.
- 2.0.58 “*Workplace Harassment*” – vexatious comment(s) or conduct against a worker in a Workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment should not be confused with legitimate, reasonable management actions that are part of the normal work/training function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute Workplace Harassment include, but are not limited to:
- a) Bullying;
  - b) Workplace pranks, vandalism, bullying or hazing;
  - c) Repeated offensive or intimidating phone calls, text messages or emails;
  - d) Inappropriate sexual touching, advances, suggestions or requests;
  - e) Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
  - f) Psychological abuse;
  - g) Excluding or ignoring someone, including persistent exclusion of a person from work-related social gatherings;
  - h) Deliberately withholding information that would enable a person to do his or her job, perform or train;
  - i) Sabotaging someone else’s work or performance;
  - j) Gossiping or spreading malicious rumours;
  - k) Intimidating words or conduct (offensive jokes or innuendos); and
  - l) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.
- 2.0.59 “*Workplace Violence*” – the use of or threat of physical force by a person against a worker in a Workplace that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker in a Workplace that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a Workplace that could cause physical injury to the worker. Types of behaviour that constitute Workplace Violence include, but are not limited to:
- a) Verbal or written threats to attack;
  - b) Sending or leaving threatening notes, text messages or emails;

- c) Physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, or throwing objects;
- d) Wielding a weapon in a Workplace;
- e) Hitting, pinching or unwanted touching which is not accidental;
- f) Dangerous or threatening horseplay;
- g) Physical restraint or confinement;
- h) Blatant or intentional disregard for the safety or wellbeing of others;
- i) Blocking normal movement or physical interference, with or without the use of equipment;
- j) Sexual violence; and
- k) Any attempt to engage in the type of conduct outlined above.