



SASKATCHEWAN SOCCER ASSOCIATION

POLICIES AND PROCEDURES MANUAL

Section Three Code of Conduct & Ethics Policy

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1 Code of Conduct & Ethics

1.0 Purpose

- 1.0.1 The purpose of this Code is to ensure a safe and positive environment within the programs, activities, and Events of SSA by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the applicable organization's core values and policies. SSA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals can safely participate in our sport and are treated with respect and fairness.
- 1.0.2 As per the Saskatchewan Employment Act and Saskatchewan Occupational Health and Safety Regulations, SSA is obligated to ensure workers are not exposed to abuse or harassment with respect to any matter or circumstance arising out of their employment; for the purposes of the SSA Code of Conduct and Ethics this protection also extends to all organizer members who volunteer or may receive payment in service to the Association and/or its Member Organizations.
- 1.0.3 As stated in the SSA By-laws, SSA Member Organizations are responsible to have bylaws, policies and regulations in place that meet the standards set by this policy; in the absence of such written policies, SSA members shall be bound by the principles and standards set out herein.

1.1 Application of this Code

- 1.1.1 This Code applies to any Individual's conduct during the business, activities, and Events of SSA including, but not limited to, competitions, practices, evaluations, treatment or consultations (e.g., massage therapy), training camps, travel associated with organizational activities, the office environment, and any meetings or social Events.
- 1.1.2 This Code also applies to Individuals' conduct outside of the business, activities, and Events of SSA when such conduct adversely affects the organization's relationships (and the work and sport environment) or is detrimental to the image and reputation of SSA. Such applicability will be determined by SSA its sole discretion.
- 1.1.3 This Code applies to Individuals active in the sport of soccer or who have retired from the sport of soccer where any claim regarding a potential breach of this Code occurred when the Individual was active in the sport.
- 1.1.4 In addition, breaches of this Code may occur when the Individuals involved interacted due to their mutual involvement in the sport of soccer or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Individual(s).

- 1.1.5 Any Individual who violates this Code may be subject to sanctions pursuant to the *Discipline and Complaints Policy*. In addition to facing possible sanctions pursuant to the *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be removed from the competition or training area, and the Individual may be subject to further sanctions.

2 UCCMS 11 24

- 2.0.1 The Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) was adopted by SSA on November 23, 2024 and shall be incorporated into this Code by reference as if set out in full herein. Any modifications or amendments made to the UCCMS by the Sport Dispute Resolution Centre of Canada (SDRCC) shall come into effect immediately upon their adoption by the SDRCC, without the need for any further action by SSA or its Member Organizations.

2.1 Responsibilities

- 2.1.1 Individuals have a responsibility to:
- a) Comply, at all times, with SSA's by-laws, policies, procedures, directives, and rules and regulations
 - b) Work in a spirit of partnership to collaborate with SSA and all its Member Organizations and stakeholders to align efforts to achieve the mission of the SSA
 - c) Resolve issues that may be in dispute in a professional and civil manner
 - d) Maintain and enhance the dignity and self-esteem of Individuals, organizers and others participants by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - ii. Complying with Canada Soccer's Rules and Regulations specifically, but not limited to, (Section 3, page 2) the Canada Soccer Code of Conduct and Ethics and FIFA's Code of Ethics (Section 23, page 20)
 - iii. Directing comments or criticism appropriately and avoiding public criticism of Individuals, Member Organizations, or organizers
 - iv. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - v. Consistently treating individuals fairly and reasonably
 - vi. Adhering to the *FIFA Laws of the Game* and the spirit of those rules
 - vii. Demonstrating respect for the Fair Play Principles of Sport, which are:
 - a Respect for both the letter and spirit of the rules;
 - b Respect for match officials and their decisions;
 - c Respect for opponents, including modesty in victory and composure in defeat;
 - d Facilitation of access to sport; and,
 - e Maintenance of self-control at all times.



- e) Refrain from any behaviour that constitutes Harassment, Workplace Harassment, Sexual Harassment, Workplace Violence, Discrimination or any form of Maltreatment or Prohibited Behaviour
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) Refrain from consuming tobacco products, cannabis, or other recreational drugs while participating in the programs, activities, Events of SSA or representing SSA at any such programs, activities or Events
- h) In the case of Minors, not consume alcohol, tobacco, or cannabis at any Event
- i) In the case of adults, not consume cannabis in the Workplace or in any situation associated with Events (subject to any requirements for accommodation), not consume alcohol in the Workplace and during competitions (except where permitted in accordance with provincial licensing regulations) and manage the responsible consumption of alcohol in any other situation
- j) Respect the property of others and not wilfully cause damage
- k) Promote sport in the most constructive and positive manner possible
- l) When driving a vehicle:
 - i. Have a valid license;
 - ii. Obey traffic laws at all times;
 - iii. Not be under the influence of alcohol, cannabis or illegal drugs or intoxicating substances;
 - iv. Have valid insurance; and
 - v. Refrain from using a mobile device or engaging in any activity that would constitute distracted driving
- m) Adhere to all federal, provincial, municipal and host country laws
- n) Reject and condemn all forms of bribery and corruption
- o) 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. Any gifts beyond the limits set by The Canada Revenue Agency (CRA) for gifts in Canada will be charged as a taxable benefit.
- p) No employees of the SSA shall offer gifts or favors to any public official that could be construed as a payment to influence the official.
- q) Refrain from offering or accepting cash, other than reasonable per diems, expense reimbursement or salaries
- r) Refrain from forging or falsifying a document nor use such
- s) Ensure information obtained while carrying out one's duties is treated as confidential if that information is received or can be understood as confidential.
- t) Respect the confidentiality of the information after the relationship with the SSA ceases
- u) Remain politically neutral
- v) Refrain from betting in connection with soccer and its derivatives 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.



- w) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition or para-classification, and/or refrain from offering or receiving any benefit which is intended to manipulate the outcome of a competition. A benefit includes the direct or indirect receipt of money or other anything else of value, including, but not limited to, bribes, gains, gifts, preferential treatment, and other advantages
- x) Comply, at all times, with the bylaws, policies, procedures, and rules and regulations of SSA and those of any other sport organization with authority over the individual, as applicable and as adopted and amended from time to time
- y) Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving an Individual to SSA, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal or Prohibited Substance or Method

2.2 Unacceptable Actions

- 2.2.1 In addition to Section 2.1 (Responsibilities) above, Individuals have a responsibility to:
- a) Refrain from any behavior that constitutes aggression or abuse, where aggression or abuse is directed towards organizers. Types of behaviour that are applicable to this section include, but are not limited to:
 - i. Language (whether verbal or written) that may cause organizers to feel afraid, threatened or abused and may include threats, personal verbal abuse, derogatory remarks and rudeness
 - ii. Offensive or intimidating phone calls or emails
 - iii. Personal attacks or publicly questioning a person's integrity
 - iv. Overly aggressive or intimidating words or conduct including confrontation in-person or in writing
 - v. Inflammatory statements, remarks of a racial or discriminatory nature and unsubstantiated allegations
 - b) Refrain from any behaviour that constitutes unreasonable demands; unreasonable demands are demands which start to (or when complying with the demand would) impact excessively on the work of organizers, or when dealing with the matter take up an excessive amount of time and in so doing, disadvantages other Individuals. Types of behaviour that are applicable to this section include, but are not limited to:
 - i. Repeatedly demanding responses within an unreasonable timeframe
 - ii. Demanding responses from several Individuals on the same subject
 - iii. Insisting on seeing or speaking to a particular organizer when that is not possible or when it has been confirmed they are unavailable
 - iv. Repeatedly changing the substance of an enquiry or complaint or raising unrelated concerns
 - v. Repeatedly posing a question when a response has already been given

- c) Refrain from any behaviour that constitutes unreasonable levels of contact; unreasonable levels of contact is defined as when the amount of time spent talking to an individual on the telephone, or responding to, reviewing and filing emails or written correspondence impacts SSA's ability to deal with the matter, or SSA's responsibility for carrying out tasks relating to other Individuals. Types of behaviour that are applicable to this section include, but are not limited to:
 - i. When a large number of calls or emails are received from the same person in one day
 - ii. When a person repeatedly makes long telephone calls or inundates organizers with emails or copies of information that have been already sent or that are irrelevant to the substance of the complaint or enquiry
 - iii. Repeated offensive or intimidating phone calls or written comments or emails
 - iv. Repeated requests for information or action when clarification has already been provided
 - v. When parties involve un-related parties in discussions on email
 - vi. If a person is directing the behavior of staff or volunteers without proper authority or through demands, implied threats or threat of negative consequences and/or if a person is intervening in SSA activities without proper authority
 - vii. Comments or conduct that is known or ought reasonably to be known to be unwelcome;
 - viii. Hypercritical approach when working with organizers
 - ix. Repeated disregard to SSA directives
 - x. Making false statements in person, in written form or in public

2.3 Harassment

- 2.3.1 In addition to Section 2.1 (Responsibilities) above, and subject to any term of the UCCMS to the contrary, Individuals have a responsibility to:
 - a) Refrain from any behaviour that constitutes harassment, where harassment is defined according to the Canadian Human Rights Commission as a form of discrimination which involves any unwanted physical or verbal behaviour that offends or humiliates. Generally, harassment is behavior that persists over time or serious one-time incidents.
 - b) Types of behaviour that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect conditions of participation
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - vii. Any form of hazing



- viii. Retaliation or threats of retaliation against an individual who reports harassment
- ix. Bullying
- x. Offensive or intimidating phone calls, text messages, voice mails, or emails
- xi. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
- xii. Psychological abuse
- xiii. Discrimination
- xiv. Words, actions, or an environment which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating
- xv. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment

2.3.2 Refrain from any behaviour 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 behaviour that it is reasonable to interpret as a threat to exercise physical force. Types of behaviour that are applicable to this section include, but are not limited to:

- i. Verbal threats to attack
- ii. Sending or leaving threatening notes, text messages, voice mails, or emails
- iii. Making threatening physical gestures
- iv. Wielding a weapon
- v. Hitting, pinching or unwanted touching which is not accidental or deemed to be generally accepted as a part of sport participation
- vi. Throwing an object in the direction of someone
- vii. Blocking normal movement or physical interference, with or without the use of equipment
- viii. Any attempt to engage in the type of conduct outlined above

2.3.3 Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:

- i. Sexist jokes
- ii. Sexual violence
- iii. Display of sexually offensive material
- iv. Sexually degrading words used to describe a person
- v. Inquiries or comments about a person's sex life
- vi. Unwelcome sexual flirtations, advances, requests, invitations or propositions
- vii. Inappropriate sexual touching, advances, suggestions or requests
- viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
- ix. Physical or sexual assault



3 Directors, Committee Members, and Employees

- 3.0.1 In addition to Section 2.1 (Responsibilities) above, directors, committee members, and employees of SSA will have additional responsibilities to:
- i. When performing their role as a director or committee member or employee of SSA, ensure that they respect their duty of loyalty to SSA and refrain from engaging in any activity or behaviour that could constitute a conflict of interest
 - ii. Ensure their loyalty prioritizes the interests of SSA
 - iii. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of Individuals' confidence
 - iv. Make every effort to learn and use the chosen name and pronouns of its representatives and members. Failing to respect an individual's gender identity or expression by continuing to use either an incorrect name (deadnaming, e.g., deliberately using their past name instead of their new name), or incorrect chosen pronouns (misgendering, e.g., using he instead of she or other chosen pronouns such as they) is discriminatory and will not be tolerated.
 - v. Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - vi. If applicable, comply with the *Screening Policy*, including understanding ongoing expectations under the *Screening Policy* and fully cooperating in the screening process
 - vii. Conduct themselves openly, professionally, lawfully and in good faith
 - viii. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - ix. Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
 - x. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
 - xi. Ensure that Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
 - xii. Respect the confidentiality appropriate to issues of a sensitive nature
 - xiii. Respect the decisions of the majority and resign from their position if unable to do so
 - xiv. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - xv. Have knowledge and understanding of all relevant policies and procedures
 - xvi. Conform to the bylaws and policies approved by SSA, in particular this *Code of Conduct and Ethics* as well as the *Conflict of Interest Policy*.
- 3.0.2 In addition to the responsibilities described above, one board member and the PSO Safe Sport Liaison must also complete the Canadian Centre for Ethics in Sport's Governance Essentials e-learning course.



4 Team Personnel

- 4.0.1 In addition to Section 2.1 (Responsibilities) above, team personnel, which includes, without limitation, coaches, instructors, trainers and athlete support personnel (collectively, “coaches”) have many additional responsibilities. 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 understand and respect the inherent Power Imbalance that exists in this relationship and must not abuse it, either consciously or unintentionally. Coaches will:
- Avoid any behaviour that abuses the Power Imbalance inherent to their position as a coach
 - Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the Athletes
 - 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
 - Avoid compromising the present and future health of Athletes by communicating and cooperating with sport medicine professionals (where applicable) in the diagnosis, treatment, and management of Athletes’ medical and psychological treatments
 - Support the team personnel of a training camp, provincial team, or national team, should an Athlete qualify for participation with one of these programs
 - Accept and promote Athletes’ personal goals and refer Athletes to other coaches and sport specialists as appropriate
 - Provide Athletes (and the parents/guardians of Minor Athletes) with the information necessary to be involved in the decisions that affect the Athlete
 - Act in the best interest of the Athlete’s development as a whole person
 - Comply with the Screening Policy, including understanding ongoing expectations under the Screening Policy and fully cooperating in the screening process
 - Respect other team personnel
 - Comply with all established responsibilities and obligations as set out by the coach’s professional body, if any
 - Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or Prohibited Substances or Prohibited Methods and, in the case of minors, alcohol, cannabis, and/or tobacco
 - Respect Athletes playing for other teams, provinces or countries and, in dealings with them, not discuss topics or take actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the Athletes
 - Except where there was a pre-existing relationship prior to the development of the coach-Athlete relationship and there is otherwise no Power Imbalance, not engage in a sexual or intimate relationship with an Athlete of any age in which the coach is in a position of trust or authority



- o) Recognize the power inherent in the position of coach 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. Coaches 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
- p) Dress appropriately
- q) Use inoffensive language, and take the audience being addressed into account (e.g., the age/maturity of the participants)

5 Athlete

- 5.0.1 In addition to Section 2.1 (Responsibilities) above, Athletes will have additional responsibilities to:
- a) Adhere to their athlete agreement (if applicable)
 - b) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
 - c) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, and evaluations (including time controls or any other form of testing)
 - d) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
 - e) Adhere to SSA's rules and requirements regarding clothing and equipment
 - f) Dress to represent the sport and themselves appropriately
 - g) Act in accordance with SSA's policies and procedures and, when applicable, additional rules as outlined by coaches or managers
 - h) Act in a sportsmanlike manner and not engage in violent behaviour, foul language, or offensive gestures

6 Match Officials

- 6.0.1 In addition to Section 2.1 (Responsibilities) above, match officials will have additional responsibilities to:
- a) Conduct themselves with dignity both on and off the field of play and shall, by example, seek to inspire the principles of fair play
 - b) Not cause Canada Soccer, Saskatchewan Soccer or any regional referees association to become involved in any controversial matters, and shall abide by the rules and regulations of the provincial soccer association and the referee's own association
 - c) Adhere to all standards and directives established by the international (FIFA), national (Canada Soccer) and provincial (SSA) soccer association, and Member Organizations
 - d) Be neat in appearance and maintain a high level of physical and mental fitness
 - e) Study and enforce the current Laws of the Game and any event-specific rules and regulations



- f) Perform their designated duties, including attending organized clinics and lectures, etc. and assist their colleagues in upgrading and improving their standards of officiating, instructing and assessing
- g) Honour any appointments accepted, unless unable to do so by virtue of illness or personal emergency. Appointments are prioritized as FIFA - Canada Soccer – SSA – Local Member Organization
- h) Not publicly criticize other match officials, Canada Soccer, Saskatchewan Soccer or other provincial/territorial soccer associations, or any referees association. This includes statements on social media platforms
- i) Not make any statement to the media (newspaper, television, radio, social, etc.) related to a game in which the match official has officiated, or to the performance of the players or other match officials
- j) Not accept any appointment to officiate in any competitive game involving a team in the same age group and gender division in the same league to which the match official is directly affiliated as a team personnel
- k) Not accept an appointment to officiate in any provincial championship game involving a team or club to whom the match official is directly affiliated as a player, team personnel, and organizer
- l) Not accept any appointment to officiate in any competitive game in which an immediate member of their family by marriage or common law is a registered player or team personnel. An immediate member of the family is a parent/guardian/caregiver, a spouse, child, or sibling
- m) Not accept any appointment to officiate in unsanctioned events
- n) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- o) When writing reports, set out the true facts and not attempt to justify any decisions
- p) Report any approach to fix the result of a match
- q) Take ownership of actions and decisions made while officiating
- r) Respect the rights, dignity, and worth of all Individuals
- s) Act openly, impartially, professionally, lawfully, and in good faith
- t) Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals
- u) Comply with the Screening Policy, including understanding ongoing expectations under the Screening Policy and fully cooperating in the screening process

7 Parents/Guardians and Spectators

- 7.0.1 In addition to Section 2.1 (Responsibilities) above, parents/guardians and spectators at Events will, at all times:
- i. Encourage Athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
 - ii. Condemn the use of violence in any form
 - iii. Never ridicule a participant during a competition or practice



- iv. Respect the decisions and judgments of match officials, and encourage Athletes to do the same
- v. Support all efforts to eliminate verbal and physical abuse, coercion, intimidation, and sarcasm
- vi. Respect all competitors, coaches, officials and other volunteers
- vii. Refrain from entering the training or competition areas and from interfering with any activities
- viii. Never harass competitors, coaches, officials, event organizers, staff, directors, parents/guardians, or other spectators

8 Anti-Doping

- 8.0.1 All Individuals shall:
- a) Abstain from the non-medical use of medications or drugs or the use of Prohibited Substances or Prohibited Methods as listed on the version of the World Anti-Doping Agency's Prohibited List currently in force. More specifically, SSA adopts and adheres to the Canadian Anti-Doping Program. SSA will respect any sanction imposed on an Individual as a result of a breach of the [Canadian Anti-Doping Program](#) or any other applicable Anti-Doping Rules
 - b) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision, who has been found to have committed an anti-doping rule violation and is serving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program or any other applicable anti-doping rules or agency
 - c) Cooperate with any Anti-Doping Organization that is conducting an investigation into any anti-doping rule violation(s)
 - d) Refrain from any offensive conduct toward a doping control official or other individual involved in doping control, whether or not such conduct constitutes Tampering as defined in the Canadian Anti-Doping Program
- 8.0.2 All Athlete Support Personnel or other persons who are Using a Prohibited Substance or Prohibited Method without a valid and acceptable justification shall refrain from providing support to Athletes that fall under SSA or its Member Organizations' jurisdiction.

9 Code of Conduct to Protect Children

- 9.0.1 SSA has developed the following Child Protection Code of Conduct for its employees and volunteers to follow when interacting with children. The safety, rights and well-being of children SSA serves is at the core of its daily programs. SSA nurtures supportive relationships with children while balancing and encouraging appropriate boundaries.

- 9.0.2 Why is a Child Protection Code of Conduct important? SSA 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 SSA programs is a priority in our daily operations. The intent of the Child Protection Code of Conduct is to ensure that staff/volunteers develop healthy relationships with the children involved in sport programs delivered by SSA and Member Organizations and to model appropriate boundaries for children.
- 9.0.3 Treating Children With Dignity and Maintaining Boundaries
- a) All staff/volunteers shall:
 - i. Treat all children with respect and dignity
 - ii. Establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the organization
 - b) It is important to monitor your own behaviour towards children, and pay close attention to the behaviour of your peers to ensure that behaviour is appropriate and respectful, and will be perceived as such by others.
 - c) All of your interactions and activities with children:
 - i. should be known to and approved by the board, where applicable, and the parents of the child,
 - ii. tied to your duties, and
 - iii. designed to develop the child's skills in the soccer program
 - d) Always consider the child's reaction to any activities, conversations, behaviour or other interactions. If at any time you are in doubt about the appropriateness of your own behaviour or the behaviour of others, you should discuss it with the designated person within your organization.
- 9.0.4 Examples of unacceptable behaviour toward a child:
- a) Embarrassing
 - b) Shaming
 - c) Blaming
 - d) Humiliating, and/or
 - e) Putting them down

9.1 Inappropriate and Illegal Behaviour

- 9.1.1 The action taken by the organization will depend upon the nature of the incident; however, it is important for the organization to distinguish between illegal behaviour and inappropriate behaviour.
- 9.1.2 If you are unsure whether the behaviour you witnessed or heard about is illegal behaviour or inappropriate behaviour, then you must discuss the issue with the designated person within your organization who will support you through the process.
- 9.1.3 Inappropriate behaviour includes:



- i. 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:
 - a Personal phone calls not tied to duties with the child;
 - b Electronic communications and Social Media (email, text message, instant message, online chats, social networking including “friending”, etc.) not tied to duties with the child;
 - c Personal letters not tied to duties with the child; and
 - d Excessive communications (online or offline).
- b) Inappropriate Contact: spending unauthorized time with a child outside of designated duties with the organization.
- c) Favouritism: singling out a child or certain children and providing special privileges and attention, but not to include variations in playing time based on skills, strategy or player commitment (for example, paying a lot of attention to, giving or sending personalized gifts, or allowing privileges that are excessive, unwarranted or inappropriate).
- d) Taking Personal Photos/Videos outside of sport duties: 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.
- e) Telling sexual jokes to a child, or making comments to a child that are or is in any way suggestive, explicit or personal.
- f) 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.
- g) Intimidating or threatening a child.
- h) Making fun of a child.
- i) Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by the Member Organization.

9.1.4 Illegal behaviour:

- a) All forms of abuse identified are open to intervention according to The Child and Family Services Act, including:
- b) Physical Abuse;
- c) Sexual Abuse and Exploitation;
- d) Physical Neglect;
- e) Emotional Maltreatment;
- f) Exposure to Domestic or Interpersonal Violence; and
- g) Failure to provide Essential Medical Treatment.

- 9.1.5 External Reporting: The Child Abuse Protocol makes clear that all citizens have a “Duty to Report” suspicions of child abuse and neglect and in all cases where the safety of a minor is in question, the guidelines of [Saskatchewan’s Child Abuse Protocol](#) and other applicable provincial acts shall be adhered to (for details refer to *Section 13 Risk Management Policy*).

9.2 Retaliation, Retribution or Reprisal

- 9.2.1 It is a breach of this Code for any Individual to engage in any act that threatens or seeks to intimidate another Individual with the intent of discouraging that Individual from filing, in good faith, a Report pursuant to any SSA policy. It is also a breach of this Code for an Individual remove opportunities, privileges or any other benefit from an Individual who has filed a Report against them or to file a Report for the purpose of retaliation, retribution or reprisal against any other Individual. Any Individual found to be in breach of this section shall be liable for the costs related to the disciplinary process required to establish such a breach.

9.3 Privacy

- 9.3.1 The collection, use and disclosure of any personal information pursuant to this Policy is subject to SSA’s usual policies and practices regarding private and/or confidential information.

10 Appendix A Definitions

- 10.0.1 *“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.
- 10.0.2 *“Appellant”* – the Party appealing a decision pursuant to the Appeal Policy.
- 10.0.3 *“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.
- 10.0.4 *“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.
- 10.0.5 *“Board”* – the Board of Directors of SSA.
- 10.0.6 *“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.
- 10.0.7 *“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.
- 10.0.8 *“Complainant”* – the Party making a complaint pursuant to the Discipline and Complaints Policy and as referred to in the Investigations Policy.
- 10.0.9 *“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.
- 10.0.10 *“CONCACAF”* - Confederation of North and Central American and Caribbean Associations of Football; and is a Confederation of the FIFA.
- 10.0.11 *“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.



- 10.0.12 *"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.
- 10.0.13 *"Criminal Record Check (CRC)"* – a search of the RCMP Canadian Police Information Centre (CPIC) system for adult convictions
- 10.0.14 *"Days"* – calendar days.
- 10.0.15 *"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).
- 10.0.16 *"Discrimination"* – as defined in the UCCMS and as amended from time to time by the Sport Dispute Resolution Centre of Canada (SDRCC).
- 10.0.17 *"Enhanced Police Information Check (E-PIC)"* – a Criminal Record Check plus a search of local police information, available from Sterling Backcheck.
- 10.0.18 *"Event"* – an event sanctioned by SSA, and which may include a social Event.
- 10.0.19 *"FIFA"* - Fédération Internationale de Football Association, which is the Governing Organization of soccer in the world.
- 10.0.20 *"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.
- 10.0.21 *"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.

10.0.22 *"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.

10.0.23 *"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.

10.0.24 *"Maltreatment"* – as defined in the UCCMS, and as amended from time to time by the SDRCC.

10.0.25 *"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.

10.0.26 *"Member Organizations"* (MO) – Regular Members and Associate Members, as defined in the SSA Bylaws.

10.0.27 *"Minor"* – any Individual who is under the age of 18. Adult Individuals are responsible for knowing the age of a Minor.

10.0.28 *"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.




- 10.0.29 *“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.
- 10.0.30 *“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.
- 10.0.31 *“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).
- 10.0.32 *“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.
- 10.0.33 *“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.
- 10.0.34 *“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.
- 10.0.35 *“Power Imbalance”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 10.0.36 *“Prohibited Behaviour”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 10.0.37 *“Prohibited Method”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 10.0.38 *“Prohibited Substance”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 10.0.39 *“Reporting (or Report)”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 10.0.40 *“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.



- 10.0.41 *“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
- 10.0.42 *“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
- 10.0.43 *“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.
- 10.0.44 *“Sask Cup”* – The suite of championships offered by the Saskatchewan Soccer Association
- 10.0.45 *“SSA”* – Saskatchewan Soccer Association.
- 10.0.46 *“Sexual Harassment”* – as defined in the UCCMS and as amended from time to time by the SDRCC.
- 10.0.47 *“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.
- 10.0.48 *“SDRCC”* – the Sport Dispute Resolution Centre of Canada.
- 10.0.49 *“Tampering”* – as defined in the Canadian Anti-Doping Program, as amended from time to time by the Canadian Centre for Ethics in Sport.
- 10.0.50 *“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.
- 10.0.51 *“UCCMS”* – the Universal Code of Conduct to Prevent and Address Maltreatment in Sport, as amended from time to time by the SDRCC.
- 10.0.52 *“UCCMS Participant”* - an Individual affiliated with Canada Soccer, and who has signed the required UCCMS Participant consent form.
- 10.0.53 *“Vulnerable Participant”* – as defined in the UCCMS and as amended from time to time by the SDRCC.



- 10.0.54 *“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.
- 10.0.55 *“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.
- 10.0.56 *“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.
- 10.0.57 *“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.