

## WSAPOL-10 CODE OF CONDUCT TO PROTECT CHILDREN

Effective Date: August 2019

Revision Number: 1

Revision Date: August 2019

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### Why a Code of Conduct Specifically for Children?

The Weyburn Soccer Association has developed this Code of Conduct to Protect Children because we are committed to ensuring all children are protected and safe. A Code of Conduct to Protect Children 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. We nurture supportive and inclusive relationships with children while balancing and encouraging appropriate boundaries.

The intent of this policy is to guide our volunteers in their interactions and development of healthy relationships with the children involved in the activities or programs delivered by our organization and to model appropriate boundaries for children.

For the purposes of WSA, and in keeping with the Government of Canada, “minor child” is defined as a person under the age of 18, and all WSA youth (child, minor, minor child) referenced documents are to be interpreted as pertaining to youth under the age of 18.

See <http://www.canada.ca>, “provincial definitions of a minor”.

### Treating Children with Dignity and Maintaining Boundaries

All 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 that we each monitor our own behaviour towards children and pay close attention to the behaviour of our peers to ensure that behaviour is appropriate and respectful and will be perceived as such by others.

All interactions and activities with children:

- Should be known to, and approved by, a supervisor/designated person and/or the parents of the child.
- Tied to your duties.

- Designed to meet the child's needs not our own needs. WSA prohibits the use of SMS (text & video) communications with children/youth under the age of 12. SMS communications are applicable only to teams aged U13 and up with express consent of the parent/guardian.

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.

#### General Rules of Behaviour

- Always adhere to the "Rule of Two". This means that any one-on-one interaction between a WSA representative and an athlete must take place within the presence of the second adult, except for medical emergencies. Should there be a circumstance where a screened, trained, and certified representative is not available, a screened volunteer, parent, or adult can be recruited.

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 job/volunteer duties, that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any behaviour that goes against (or appears to go against) the organization's mandate, policies, or Code of Conduct to Protect Children, regardless of whether they are serving the organization at that moment.
- Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behaviour – it is an volunteer's duty to report the matter to his/her supervisor/designated person or Child Welfare Agency, not to investigate.

#### What Constitutes Inappropriate Behaviour

Inappropriate behaviour includes:

1. Inappropriate Communication. Communication with a child or his/her family outside of a work/volunteer context, regardless of who initiated the exchange. For example: Personal phone calls or letters, Electronic communications (email, text message, instant message, online chats, social networking (including "friending"), etc.) Excessive communications (online or offline).
2. Inappropriate Contact. Spending unauthorized time with a child or the child's family outside of designated work times and volunteer activities. You must report all contact

with a child or the child's family outside of designated work times and activities BEFORE the contact occurs to the designated person within your organization.

3. Favouritism. 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 (when known to your supervisor) are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity. Inappropriate behaviour also includes:
  5. Telling sexual jokes or making comments to a child that are 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 (shaming, embarrassing, humiliating, criticizing, or blaming).

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

### Reporting Requirements

If you are not sure whether the issue you have witnessed or heard about involves potentially illegal behaviour or inappropriate behaviour, discuss the issue with the designated person within your organization who will support you through the process. Remember: You have an independent duty to report all suspicions of potentially illegal behaviour directly to police and/or child welfare. All employees and volunteers must report suspected child sexual abuse, inappropriate behaviour or incidents that they become aware of, whether the behaviour or incidents were personally witnessed or not.

### Follow up on Reporting

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

When an allegation or suspicion of inappropriate behaviour is made, the 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.

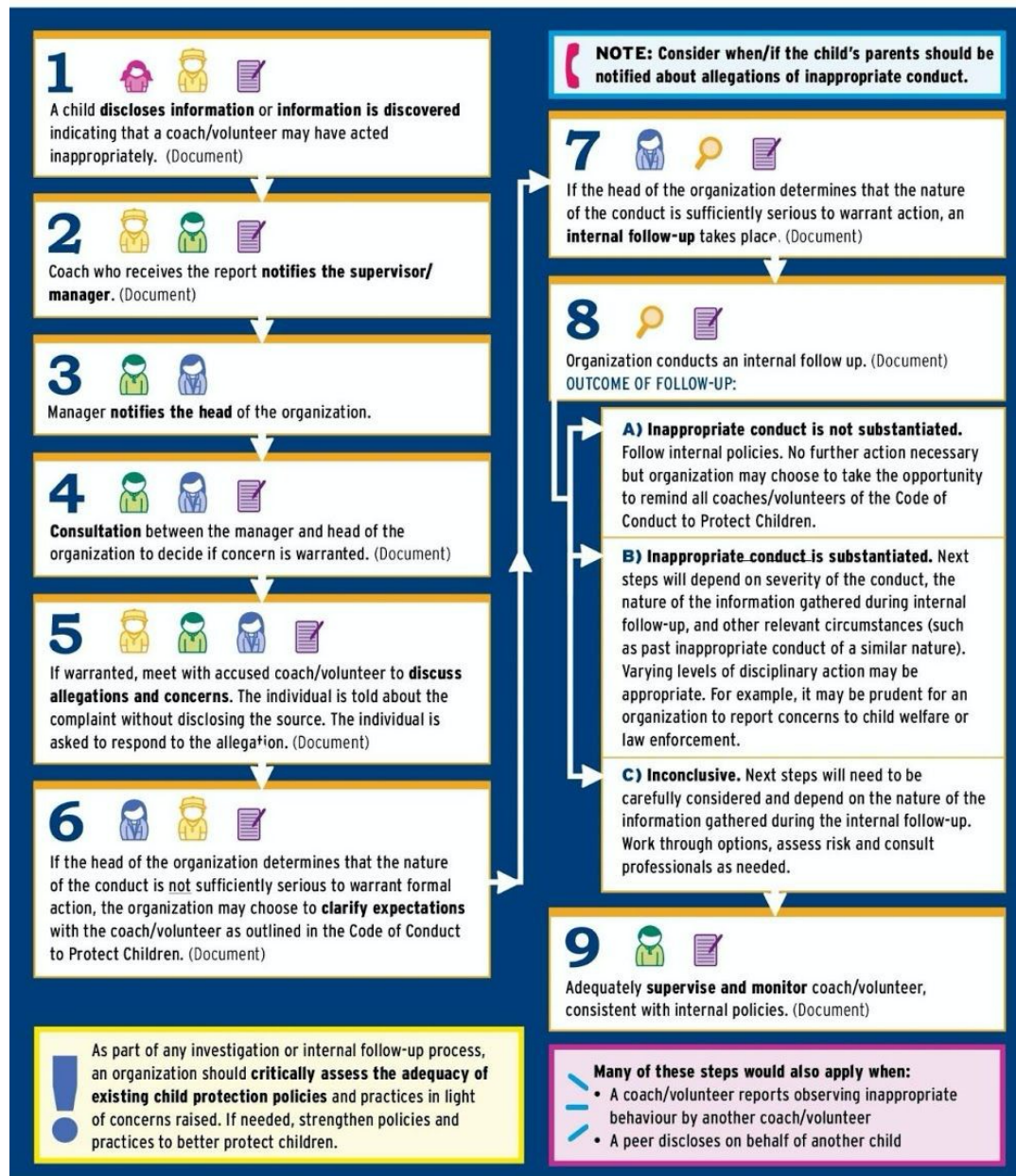
In the case of inappropriate behaviour, if:

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

# INAPPROPRIATE CONDUCT

## STEPS FOR REPORTING:

This card is a component of the Commit to Kids® program. It is intended as a quick reference for use in a sporting environment and is not meant to be exhaustive or to replace legal advice. Users are strongly encouraged to consult with any or all of child welfare, law enforcement and legal counsel as appropriate to a given situation.



*The safety of the child and other children in the organization must be ensured at all times in the process.*



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## WSAPOL-11 CONFLICT OF INTEREST POLICY

Effective Date: August 2019

Revision Number: 1

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In keeping with the policies of Saskatchewan Soccer Association (SSA), the Weyburn Soccer Association is committed to providing an environment in which all Directors act honestly, in good faith, and in the best interests of the game of soccer.

Each Director is under an obligation to avoid a conflict of interest, whenever reasonably possible.

However, conflicts of interest may arise. In such situations, the Director is required:

1. To declare the conflict of interest, and refrain from voting on the issue in question
2. To absent himself or herself from the meeting at any time there is discussion of the matter giving rise to the conflict
3. To refrain from lobbying or participating in the decision-making process.

Each Director is also required to declare a conflict even when the conflict arises after the contract or arrangement is made with the other company, firm, or organization in which the individual acquires an interest or significant involvement. In this situation, the Director is to declare his or her conflict at the first meeting of the Directors held after the Director becomes interested in the other company, firm, or organization.

A Director who has any questions or concerns regarding situations of conflict of interest or potential or possibly perceived situations of conflict of interest should seek and obtain appropriate guidance and counsel from the SSA.

There are basically two situations giving rise to a conflict of interest. One is that of "financial interest" and the other is an "obligation of loyalty".

The circumstance giving rise to a conflict of interest need not be those of the individual but may be the interest of a person having close family ties to the Director, or a friend, business associate, or colleague of the Director.

## WSAPOL-12 FINANCE POLICY

Effective Date: August 2019

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### Related Policies

WSA By-Laws

### Policy

The Finance Policy of WSA is intended to further supplement the By-Laws established for the Association.

The policy consists of the following sections:

1. Request for Proposal and Contracts
2. Funds – Facility Fund and Reserve Fund
3. Investments
4. Expenditures & Procurement
5. Club Inventories & Supplies
6. Insurance

#### 1. Request for Proposal and Contracts

Any proposed expenditure exceeding \$10,000 that potentially leads to a formal contract must follow a Request for Proposal (RFP) process. Approval of the selected bid/bidder is to be obtained by the Board of Directors.

#### Requests for Proposals and Multiple Bids

Weyburn Soccer Association will create and issue a Request for Proposals (RFP) if expenditures for projects, services or goods are anticipated to be larger than \$10,000. An RFP is our standard procedure to communicate to potential bidders the same objective requirements for a contract and assists us in making “apples-to-apples” comparisons of bids.

#### Low Bid vs. Best Bid

WSA is not mandated to contract with the lowest bidder. The best bid might not be the cheapest, but it might provide better value to the organization. The Board of Directors, with appropriate input from staff, will determine the best solution to their specific needs.

### Conflict-of-Interest

In keeping with the policies of SSA, the Weyburn Soccer Association is committed to providing an environment in which all Directors act honestly, in good faith, and in the best interests of the game of soccer.

Before approval of large contracts, WSA will share the names of potential business partners with your key stakeholders to determine if any of them have a conflict.

### Transparency

WSA includes information regarding large purchases in our treasurer's report given to our Board of Directors at board meetings and the Annual General Meeting.

## 2. Facilities Fund

Funds will be used for supporting capital expenditures representing significant investment in the Club's facilities.

Facilities Fund is to be managed with moneys accruing from the Corporation's finances and shall be invested as follows:

- Interest or other income from Facilities Fund investments shall accrue and become part of the Fund.
- Any investment into the Facilities Funds shall be made in accordance with the direction of the Board of Directors.

### Reserve Fund

Funds will be used to meet any costs or financial obligations, especially those arising unexpectedly which cannot be met using the Club's current financial.

Reserve Fund is to be managed with moneys accruing from the Corporation's finances and shall be invested as follows:

- Interest or other income from Facilities Fund investments shall accrue and become part of the Fund.
- Any investment into the Facilities Funds shall be made in accordance with the direction of the Board of Directors.

3. The overall investment objective of the WSA is to seek a return on invested assets that is greater than what can be obtained by leaving the assets in the Club's bank account while minimizing risk and expenses.

### General Provisions

- All transactions shall be for the sole benefit of the Club. The Directors shall consider updating the Investment policy on an annual basis.
- The Directors shall conduct an annual review of the Club's investment assets to verify adherence to the Investment objectives. This will be done in conjunction with the independent audit of the Club's financial statements.
- The Directors will endeavor to operate the Club's investment program in compliance with all applicable provincial laws and regulations concerning management of investment assets. Responsibility