



CODE OF CONDUCT TO PROTECT CHILDREN

CALGARY FOOTHILLS SOCCER CLUB

CHILD PROTECTION POLICY AND CODE OF CONDUCT TO PROTECT CHILDREN

1. PURPOSE

Calgary Foothills Soccer Club (“CFSC” or the “Club”) is committed to providing a safe, positive, respectful and development-focused environment for every child participating in Club programming.

The safety, rights and well-being of children are at the core of Calgary Foothills Soccer Club’s operations. This Child Protection Policy and Code of Conduct establishes expectations for appropriate behaviour, professional boundaries, supervision, screening, reporting and the management of concerns involving children.

The objectives of this Policy are to:

- Promote the safety and well-being of children participating in CFSC programs;
- Establish clear and appropriate boundaries between adults and children;
- Provide Coaches, Team Personnel, Employees and Volunteers with standards for appropriate conduct;
- Assist individuals in recognizing concerning, inappropriate or potentially illegal behaviour;
- Establish clear reporting procedures;
- Identify the Club’s primary child protection liaison and provide accessible contact information;
- Support compliance with Calgary Minor Soccer Association (“CMSA”) child protection requirements; and
- Promote a Club culture in which child safety is the responsibility of everyone.

2. SCOPE

This Policy applies to all individuals involved in Calgary Foothills Soccer Club activities, including:

- Coaches;
- Assistant Coaches;

- Team Managers;
- Team Officials;
- Employees;
- Volunteers;
- Directors;
- Program and Phase Leads;
- Technical Staff;
- Support Personnel;
- Chaperones; and
- Any other individual acting on behalf of Calgary Foothills Soccer Club.

The principles of this Policy also apply to interactions with Players and Parents/Guardians participating in Club programming.

All individuals covered by this Policy are expected to contribute to an environment that protects children and supports healthy, respectful relationships.

3. PRIMARY CHILD PROTECTION LIAISON

Calgary Foothills Soccer Club has designated the following individual as its primary contact and liaison for child protection matters:

Colin Mackay
Primary Child Protection Liaison
Calgary Foothills Soccer Club
Phone: 403-225-9388
Email: colin@gofoothills.ca

The Primary Child Protection Liaison serves as the designated Club contact for questions, concerns, reports or disclosures relating to:

- Child safety;
- Inappropriate Behaviour;
- Adult-child boundaries;
- Concerns involving a Coach, Team Official, Volunteer or other adult;
- Suspected breaches of this Child Protection Policy; and
- Guidance regarding appropriate reporting procedures.

The Primary Child Protection Liaison does not replace the responsibility of any individual to contact police or other appropriate authorities where potentially illegal conduct is suspected.

4. COMMUNICATION OF CHILD PROTECTION CONTACT INFORMATION

Calgary Foothills Soccer Club will ensure that the Primary Child Protection Liaison's contact information is reasonably available to:

- Coaches;
- Team Personnel;
- Employees;
- Volunteers;
- Players;
- Parents and Guardians; and
- Other Club Members.

The Club communicates this information through appropriate channels, which may include:

- This Child Protection Policy and Code of Conduct;
- Coach and Team Personnel onboarding;
- Staff and volunteer orientation;
- Club policy documentation;
- Parent and player communications;
- Team communications;
- Registration-related information;
- Club communication platforms; and
- The Calgary Foothills Soccer Club website.

Coaches and Team Personnel are expected to know how to access the Policy and how to contact the Primary Child Protection Liaison.

Parents, Guardians and Players are encouraged to raise concerns promptly whenever they believe the safety, treatment or well-being of a child may be at risk.

5. DEFINITIONS

For the purposes of this Policy:

Child

A child means a minor participating in or otherwise involved with Calgary Foothills Soccer Club programming.

Team Official

A Team Official means an individual properly registered and not under suspension who is engaged as a Coach, Assistant Coach and/or Team Manager for a team during the applicable soccer season.

Inappropriate Contact

Spending unauthorized time with a child outside the designated duties or responsibilities associated with an individual's position within Calgary Foothills Soccer Club.

Favouritism

Singling out a child or certain children for excessive, unwarranted or inappropriate attention, privileges, gifts or special treatment.

Inappropriate Behaviour

Behaviour that violates appropriate adult-child boundaries or could reasonably be viewed as harmful, abusive, discriminatory, intimidating, humiliating, sexually inappropriate or otherwise inconsistent with the safety and well-being of a child.

6. TREATING CHILDREN WITH DIGNITY

All CFSC Coaches, Team Officials, Employees and Volunteers must:

- Treat every child with respect and dignity;
- Recognize the rights, individuality and personal boundaries of each child;
- Maintain appropriate adult-child relationships;
- Conduct themselves in a manner consistent with their position of trust;
- Avoid conduct that could reasonably make a child uncomfortable;
- Consider how their actions may be perceived by the child, the child's family and a reasonable observer; and
- Maintain an environment that supports the physical, emotional and psychological safety of children.

Appropriate physical contact may occur where relevant to the activity and where the child requests or consents to such appropriate contact.

Adults must remain aware of the power imbalance that can exist between a child and a Coach, Employee, Volunteer or other person in a position of authority.

7. APPROPRIATE BOUNDARIES

Interactions between CFSC personnel and children must:

- Be related to legitimate Club duties or programming;
- Be appropriate to the individual's role;
- Be focused on the child's soccer-related development, safety and experience;
- Be conducted openly and transparently wherever reasonably possible;
- Respect the child's physical and emotional boundaries; and
- Be consistent with CFSC policies and expectations.

If a Coach, Team Official, Employee or Volunteer is unsure whether their own behaviour or the behaviour of another person is appropriate, they should contact the Primary Child Protection Liaison for guidance.

8. PROHIBITED AND INAPPROPRIATE BEHAVIOUR

CFSC will not tolerate behaviour that compromises the safety, dignity or well-being of children.

Examples include, but are not limited to:

- Unauthorized contact or time alone with a child;
- Excessive favouritism or inappropriate special treatment;
- Embarrassing or humiliating a child;
- Shaming a child;
- Blaming a child for the loss of a game;
- Harassing a child;
- Intimidating or threatening a child;
- Verbal abuse;
- Emotionally damaging comments or conduct;
- Racist or discriminatory behaviour;
- Culturally insensitive behaviour;
- Sexual jokes, comments or conversations;
- Suggestive, explicit or personal sexual comments;
- Showing a child sexual material;
- Inappropriate comments regarding a child's body or physical appearance;
- Physical contact that makes a child uncomfortable or could reasonably be viewed as violating appropriate boundaries;
- Communications with a child that could reasonably be considered inappropriate or boundary-crossing; or
- Any behaviour inconsistent with CFSC policies or this Child Protection Policy.

9. PHOTOGRAPHY, VIDEO AND DIGITAL MEDIA

Coaches, Team Personnel, Employees and Volunteers must exercise appropriate judgment when photographing or recording children.

Personal photographs or videos of individual players should not be taken or retained for personal purposes.

Photos or videos created as part of legitimate Club duties or Club-approved activities may be permitted, provided they are handled in accordance with Club expectations and are not used for inappropriate personal purposes.

Images created for Club purposes should remain connected to legitimate organizational, team, promotional, developmental or operational activities.

10. COMMUNICATION WITH CHILDREN

Communication between adults and children must remain professional, appropriate and connected to legitimate Club activities.

Adults must not engage in communication that:

- Is sexual or suggestive;
- Is threatening, intimidating or abusive;
- Encourages secrecy from a Parent or Guardian;
- Crosses reasonable adult-child boundaries; or
- Could reasonably make the child uncomfortable.

Where possible and appropriate, Club communication practices should remain transparent and include Parents/Guardians or other appropriate adults.

11. RULE OF TWO

Calgary Foothills Soccer Club supports and follows the Rule of Two.

There must, wherever required, be two appropriately screened adults present with a player in situations in which the player may be particularly vulnerable.

One-on-one interactions between a Coach and a player without another appropriate individual present should be avoided except in emergency circumstances.

Where two NCCP-trained or certified Coaches are unavailable, appropriate screened individuals may assist, including:

- Team Managers;
- Support Personnel;
- Chaperones;
- Club Directors;
- Other screened Volunteers; or
- Parents, where necessary.

Where none of these individuals are available, a Coach should avoid being alone with a single player and should ensure that more than one player is present.

Circumstances requiring particular attention include:

- Locker rooms;
- Changing areas;
- Travel;
- Extended commutes; and
- Overnight travel.

12. SCREENING REQUIREMENTS

All registered Team Officials must meet applicable Calgary Foothills Soccer Club and CMSA screening requirements before being eligible to participate in Club and league activities.

This includes maintaining an appropriate and current Police Information Check where required.

Where applicable, screening must include a Vulnerable Sector Search.

Police Information Checks must remain valid in accordance with applicable CMSA requirements.

Individuals who have not completed required screening may not be permitted to participate in positions requiring such screening.

13. CHILD PROTECTION AND COACH EDUCATION

Calgary Foothills Soccer Club recognizes that education is a critical component of child protection.

Applicable Coaches and Team Personnel are required to complete Club, CMSA and governing-body education requirements associated with their position.

This includes Respect in Sport Activity Leader training where required.

CFSC will also maintain at least one designated Club Official who has completed applicable Commit to Kids training as required by CMSA.

Child protection expectations may additionally be reinforced through:

- Staff onboarding;
- Coach onboarding;
- Coach education;
- Staff meetings;
- Team Personnel communications;
- Policy circulation; and
- Ongoing Club education.

14. DUTY TO REPORT

All CFSC Coaches, Team Officials, Employees and Volunteers are expected to report concerns relating to:

- Suspected child sexual abuse;
- Potentially illegal behaviour;
- Inappropriate Behaviour;
- Serious boundary violations;
- Suspected violations of this Child Protection Policy; or
- Other circumstances that may place a child at risk.

A person does not need to have personally witnessed the behaviour in order to raise a concern.

Information may come from:

- The child;
- Another Player;
- A Parent or Guardian;
- A Team Official;
- A third party; or
- Direct observation.

Individuals should not ignore a concern simply because they are uncertain whether inappropriate or illegal behaviour has occurred.

15. REPORTING INAPPROPRIATE BEHAVIOUR

Concerns or allegations involving Inappropriate Behaviour should be reported to the Club's Primary Child Protection Liaison:

Colin Mackay

Phone: 403-225-9388

Email: colin@gofoothills.ca

Where appropriate and consistent with the Club's obligations, Parents or Guardians of the affected child should also be informed.

If an individual is uncertain about how a situation should be handled, the Primary Child Protection Liaison may provide guidance regarding the appropriate reporting process.

16. POTENTIALLY ILLEGAL BEHAVIOUR

Potentially illegal behaviour must be treated seriously.

CFSC Coaches, Team Officials, Employees and Volunteers must not conduct their own independent investigation into suspected criminal activity.

Where potentially illegal behaviour is suspected, the matter must be reported to the appropriate authorities in accordance with applicable reporting requirements.

Where Calgary Police Services is the appropriate authority, reports should be directed accordingly.

The Club may also take appropriate internal steps to protect children and manage participation while external authorities address the matter.

Reporting a matter internally to CFSC does not replace any independent legal obligation an individual may have to report potentially illegal conduct to the appropriate authorities.

17. NO INDEPENDENT INVESTIGATIONS BY TEAM PERSONNEL

Coaches, Team Officials and Volunteers must not attempt to independently investigate allegations of:

- Child abuse;
- Sexual abuse;
- Potential criminal conduct; or
- Serious inappropriate behaviour.

Individuals should document and report concerns through the appropriate channels.

The role of Team Personnel is to report the concern—not to determine guilt, question witnesses extensively, confront the accused individual or attempt to establish whether an offence occurred.

18. RESPONSE TO REPORTS

When CFSC receives a report involving potentially illegal behaviour, the Club will respond appropriately and, where required, notify the appropriate authorities.

CFSC may take reasonable interim measures to protect affected children while a matter is being reviewed.

When a report involves Inappropriate Behaviour, CFSC may gather relevant information to determine whether:

- Club policies have been breached;
- Additional safeguards are required;
- Education or corrective action is appropriate;
- Disciplinary action is warranted; or
- The matter should be referred to police or another appropriate authority.

Particular concern may arise where:

- Multiple incidents are reported;
- Behaviour is recurring;
- A pattern of concerning behaviour exists; or

- The reported behaviour is of a serious nature.
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19. CONFIDENTIALITY AND PRIVACY

Child protection concerns will be handled with appropriate sensitivity.

Information concerning a report should only be shared with individuals who reasonably require the information to:

- Protect a child;
- Respond to the concern;
- Meet legal or governing-body obligations;
- Conduct an appropriate Club review; or
- Support reporting to the appropriate authorities.

Absolute confidentiality cannot be guaranteed where disclosure is necessary to protect a child or comply with reporting obligations.

20. RETALIATION

No Player, Parent, Coach, Team Official, Employee or Volunteer should experience retaliation for raising a genuine child protection concern in good faith.

Any retaliation, intimidation or interference with an individual making a report may itself result in disciplinary action.

21. CONSEQUENCES OF POLICY VIOLATIONS

Failure to comply with this Child Protection Policy may result in action by Calgary Foothills Soccer Club.

Depending on the nature and seriousness of the conduct, actions may include:

- Education or corrective direction;
- Increased supervision;
- Removal from specific duties;
- Suspension;
- Removal from a team or program;
- Termination of volunteer or employment responsibilities;
- Referral to CMSA or another governing body;
- Referral to police or other appropriate authorities; and
- Permanent prohibition from future participation or membership where warranted.

22. APPEALS

Where disciplinary action is imposed by Calgary Foothills Soccer Club under this Policy, an individual may request a review of the Club's decision by the Calgary Foothills Soccer Club Board of Directors, subject to applicable Club policies and procedures.

Nothing within an internal appeal process prevents the Club from taking interim measures necessary to protect children.

23. RESPONSIBILITIES OF COACHES AND TEAM PERSONNEL

All Coaches and Team Personnel are expected to:

- Read and understand this Policy;
 - Maintain appropriate professional boundaries;
 - Follow the Rule of Two;
 - Complete required screening and education;
 - Model respectful conduct;
 - Monitor the safety of Players;
 - Report concerns promptly;
 - Cooperate with appropriate Club processes; and
 - Seek guidance whenever uncertain about appropriate behaviour or reporting obligations.
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24. RESPONSIBILITIES OF PARENTS, GUARDIANS AND PLAYERS

Parents, Guardians and Players are encouraged to:

- Familiarize themselves with this Policy;
 - Understand the standards expected of Coaches and Team Personnel;
 - Raise concerns when behaviour appears inappropriate;
 - Report child protection concerns promptly;
 - Support appropriate adult-child boundaries; and
 - Contact the Primary Child Protection Liaison whenever clarification or assistance is required.
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25. CLUB COMMITMENT

Calgary Foothills Soccer Club recognizes that child protection is an ongoing responsibility.

The Club is committed to maintaining:

- Appropriate screening practices;
- Child protection education;
- Clear reporting procedures;
- Accessible child protection contact information;
- Safe programming environments;
- Professional adult-child boundaries; and
- A culture in which the safety, dignity and well-being of children remain a priority.

All Coaches, Team Personnel, Employees, Volunteers, Players and Parents share a responsibility to support a safe environment for children participating in Calgary Foothills Soccer Club programs.

CHILD PROTECTION CONTACT

Questions, concerns or reports regarding this Policy should be directed to:

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