



CODE OF CONDUCT TO PROTECT CHILDREN

Updated: January 29th, 2024

Introduction

Chinooks FC has developed the following *Code of Conduct to Protect Children* to guide our coaches, staff, management and volunteers in their interactions with children. The safety, rights and well-being of the youth we serve are at the core of our daily operations. We strive to nurture supportive relationships with children while balancing and encouraging appropriate, healthy boundaries.

Why a Code of Conduct to Protect Children?

Chinooks FC is committed to ensuring all children are protected and safe. A Code of Conduct to Protect Children is an important part of creating safe environments that allow children to thrive, helping to set the standard and communicate the expectations that are consistent with our values. The safety, rights and well-being of children participating in our programs is a priority in our daily operations.

The intent of the Code of Conduct to Protect Children and to guide our employees/volunteers in developing healthy relationships with the children involved in the programs delivered by Chinooks FC and to model appropriate boundaries for children.



Treating Children with Dignity and Maintaining Boundaries

All staff/volunteers must:

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

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

All your interactions and activities with children:

- Should be known to, and approved by the board, where applicable, and the parents of the child
- Tied to your duties
- Designed to develop the child's soccer skills and passion within the game

Always consider the child's reaction to any activities, conversations, behavior or other interactions. If at any time you are in doubt about the appropriateness of your conduct, behavior or the behavior of others, you should discuss it with the Safe Sport Designate on the Board of Directors with Chinooks FC.

Examples of unacceptable behavior toward a child:

- Physical or Sexual Abuse
- Harassment
- Bullying
- Discrimination
- Causing embarrassment/humiliation
- Shaming
- Blaming
- Put downs

General Rules of Behavior

Coaches, staff, management, and volunteers of Chinooks FC **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 their duties with the child, that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any behavior that goes against (or appears to go against) the presented policies, or Code of Conduct to Protect Children, regardless of whether or not they are serving the organization at that moment.
- Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behavior – it is a staff/volunteer’s duty to report the matter to the Safe Sport Designate, Child Welfare Agency, or law enforcement, not to investigate.

What Constitutes Inappropriate Behavior

Inappropriate behavior includes:

1. Inappropriate Communication.

Communication with a child or his/her family outside of the context of duties for the organization, regardless of who initiated the exchange. For example:

- Personal phone calls not tied to duties with the child
- Electronic communications (email, text message, instant message, online chats, social networking including “friending”, etc.) not tied to duties with the child
- Personal letters not tied to duties with the child
- Excessive communications (online or offline)

2. Inappropriate Contact.

Spending unauthorized time with a child outside of designated duties with the organization.

3. Favoritism.

Singling out a child or certain children and providing special privileges and attention. (For example, paying a lot of attention to, giving or sending personalized gifts, or allowing privileges that are excessive, unwarranted or inappropriate.)

4. Taking Personal Photos/Videos.

Using a personal cell phone, camera or video to take pictures of a child, or allowing any other person to do so, as well as uploading or copying any pictures you may have taken of a child to the Internet or



any personal storage device. Pictures taken as part of your job duties are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity.

Inappropriate behavior may also include, but not limited to:

5. Telling sexual or inappropriate jokes to a child or making comments that may be interpreted 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, either verbally or physically.
8. Making fun of a child.

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

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

Reporting Requirements

All members of Chinooks FC have a moral responsibility to report suspected abuse, maltreatment, inappropriate behavior or incidents that come to their attention, regardless of whether the behavior or incidents were personally witnessed, or not. This includes incidents of discrimination based on a person's gender, gender identity, race, ethnicity, nationality, religious beliefs, language, sexual orientation, age or other status.

Reporting incidents is our obligation and independent duty. Therefore, immediately notify the designated SafeSport Coordinator. It will then be their responsibility to notify the proper authorities to investigate the allegations.

The current Chinooks SafeSport Coordinator is Ryan Jolly and he can be reached at safesport@chinooksoccer.com. As each season kicks off a club wide email will be sent out identifying the Chinooks SafeSport Coordinator and how to contact them.

The following steps will be taken by Chinooks FC:

- Will take immediate action, if necessary, to remove the accused from the program, if warranted.
- All allegations will be taken seriously



- Will reach out to the victim and their family to show care and support and extend whatever resources necessary.
- Will keep a written report of the steps taken by the organization in response to the reported abuse. The report will contain only factual information relevant to the situation. This documentation will be kept in a secure place.

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

Reporting information about potential child abuse allows:

- An authority, like child welfare and/or police, to determine whether it is necessary to investigate.
- The parent(s) or guardian(s) to proactively take steps to protect their child.

Mandatory reporting legislation removes any personal or professional dilemma from becoming a barrier to reporting. It is not uncommon for people to minimize or deny what a child tells them during a disclosure. People are often concerned about being wrong and causing problems. Remember, reporting may disrupt existing or future abuse from occurring against other children, as well.

Where to Report

1. All allegations or suspicions of potentially illegal behavior (for example, child sexual abuse) that a staff/volunteer witnesses first-hand, must be promptly reported to police and/or child welfare. Also notify the club through contacting the Safe Sport Designate on the Board of Directors at safesport@chinooksoccer.com.
2. To ensure the protection of all children in our care, all allegations or suspicions of potentially illegal behavior that a staff/volunteer learns of must also be promptly reported to police and/or child welfare. Police and/or child welfare will make the determination as to whether the allegation or suspicion requires further investigation.
3. All allegations or suspicions of inappropriate behavior (see above examples), that a staff/volunteer learns of or witnesses' first-hand must be reported to the Safe Sport designate, within Chinooks FC at safesport@chinooksoccer.com.

Keep in mind that you may learn of potentially illegal or inappropriate behavior through the child or a third party, or you may witness it first-hand. Examples of the type behavior you may learn of or witness and that you must report as set out above includes: a) Potentially Illegal behavior by a Staff/Volunteer of the organization b) Potential Illegal behavior by a third party, such as a Parent, Teacher, Babysitter, Coach

If you are not sure whether the issue you have witnessed or heard about involves potentially illegal behaviour or inappropriate behaviour, discuss the issue with the Chinooks Director responsible for Safe Sport who will support you through the process.



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. Chinooks FC will follow up internally as appropriate.

When an allegation or suspicion of inappropriate behaviour is made, Chinooks FC 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 Chinooks FC soccer club may refer the matter to a child welfare agency or the police.

ADDITIONAL RESOURCES FROM [THE CANADIAN CENTRE FOR CHILD PROTECTION](#)



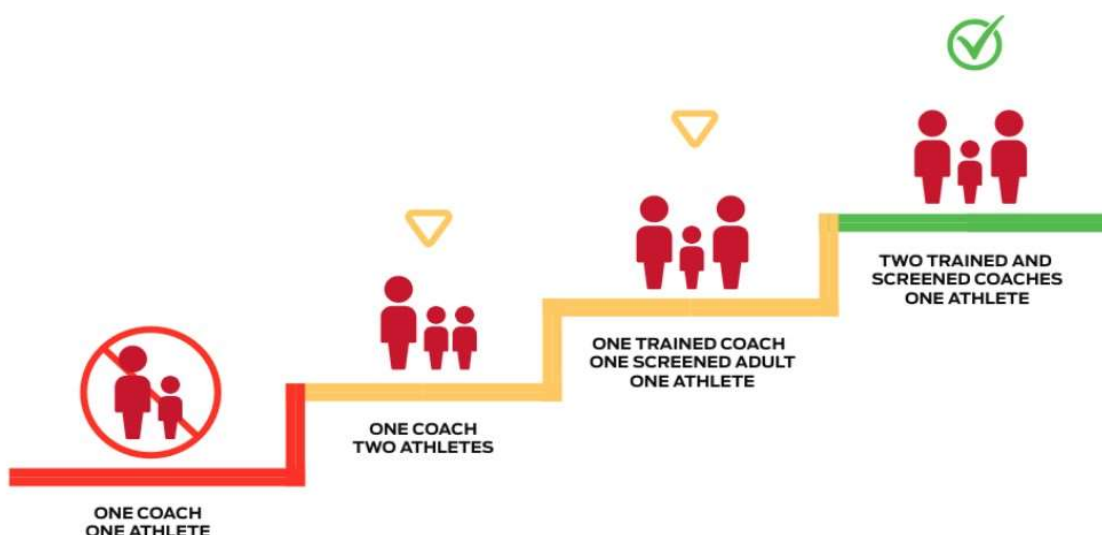
RESPONSIBLE COACHING

Chinooks FC has pledged to uphold the Responsible Coaching Movement (RCM) established by the Coaching Association of Canada. This includes 3 distinct RCM pillars to help create a safe sport environment.

Rule of Two Guidelines

The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable.

Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



Rule of Two Implementation Practices:

- a) Take the Responsible Coaching Movement Pledge.
- b) The coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- c) Allow training environment to be open to observation.
- d) Inform parents/guardians and players (particularly in a senior environment) that the club or team is aiming to achieve the
 1. highest expectation for the Rule of Two; that is, that two screened and NCCP-trained or certified coaches should always be present with an athlete
- e) To hold the club or team accountable, share these guidelines with parents/guardians and players and ask them to help
 1. identify situations, and acknowledge instances, when the club or team was not following the Rule of Two
- f) If a participant rides in a coach's vehicle, another adult should be present (see Guidelines-Travel below).
- g) Consider the gender identity of the participant(s) when selecting the screened coaches and volunteers who are present. For teams that only have coaches who do not share the same gender identity of some or all the athletes (i.e., for girls' and womens' teams with male coaches), ask a



parent/guardian or other volunteer of the gender identity of the athletes to serve as a regular volunteer or 'bench parent/support' with the team (see Guidelines-Gender Identity below).

- h) Recruit a Team Liaison or other individual to help find parents/guardians or volunteers to assist in situations where two screened and NCCP-trained or certified coaches may potentially not be present.
- i) Ask parents or other individuals who volunteer with the team to participate in the organization's screening process and obtain a criminal record check.
- j) Provide parents/guardians and other volunteers with information about the NCCP so that they can become NCCP-trained or certified coaches (even if they are not actively coaching the team).
- k) Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents/guardians (see Applying the Rule of Two in a Virtual Setting below).
- l) Follow the requirements described in Canada Soccer's Club Licensing Program, which requires all clubs to have:
 - 1. A Code of Conduct to Protect Children
 - 2. Guidelines for Appropriate/Inappropriate Conduct between Adults/Adolescents and Children
 - 3. A policy and procedure, provided to parents and Persons in Authority, that outlines what to do if inappropriate conduct is witnessed
- m) Adopt a Discipline Policy that includes the appropriate processes for addressing misconduct and failures to follow these

(Coaching Association of Canada)

Background Screening

Screening includes comprehensive job postings, visible policies and processes, criminal record checks, interviews, and reference checks.

Ethics Training

A smart sport environment ensures coaches are equipped to identify the legal, ethical, and moral implications of difficult situations that can present themselves in team and individual sport.

Guidelines

Canada Soccer strongly recommends the following guidelines for organizations to ensure they are following the Rule of Two. In the guidelines below, a 'Person in Authority' is defined as an NCCP-trained or certified coach, a screened volunteer, or other adult. The organization is meeting the highest standard for the Rule of Two if the Person in Authority is always a screened and NCCP-trained or certified coach.

Travel

The following guidelines are strongly recommended during travel with athletes:

- a) A Person in Authority may not be alone in a car with an athlete unless the Person in Authority is the athlete's parent/ guardian
- b) A Person in Authority may not share a room or be alone in a hotel room with an athlete unless the Person in Authority is the athlete's parent or guardian
- c) Room or bed checks during overnight stays must be done by two Persons in Authority

Locker Room / Changing Area / Meeting Room

- a) The following guidelines are strongly recommended for locker rooms, changing areas, and meeting rooms:



- b) Interactions between a Person in Authority and an individual athlete should not occur in any room where there is a reasonable expectation of privacy such as the locker room, meeting room, washroom, or changing area. A second Person in Authority should be present for all necessary interactions in any such room
- c) Locker room or changing area should be supervised by two Persons in Authority of the same gender identity as the players whenever possible
- d) If a second Person in Authority is not available, the Person in Authority supervising the locker room or changing area should never be alone with an individual athlete
- e) If Persons in Authority are not present in the locker room or changing area, or if they are not permitted to be present, they should still be available outside the locker room or changing area and be able to enter the room or area if required; however, this would not be deemed to be a best practice

Training / Competition Environment

The following guidelines are strongly recommended for the training and competition environment (including before, during, and after practices and games):

- a) A Person in Authority should never be alone with an athlete prior to or following a game or practice, unless the Person in Authority is the athlete's parent or guardian.
- b) If the athlete is the first athlete to arrive, the athlete's parent/guardian should remain until another athlete or Person in Authority arrives. If an athlete drives themselves, the athlete should wait for another athlete to arrive before going to the field
- c) If an athlete would potentially be alone with a Person in Authority following a game or practice, the Person in Authority should ask another Person in Authority (or a parent/guardian of another athlete or another athlete in a senior environment) to stay until all the athletes have been picked up. If an adult is not available, then another athlete should be present in order to avoid the Person in Authority being alone with a single athlete
- d) Persons in Authority giving instructions, demonstrating skills, or facilitating drills or lessons to an individual athlete should always be doing so within earshot and eyesight of another Person in Authority

Gender Identity

A Person in Authority who is interacting with athletes should be of the same gender identity as the athletes. The following guidelines are strongly recommended:

- a) For teams consisting of athletes of just one gender identity, a Person in Authority of the same gender identity should be available to participate or attend every interaction
- b) For teams consisting of athletes of more than one gender identity (e.g., co-ed teams), a Person in Authority of each gender identity should be available to participate or attend every interaction

Applying the Rule of Two in a Virtual Setting

The Rule of Two should continue to apply to all minor athletes in virtual environments (additionally, for those athletes under age 16, a parent or guardian should be present during the session where possible). It is recommended that the Rule of Two be applied to non-minor athletes, as well, in the current circumstances.



Rule of Two in a Virtual Setting Implementation Practices and Practical Tips

- a) For every session, the Rule of Two requires two adult coaches be present, or one coach and one adult (parent, guardian, volunteer, club administrator) – one-on-one sessions should be prohibited.
 - b) A clear statement of professional standards expected of the coach during calls should be communicated – (i.e., sessions are not social engagements, and should be focused on training/coaching).
 - c) Encourage parents/guardians to debrief with U-16 athletes about virtual training on a weekly basis.
 - d) Parents/guardians should be fully informed beforehand about the activities undertaken during the sessions, as well as the process of the virtual session.
 - e) It is recommended to record sessions where that capacity exists.
 - f) Communication during each session should be in an open and observable environment (i.e., avoid bedrooms) in the athlete’s home (athlete’s parents’/guardians’ home), and the coach must initiate the session from an appropriate location (i.e., avoid bedrooms or “overly personal”/unprofessional settings).
 - g) Parents/guardians should be required to consent to virtual sessions prior to each session, if irregularly scheduled, or prior to the first session if there is a series of regularly scheduled sessions.
 - h) Prohibit one-on-one texting, emailing or online contact between coach and athlete – any texting, emailing or online contact should be limited to group text/email that includes at least 2 adults (2 coaches or 1 coach and 1 adult (parent, guardian, volunteer, club administrator) and limited to coaching (non-social) matters, and parents of minor athletes should be provided the opportunity to receive these texts/emails
- Social media contact by coach to athlete should be prohibited (including the sharing of memes, non-training video, etc.)

You can learn more about the Responsible Coaching Movement here:

<https://coach.ca/responsiblecoaching-movement>