



# MANITOBA SOCCER ASSOCIATION POLICIES AND ADMINISTRATIVE PROCEDURES



## CODE OF CONDUCT POLICY

### STATEMENT

The Manitoba Soccer Association (MSA) is committed to creating a sport environment in which all individuals are treated with respect, dignity and within the same rules and regulations.

The MSA supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of the MSA that include fairness, integrity, accountability, excellence, accessibility, innovation, and respect.

### GUIDING PRINCIPLES

This Code of Conduct Policy replaces and supersedes all pre-existing alternate codes of conduct posted on the MSA's website prior to December 12, 2012.

The policy is also intended to replace the current stand-alone Harassment and Abuse policy of the MSA.

### Definitions

*"Individuals"* All categories of membership defined in the MSA's By-laws, as well as, all individuals engaged in activities with the MSA, including but not limited to, clubs, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of the MSA, spectators of MSA events and parents of MSA members.

### Purpose

1. The purpose of this Code of Conduct ("Code") is to ensure a safe and positive environment (within MSA programs, activities, and events) by making all Individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the values of the MSA, as set out in the STATEMENT section of this Code.
2. Conduct that violates this Code may be subject to sanctions pursuant to the MSA's Discipline and Complaints Policies.



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## ADMINISTRATIVE PROCEDURES

1. This Code applies to conduct that may arise during the course of MSA business, activities, and events, including but not limited to: its office environment, competitions, practices, training camps, tryouts, travel, and any meetings of the MSA.
2. This Code also applies to the conduct of Individuals that may occur outside of the MSA's business, activities, events, and meetings when such conduct adversely affects relationships within the MSA (and its work and sport environment) and is detrimental to the image and reputation of the MSA. The MSA will determine such in its sole discretion consistent with its belief that appropriate conduct is expected in all aspects in and out of the game.

## Responsibilities

1. All Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of MSA members and other Individuals by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
    - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members
    - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership and ethical conduct;
    - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
    - v. Consistently treating individuals fairly and reasonably; and
    - vi. Ensuring adherence to the rules of soccer and the spirit of those rules.
  - b) Refraining from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behavior 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 one ought to know is offensive in the circumstances;
    - iii. Unwelcome remarks, jokes, comments, innuendo or taunts;



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- iv. Leering or other suggestive or obscene gestures;
  - v. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
  - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
  - vii. Any form of hazing where hazing is defined as *"Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior team-mate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete'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 team-mate based on class, number of years on the team, or athletic ability."*;
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing;
  - ix. Unwelcome sexual flirtations, advances, requests, or invitations;
  - x. Physical or sexual assault;
  - xi. Behaviors 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; and
  - xii. Retaliation or threats of retaliation against an individual who reports harassment to the MSA.
- c) Refraining from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes;
  - ii. Display of sexually offensive material;
  - iii. Sexually degrading words used to describe a person;
  - iv. Inquiries or comments about a person's sex life;
  - v. Unwelcome sexual flirtations, advances or propositions; and
  - vi. Persistent unwanted contact.
- d) Abstaining from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the MSA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and shall be subject to disciplinary action, and possible sanction, pursuant to the MSA Discipline and Complaints Policy. The MSA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the MSA or any other sport organization.



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- e) Refraining from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development or supervision of the sport of competitive soccer, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES).
- f) Refraining from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;
- g) In the case of adults, avoiding alcohol consumption in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with MSA events;
- h) Respecting the property of others and not willfully cause damage;
- i) Promoting soccer in the most constructive and positive manner possible;
- j) Adhering to all federal, provincial, municipal and host country laws; and
- k) Complying at all times with the bylaws, policies, procedures, rules and regulations of the MSA, as adopted and amended from time to time.

### **Board/Committee Members and Staff**

- 2. In addition to 1 above, Board, Committee Members and Staff will:
  - a) Function primarily as a member of the board and/or committee(s) of the MSA; not as a member of any other particular member or constituency;
  - b) Act with honesty and integrity and conduct himself or herself in a manner consistent with the nature and responsibilities of MSA business and the maintenance of Member confidence ;
  - c) Ensure that the financial affairs of the MSA are conducted in a responsible and transparent manner with due regard for his or her fiduciary responsibilities ;
  - d) Conduct oneself openly, professionally, lawfully and in good faith in the best interests of the MSA;
  - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward or fear of criticism;



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- f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate and honest in all dealings with others;
- g) Keep informed about the activities of the MSA, the provincial sport community, and general trends in the sectors in which it operates;
- h) Exercise the degree of care, diligence and skill required in the performance of his or her duties pursuant to the laws under which the MSA is incorporated;
- i) Respect the confidentiality appropriate to issues of a sensitive nature;
- j) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
- k) Respect the decisions of the majority and resign if unable to do so;
- l) Commit the time to attend meetings and to be diligent in preparation for, and participation in, discussions at such meetings;
- m) Have a thorough knowledge and understanding of all MSA governance documents;
- n) Conform to the bylaws and policies approved by the MSA, in particular this Code of Conduct as well as, for Directors, the Conflict of Interest Policy and Confidentiality Agreement

### Clubs

3. In addition to 1 above, Clubs will:

- a) Deliver their services in compliance with the constitution, bylaws, policies, rules, regulations and procedures of the MSA, and, where necessary, amend their own rules to comply with those of the MSA;
- b) Ensure that all athletes and coaches participating in sanctioned competitions are registered Members, in Good Standing, of their respective organizations; and
- c) Engage only authorized coaches and sanctioned athletes.

### Coaches

4. In addition to 1 above, coaches have additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the MSA Screening Policy, so that the community is satisfied it has minimized the risk of an unsafe environment;



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- b) Report any ongoing criminal investigation, conviction or existing bail conditions, including those for violence; child pornography; or possession, use or sale of any illegal substance;
- c) Under no circumstances provide, promote or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcoholic beverages or tobacco;
- d) Respect all other teams and athletes from other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless first receiving approval from the coach who is responsible for the team or athlete(s) involved;
- e) Not engage in a sexual relationship with an athlete of under the age of 18 years, or an intimate or sexual relation with an athlete over the age of 18 if the coach is in a position of power, trust or authority over such athlete;
- f) 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;
- g) Dress professionally, neatly and inoffensively; and
- h) Use inoffensive language, taking into account the audience being addressed.

### **Athletes**

5. In addition to 1 above, athletes will have additional responsibilities to:
- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
  - b) Participate and appear on time, well nourished and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities, or projects;
  - c) Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification, or other reason;
  - d) Adhere to the MSA's rules and requirements regarding clothing and equipment;
  - e) Never ridicule a participant for a poor performance or practice
  - f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators;
  - g) Dress in a manner representative of the MSA with focus being on neatness, cleanliness, and discretion. Designated official clothing, if applicable, must be worn when traveling and competing; and



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- h) Act in accordance with the MSA's policies and procedures and, when applicable, additional rules as outlined by coaches or chaperones.

### Officials

6. In addition to 1 above, officials will have additional responsibilities to:
- a) Accept an assignment to officiate at a match only if one intends to honour that commitment. If, for any reason, one is unable to attend, let the person in charge of officials know as soon as possible;
  - b) Be fair and objective;
  - c) Avoid situations in which a conflict of interest may arise;
  - d) Be as impartial, unobtrusive and inconspicuous as possible ;
  - e) Conduct all events according to the rules of the MSA; and
  - f) Make independent judgments.

### Parents/Guardians and Spectators

7. In addition to 1 above, parents/guardians of Individuals and Spectators at events will:
- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence;
  - b) Never ridicule a participant for a poor performance or practice;
  - c) Respect the decisions and judgments of officials and encourage athletes to do the same;
  - d) Not question the judgment or honesty of an official or an MSA staff member;
  - e) Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport; and
  - f) Keep off of the competition area and not interfere with events or calls

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APPROVED BY: Manitoba Soccer Association Board of Directors

DATE OF APPROVAL: December 12, 2012