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**Code of Conduct to Protect Children**

Calgary City Football Club has developed the following “Code of Conduct to Protect Children” to guide our players, employees, parents, and volunteers in their interactions with children. The safety, rights, and well-being of the children we serve are at the core of our values and daily programs. We nurture supportive relationships with children while balancing, upholding, and modelling appropriate boundaries. Our Club is committed to ensuring all children are protected and safe. The Code of Conduct to Protect Children is an important part of creating safe environments for children.

The Code of Conduct to Protect Children serves to establish boundaries for all Team Officials, Managers, Coaches, Parents, and Volunteers of CCFC interacting with children; to assist individuals in identifying concerning behaviour; and to clarify the steps they should take to address such behaviour should it occur.

The following PROHIBITED BEHAVIOURS are defined and explained below:

1. Inappropriate Contact: Spending unauthorized time with a child outside of designated duties within the organization. Engaging in activities that are not relevant to or endorsed by one’s designated duties within the organization. Any physical contact, manner of speaking, verbal or nonverbal communication that is inappropriate, intimidating, or sexual. Telling jokes to a child or making comments to a child that are in any way suggestive, explicit, sexual, inappropriate, or overly personal.
2. Favouritism: Singling out a child or certain children and providing special privileges and attention. (For example, paying a lot of attention to, giving personalized gifts, or allowing privileges that are excessive, unfair, unwarranted, or inappropriate.)
3. 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 are not to be used by you in a personal capacity.
4. Engaging in or expressing behaviour that involves embarrassing and/or shaming a child.
5. Engaging in or expressing behaviour that leads to blaming the loss of a game on a child.
6. Harassing a child as defined in the CMSA Harassment Policy.
7. Making comments about a player’s physical appearance including comments regarding a player’s weight, height, physical capabilities, and physical attributes.
8. Exhibiting behaviour that would be perceived by a reasonable observer to be culturally insensitive or discriminatory towards a child.
9. Showing a child/youth material that is sexual in nature, including: signs, cartoons, graphic novels, calendars, videos, literature, photographs, screen savers, or displaying such material in plain view of a child or making such material available to a child.
10. Intimidating or threatening a child
11. Using overly harsh, humiliating, or harmful forms of punishment or behavioural management.
12. Making comments that would be deemed to be emotionally damaging or potentially emotionally damaging to a player.
13. Engaging in or expressing any behavior that would be deemed to be verbally or physically abusive.

In summary, all adults interacting with children within the CCFC organization must treat all children with respect and dignity. Establish and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the organization. Only engage in safe, appropriate, and consensual verbal and nonverbal communication and physical contact with a child.

All CCFC Team Officials and Volunteers must monitor their behaviour towards children and pay close attention to the behaviour of their peers to ensure that behaviour is not considered inappropriate behaviour and that it is respectful and will be perceived as such by others.

**General Rules of Behavior/Maintaining Appropriate Boundaries:**

Team Officials and Volunteers must not: a) 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; b) engage in any communication with a child within or outside of duties arising out of their role and involvement in CCFC, that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries; c) engage in any behaviour that contravenes or would appear to a reasonable observer to contravene CCFC mandate, policies, or Code of Conduct to Protect Children, regardless of whether or not they are acting within their CCFC duties and obligations at that moment.

CCFC Team officials and volunteers shall not conduct independent investigations of allegations or suspicions of potentially illegal or Inappropriate Behaviour. Instead, all CCFC Team Officials and Volunteers have a duty to report the matter (or their concerns/suspicions) to the Designated Person, parents of the child, and/or Calgary Police Services (see “Reporting Requirements” below).

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 organization. Whether or not a particular behavior or action constitutes Inappropriate Behaviour will be a matter determined by the CCFC, taking into consideration all the circumstances, including past behaviour, and allegations or suspicions related to such behaviour.

**CMSA Rules and Regulations Pertaining to all Clubs.**

1. All registered Team Officials are required (regardless of occupation) to have a valid Police Information Check (ePIC) on file at CMSA prior to being eligible to participate in any CCFC event. ePIC’s obtained from sources other than the Calgary Police Service (CPS) or RCMP must indicate clearly that a Vulnerable Sector Search has been completed. ePIC’s are valid for thirty six (36) months. A Team Official may NOT be placed on a CCFC league roster for the upcoming season if they have previously been provided with a volunteer letter from CMSA during the previous season(s) and have not completed and shared those results of the Police Clearance with CCFC.
2. All CMSA member clubs are required to have a minimum of one (1) Club Official who has completed the *Commit to Kids Online Training*. This individual shall be identified as the registered club’s primary contact for child protection and their contact information shall be provided to all club members on their website.
3. There must always be two NCCP-trained or certified coaches present with a player in situations where the player is potentially vulnerable (see list of example situations below). One-on-one interactions between a coach and a player, without another individual present, must be avoided in all circumstances except medical emergencies. If two NCCP-trained or certified coaches are not available, screened volunteers including managers, support personnel, chaperones, and Directors of CCFC may be substituted instead. If the above individuals are not available, parents of players on the team shall be asked to temporarily substitute. If there are no adults specified above available, there shall always be always more than one player with the coach. The following situations specify circumstances in which a player is considered potentially vulnerable: a) In the locker room or changing area; b) travel involving commutes longer than thirty (30) minutes, and c) overnight travel including situations in which Members stay anywhere other than their home addresses.
4. **REPORTING REQUIREMENTS**: All Team Officials 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. All CCFC Team Officials and Volunteers have an independent duty to report all suspicions of potentially illegal behaviour directly to Calgary Police Services. Circumstances in which CCFC Team Officials and Volunteers are required to report and the respective agencies they must report to include but are not limited to; a) All allegations or suspicions of potentially illegal behaviour (for example, child sexual abuse) that a CCFC Team Official or Volunteer witnesses first-hand, must be promptly reported to Calgary Police Services. b) all allegations or suspicions of potentially illegal behaviour that a CMSA Team Official or Volunteer learns of must also be promptly reported to Calgary Police Services. Calgary Police Services will make the determination as to whether the allegation or suspicion requires further investigation. c) all allegations or suspicions of Inappropriate Behaviour that a CCFC Team Official or Volunteer learns of or witnesses first-hand, must be reported to the Designated Person. d) All allegations or suspicions of Inappropriate Behaviour that a CCFC Team Official or Volunteer learns of or witnesses first-hand, must be reported to the parents of the child involved in the suspected or alleged Inappropriate Behaviour.

If a CCFC Team Official or Volunteer is unsure whether a situation they have witnessed or otherwise became aware of, involves potentially illegal behaviour or Inappropriate Behaviour, they shall discuss the issue with the Designated Person who will support them through the process.

1. **FOLLOW UP ON REPORTS**. When an allegation or suspicion of potentially illegal behaviour is reported, Calgary Police Services will be notified. CCFC shall follow up internally as deemed appropriate. This may include gathering information about the circumstances to determine what, if any, formal or other disciplinary action is required. If a CCFC Team Official or Volunteer is found to have engaged in Inappropriate Behaviour by CCFC or by Calgary Police Services, they are subject to permanent prohibition from future CCFC membership.
2. **APPEALS**. If a CCFC Team Official or Volunteer that is subject to disciplinary action under the Code of Conduct to Protect Children wishes to appeal a decision made by the CCFC, they may request a review of their conduct and the CCFC decision by the CCFC Board of Directors.