Approved September 2023

Code of Conduct

1.0 Definitions

1.01 The following terms have these meanings in this Code:

i. *Individuals*— all categories of membership defined by the ASA's Bylaws, as well as individuals, engaged in activities with, the ASA including, but not limited to, any person up to 80 years of age for all Amateur Members participating as Players, Managers, Coaches, Trainers, Executives, General Members or Officials, Volunteers, Auxiliary Workers and Employees, or engaged in activities with in practice or competition in the sport under the supervision and direction of the Alberta Soccer Association.

ii. *Workplace*—Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the ASA's office, work-related social functions, work assignments outside the ASA's offices, work-related travel, and work-related conferences or training sessions.

2.0 Purpose

2.01 The purpose of this Code is to ensure a safe and positive environment (within the ASA's programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the ASA's core values. The ASA supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

3.0 Application of this Code

3.01 This Code applies to Individuals' conduct during the ASA's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the ASA's activities, the ASA's office environment, and any meetings.

3.02 An Individual who violates this Code may be subject to sanctions pursuant to the ASA's Discipline and Complaints Policy. In addition to facing possible sanction pursuant to the ASA's Discipline and Complaints Policy, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the particular competition.

3.03 This Code also applies to Individuals' conduct outside of the ASA's business, activities, and events when such conduct adversely affects relationships within the ASA (and its sport environment) and is detrimental to the image and reputation of the

ASA. Such applicability will be determined by the ASA at its sole discretion.

4.0 Responsibilities

4.01 Individuals have a responsibility to:

i. Maintain and enhance the dignity and self-esteem of the ASA members and other individuals by:
   a) Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation.
   b) Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members.
   c) Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct.
   d) Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory.
   e) Consistently treating individuals fairly and reasonably.
   f) Ensuring adherence to the rules of the sport and the spirit of those Rules.

ii. Refrain from any behaviour 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 behaviour that constitute harassment include, but are not limited to:
   a) Written or verbal abuse, threats, or outbursts
   b) Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
   c) Leering or other suggestive or obscene gestures
   d) Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
   e) Practical jokes which endanger a person's safety, or negatively affect performance
   f) 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 teammate, 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 teammate based on class, number of years on the team, or athletic ability."

g) Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing,
h) Unwelcome sexual flirtations, advances, requests, or invitations
i) Physical or sexual assault
j) Behaviours 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.
k) Retaliation or threats of retaliation against an individual who reports harassment to the ASA.

iii. Refrain from any behaviour that constitutes workplace harassment, where workplace harassment is defined as vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:

a) Bullying.
b) Repeated offensive or intimidating phone calls or emails.
c) Inappropriate sexual touching, advances, suggestions or requests.
d) Displaying or circulating offensive pictures, photographs or materials in printed or electronic form.
e) Psychological abuse.
f) Personal harassment.
g) Discrimination.
h) Intimidating words or conduct (offensive jokes or innuendos).
i) Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning.

iv. Refrain from any behaviour that constitutes workplace violence, where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:

a) Verbal threats to attack a worker.
b) Sending to or leaving threatening notes or emails for a worker.
c) Making threatening physical gestures to a worker.
d) Wielding a weapon in a workplace.

e) Hitting, pinching or unwanted touching of a worker which is not accidental
f) Throwing an object at a worker.
g) Blocking normal movement or physical interference of a worker, with or without the use of equipment.
h) Sexual violence against a worker.
i) Any attempt to engage in the type of conduct outlined above e).

v. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
   a) Sexist jokes.
   b) Display of sexually offensive material.
   c) Sexually degrading words used to describe a person.
   d) Inquiries or comments about a person's sex life.
   e) Unwelcome sexual flirtations, advances, or propositions.
   f) Persistent unwanted contact.
   g) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the ASA adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the ASA's Discipline and Complaints Policy. The ASA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the ASA or any other sport organization.

vi. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, 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).

vii. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.

viii. Refrain from consuming tobacco products, or recreational drugs while participating in the ASA's programs, activities, competitions, or events.

ix. In the case of adults, avoid consuming alcohol in competitions and situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the ASA's events.

x. Respect the property of others and not wilfully cause damage.

xi. Promote the sport in the most constructive and positive manner possible.

xii. When driving a vehicle with an Individual:
   a) Not have his or her license suspended;
   b) Not be under the influence of alcohol or illegal drugs or substances; and
   c) Have valid car insurance.

xiii. Adhere to all federal, provincial, municipal and host country laws.

xiv. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.

xv. Comply, at all times, with the ASA's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time.

5.0 Directors, Committee Members, and Staff

5.01 In addition to Section 1.04, the ASA's Directors and Committee Members will have additional responsibilities to:

i. Function primarily as a Director or Committee Member of the ASA; not as a member of any other particular member or constituency.

ii. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the ASA's business and the maintenance of Individuals' confidence.

iii. Ensure that the ASA's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities.

iv. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the ASA.

v. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism.

vi. Behave with decorum appropriate to both circumstance and position.

vii. Keep informed about the ASA's activities, the provincial sport community, and general trends in the sectors in which they operate.

viii. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the ASA is incorporated.

ix. Acting in the role of a Governance Board member, respecting the operational reporting lines and duties of the employees of ASA.

x. Respect the confidentiality appropriate to issues of a sensitive nature.

xi. Respect the decisions of the majority and resign if unable to do so.

xii. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings.

xiii. Have a thorough knowledge and understanding of all the ASA governance documents.

xiv. Conform to the bylaws and policies approved by the ASA.

6.0 Coaches

6.01 In addition to Section 4.0, coaches have many 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:

i. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes.

ii. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes.

iii. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments.

iv. Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs.

v. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete.

vi. Act in the best interest of the athlete's development as a whole person.

vii. Comply with the ASA's Screening Policy, if applicable.

viii. Report to the ASA any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance.

ix. 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, alcohol and/or tobacco.

x. Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes.

xi. Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete.

xii. 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.

xiii. Dress professionally, neatly, and inoffensively.

xiv. Use inoffensive language, taking into account the audience being addressed.

xv. Use cameras for game film and player development and will not utilize cameras in contravention of direction from Alberta Soccer.

7.0 Athletes

7.01 In addition to Section 1.04, athletes will have additional responsibilities to:

i. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program.

ii. Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events.

iii. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason.

iv. Adhere to the ASA's rules and requirements regarding clothing and equipment.

v. Never ridicule a participant for a poor performance or practice.

vi. Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators.

vii. Dress to represent the sport and themselves well and with professionalism.

viii. Act in accordance with the ASA's policies and procedures and, when applicable, additional rules as outlined by coaches or managers.

8.0 Officials

8.01 In addition to Section 1.04, officials will have additional responsibilities to:

i. Maintain and update their knowledge of the rules and rules changes.

ii. Work within the boundaries of their position's description while supporting the work of other officials.

iii. Act as an ambassador of the ASA by agreeing to enforce and abide by national and provincial rules and regulations.

iv. Take ownership of actions and decisions made while officiating.

v. Respect the rights, dignity, and worth of all individuals.

vi. Not publicly criticize other officials or any club or association

vii. Assist with the development of less-experienced referees and minor officials.

viii. Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the ASA, athletes, coaches, other officials, and parents.

ix. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.

x. Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals.

xi. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time.

xii. When writing reports, set out the true facts and not attempt to justify any decisions.

xiii. Dress in proper attire for officiating.

xiv. Will not consume alcohol at competitions and events that they are officiating.

9.0 Parents/Guardians and Spectators

9.01 In addition to Section 1.04 above, Parents/Guardians and Spectators at events will:

i. Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence.

ii. Condemn the use of violence in any form.

iii. Never ridicule a participant for making a mistake during a performance or practice.

iv. Provide positive comments that motivate and encourage participants' continued effort.

v. Respect the decisions and judgments of officials and encourage athletes to do the same.

vi. Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm.

vii. Respect and show appreciation to all competitors, and to the coaches, officials, and other volunteers.

viii. Not harass competitors, coaches, officials, parents/guardians, or other spectators.

ix. Will not video individuals at ASA sanctioned events without permission.

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