



### CODE of CONDUCT to PROTECT CHILDREN

Maple Leaf Cavan FC (MLCFC) has developed this Code of Conduct to Protect Children to reflect our commitment to ensuring all children are protected and safe. A Code of Conduct to Protect Children is an important part of creating safe environments for children. The safety, rights and well-being of children participating in our programs is a priority. MLCFC will nurture supportive and inclusive relationships with children while balancing and encouraging appropriate boundaries.

The intent of the Code of Conduct is to guide the Club's coaches, trainers, directors and volunteers in developing healthy relationships with the children involved in sport programs delivered by MLCFC, and to model appropriate boundaries for children.

#### Treating Children with Dignity and Maintaining Boundaries

All coaches, trainers, directors and 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 the organization.

It is important that we each monitor our own behaviour towards children, and pay close attention to the behaviour of our peers to ensure that behaviour is appropriate and respectful, and will be perceived as such by others.

All interactions and activities with children should be:

- Known to MLCFC and the parents of the child;
- Tied to your duties, and;
- Designed to develop the child's skills within MLCFC programming.

Always consider the child's reaction to any activities, conversations, behaviour or other interactions. If at any time you are in doubt about the appropriateness of your own behaviour or the behaviour of others, you should discuss it with the relevant MLCFC Director of Operations (Recreational or Competitive).



## Policies and Procedures

### General Rules of Behaviour:

Always adhere to the “Rule of Two”<sup>1</sup>

- This means that any one-on-one interaction between a ‘Person in Authority’ and an athlete must take place within the presence of another ‘Person in Authority’, with the exception of medical emergencies. ‘Person in Authority’ is defined as an NCCP-trained or certified coach, trainer, a screened volunteer, or another adult.

Coaches, trainers, directors and volunteers of the organization 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 coach, trainer, director or volunteer duties, that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any behaviour that goes against (or appears to go against) the organization’s mandate, 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 behaviour – it is an employee/volunteer’s duty to report the matter to his/her supervisor/designated person or Child Welfare Agency, not to investigate.

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<sup>1</sup> Coaches, trainers, managers and others involved in delivering MLCFC programs should become familiar with the Rule of Two and MLCFC’s Rule of Two Policy. Further learning about this requirement is available at <https://coach.ca/rule-of-two>



## Policies and Procedures

### What Constitutes Inappropriate Behaviour?

1. Inappropriate Communication. Communication with a child or his/her family outside of a work/volunteer context, regardless of who initiated the exchange. For example:
  - a. Personal phone calls or letters
  - b. Electronic communications (email, text message, instant message, online chats, social networking (including “friending”), etc.)
  - c. Excessive communications (online or offline)
2. Inappropriate Contact. Spending unauthorized time with a child or the child’s family outside of designated work times and volunteer activities. You must report all contact with a child or the child’s family outside of designated work times and activities BEFORE the contact occurs to the designated person within your organization.
3. Favouritism. 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 (when known to MLCFC) are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity.
5. Telling sexual jokes or making comments to a child that are 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, screensavers, or displaying such material in plain view of a child, or making such material available to a child.
7. Intimidating or threatening a child.
8. Making fun of a child (shaming, embarrassing, humiliating, criticizing, or blaming).

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



## Policies and Procedures

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

### REPORTING REQUIREMENTS

All staff 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.

Where to report:

1. All allegations or suspicions of potentially illegal behaviour (for example, child sexual abuse) that a coach, trainer, director or volunteer witnesses first-hand must be promptly reported to police and/or child welfare.
2. To ensure the protection of all children in our care, all allegations or suspicions of potentially illegal behaviour 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 behaviour (see above examples), that a staff/volunteer learns of or witnesses first-hand must be reported to the Executive Director of Maple Leaf Cavan FC by phone or email.

Keep in mind that you may learn of potentially illegal or inappropriate behaviour through the child or some other third party, or you may witness it first-hand. Examples of the type behaviour you may learn of or witness and that you must report as set out above includes:

- a) Potentially Illegal behaviour by a Member/Volunteer of the organization:
- b) Potential Illegal behaviour by a third party, such as a Parent, Teacher, Babysitter, Coach, etc.

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 Director of Operations (Recreational or Competitive) who will support you through the process.



## Policies and Procedures

Remember: You have an independent duty to report all suspicions of potentially illegal behaviour directly to police and/or child welfare.

### **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. MLCFC will follow up internally as appropriate.

When an allegation or suspicion of inappropriate behaviour is made, the sport organization 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,

MLCFC may refer the matter to a child welfare agency or the police.

### **References:**

- Canada Soccer: Guide to Safety
- Coaches Association of Canada: The Responsible Coaching Movement (RCM) [<https://coach.ca/responsible-coaching-movement>]
- MLCFC Rule of Two Policy

*MLCFC Policy Effective 2023*