



**NATIONAL CAPITAL AMATEUR FOOTBALL ASSOCIATION**

**CODE OF CONDUCT AND ETHICS POLICY**

## NATIONAL CAPITAL AMATEUR FOOTBALL ASSOCIATION (NCAFA)

### CODE OF CONDUCT AND ETHICS

**This policy has been prepared by NCAFA and this Policy is applicable to its Affiliate Organizations. This document cannot be modified by any Affiliate Organizations without consultation and approval from NCAFA.**

#### Definitions

I. The following terms have these meanings in this Code:

- a) *"Affiliate Organization"* – means any Club who is a member of NCAFA.
- b) *"Case Manager"* – means a Registrant who is responsible for establishing a three person Discipline/Appeal Panel including appointing one member as Chairperson. The Case Manager shall not sit on the Panel.
- c) *"Code"* – means this National Capital Amateur Football Association Code of Conduct and Ethics
- d) *"Complainant"* – the Party alleging an infraction
- e) *"Complaints Administrator(s)"* – An individual or individuals appointed by NCAFA to be the first point-of-contact for all Code of Conduct complaint matters reported to NCAFA
- f) *"Days"* – shall mean total days, irrespective of weekends or holidays, but not including the date of the meeting, hearing or event in question, or the date by which a response if any is required.
- g) *"Discipline Committee"* – shall mean a group consisting of three persons who are appointed by NCAFA to judge a case in accordance with the Code.
- h) *"Individuals"* – means all categories defined in the NCAFA Bylaws , as well as all individuals employed by, or engaged in activities with, NCAFA or their Affiliate Organizations including, but not limited to, Administrators, Coach, Director, Employee, Player, Registered Team, Registrar, Team Official, volunteers, spectators, parents/guardians or Representatives.
- i) *"Party"* – The Complainant or Respondent of a complaint.
- j) *"Respondent"* – The alleged infracting Party.
- k) *"Workplace"* – means any place where business or work-related activities are conducted. Workplaces include but are not limited to, NCAFA or Affiliate Organizations' office, work-related social functions, work assignments outside the office, work-related travel, and work-related conferences or training sessions

## **Purpose**

2. The purpose of this Code is to ensure a safe and positive environment within NCAFA and their Affiliate Organizations' programs, activities, and events by making Individuals aware that there is an expectation, at all times, of appropriate behaviour. NCAFA and their Affiliate Organizations supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

## **Application of this Code**

3. This Code applies to Individuals' conduct during NCAFA or their Affiliate Organization's workplace, business, activities, and events including, but not limited to, competitions, tournaments, practices, tryouts, training camps, travel associated with NCAFA or Affiliate Organization activities, NCAFA or Affiliate Organization Board of Director meetings and any other NCAFA or Affiliate Organization meetings.
4. This Code also applies to Individuals' conduct outside of NCAFA or Affiliate Organization business, activities, and events when such conduct adversely affects relationships within NCAFA or its Affiliate Organization(s) (and its work and sport environment) or is detrimental to the image and reputation of NCAFA. Such applicability will be determined by NCAFA , as applicable, at its sole discretion.
5. An Individual or Affiliate Organization who violates this Code may be subject to a formal complaint, a discipline process and the imposition of sanctions, pursuant to this Code.
6. This Code does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Code. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable.
7. Sanctions set out within the Code do not apply to any NCAFA or Affiliate Organizations employees or contractors as such matters are governed by individual policies that expressly apply to employees, such as the applicable organization's human resources policy or employment/contractor agreements.

## Jurisdiction

8. Jurisdiction of complaints within NCAFA will be determined based upon where and when the conduct occurred, as determined by NCAFA .

## Responsibilities

9. Individuals have a responsibility to:
  - a) Maintain and enhance the dignity and self-esteem of Individuals and other persons by:
    - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, race or perceived race, nationality, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, class, marital status, family status, religion, political belief, physical or mental disability, economic status or source of income
    - ii. Focusing comments, criticism or disciplinary actions appropriately
    - iii. Demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
    - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
    - v. Treating individuals fairly and reasonably
    - vi. Adhering to NCAFA rules and policies and the spirit of those rules and policies
  - b) 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:
    - i. Written or verbal abuse, threats, or outbursts
    - ii. The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances
    - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
    - iv. Leering or other suggestive or obscene gestures
    - v. Condescending or patronizing behaviour 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*
  - viii. Retaliation or threats of retaliation against an individual who reports harassment to NCAFA or a Affiliate Organization
  - ix. Bullying
  - x. Offensive or intimidating communications, including social media
  - xi. Inappropriate use of social media
  - xii. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
  - xiii. Psychological abuse
  - xiv. Discrimination
  - xv. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating
  - xvi. 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
- c) Refrain from any behaviour that constitutes **violence**, where violence is defined as the exercise of physical force, that causes or could cause physical injury; an attempt to exercise physical force that could cause physical injury; or a statement or behaviour that it is reasonable to interpret as a threat to exercise physical force. Types of behaviour that are applicable to this section include, but are not limited to:
- i. Verbal threats to attack
  - ii. Sending to or leaving threatening notes or emails
  - iii. Making threatening physical gestures
  - iv. Wielding a weapon
  - v. Hitting, pinching or unwanted touching which is not accidental
  - vi. Throwing an object
  - vii. Blocking normal movement or physical interference, with or without the use of equipment
  - viii. Any attempt to engage in the type of conduct outlined above

- d) 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:
- i. Sexist jokes
  - ii. Sexual violence
  - iii. Display of sexually offensive material
  - iv. Sexually degrading words used to describe a person
  - v. Inquiries or comments about a person's sex life
  - vi. Unwelcome sexual flirtations, advances, requests, invitations or propositions
  - vii. Inappropriate sexual touching, advances, suggestions or requests
  - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - ix. Physical or sexual assault
- e) Abstain from the use of illegal drugs, or illegal or non-prescribed performance-enhancing drugs or methods.
- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate or unwanted activities
- g) While acting in the capacity as either a coach or volunteer responsible for supervising activities and/or athletes, refrain from consuming recreational drugs, intoxicants or alcohol.
- h) Respect the property of others and not willfully cause damage
- i) Adhere to all federal, provincial, municipal and host country laws
- j) Comply, at all times, with NCAFA bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- k) Treat all other Individuals with respect
- l) Report to NCAFA any ongoing criminal investigation, conviction, or existing bail conditions involving yourself, including, but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance

## Volunteers

10. In addition to section 9 (above) volunteers have additional responsibilities. Volunteers are a critical part of the organization and the organization's success is directly related to volunteers carrying out their assigned responsibilities. Volunteers will:

- a) Act with honesty and integrity while carrying out any assigned responsibilities
- b) Comply with both the letter and the spirit of any training or orientation provided by NCAFA and its Affiliate Organizations
- c) Take responsibility for actions and decisions. Follow reporting lines to facilitate the effective resolution of problems
- d) Prudently manage and allocate assets and resources, both financial and material
- e) Abide by applicable conflict of interest and confidentiality policies
- f) Use inoffensive language
- g) Dress professionally, neatly, and inoffensively

11. Volunteers will **not**:

- a) Exceed the authority of assigned position
- b) Encourage athletes to consume illegal drugs, alcohol or performance-enhancing drugs
- c) Engage in a sexual relationship with a minor athlete

## Coaches

12. In addition to section 9 (above), 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:

- a) 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
- b) 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

- c) Avoid compromising the present and future health of athletes by communicating and cooperating with medical professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- d) Support the coaching staff of a provincial team, or national team, should an athlete qualify for participation with one of these programs
- e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- f) Act in the best interest of the athlete's development as a whole person
- g) Meet the coaching credentials, as required by NCAFA, Ontario Football and Football Canada.
- h) 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
- i) 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
- j) Dress professionally, neatly, and inoffensively
- k) Use inoffensive language

13. Coaches will **not**:

- a) Exceed the authority of assigned position
- b) Provide athletes with, or promote, encourage or condone the use by athletes of illegal drugs, alcohol, or performance enhancing substances or methods.
- c) Engage in a sexual relationship with a minor athlete

**Athletes** (with the assistance of their caregivers when necessary)

14. In addition to section 9 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
- b) Participate and appear on-time and be prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events



- c) 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
- d) Adhere to NCAFA 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, referees or spectators
- g) Dress in a manner representative of NCAFA and its Affiliate Organizations, focusing on neatness, cleanliness, and discretion
- h) Act in accordance with NCAFA and Affiliate Organization policies and procedures and, when applicable, additional rules as outlined by coaches or managers

**League Executives, Club Executives, Committee Members, Directors and Staff**

15. In addition to (i) Section 9 above, (ii) The Conflict of Interest Policy, and (iii) the Confidentiality Policy, the League/Club Executives, Committee Members, and Staff will have additional responsibilities to:
- a) Ensure their loyalty prioritizes the interests of NCAFA, as applicable;
  - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of Individuals' confidence
  - c) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - d) Conduct themselves openly, professionally, lawfully and in good faith
  - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - f) Behave with decorum appropriate to both circumstance and position
  - g) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
  - h) Respect the confidentiality appropriate to issues of a sensitive nature
  - i) Respect the decisions of the majority and resign if unable to do so
  - j) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
  - k) Have a thorough knowledge and understanding of all governance documents

16. League Executives, Club Executives, Committee Members, Directors and Staff will **not**:

- a) Exceed the authority of assigned position
- b) Encourage athletes to consume illegal drugs, alcohol or performance-enhancing drugs
- c) Engage in a sexual relationship with a minor athlete

#### **Parents/Guardians and Spectators**

17. In addition to section 9 (above), parents/guardians and spectators at events will:

- a) Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
- b) Condemn the use of violence in any form
- c) Never ridicule a participant for making a mistake during a performance or practice
- d) Provide positive comments that motivate and encourage participants' continued effort
- e) Respect the decisions and judgments of officials, and encourage athletes to do the same
- f) Never question an official's or staff member's judgment or honesty
- g) Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
- h) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- i) Not harass competitors, coaches, officials, parents/guardians, or other spectators