



Code of Conduct and Ethics Policy:

1.0 General

1.1 Bryst Football Academy Inc. aims to create and maintain a positive environment that promotes the safety and comfort of participants.

1.2 The purpose of the Code of Conduct and Ethics Policy is to promote a positive and welcoming environment for all Individuals by outlining and informing them of appropriate behaviour. This Code of Conduct and Ethics Policy is built on [Ontario Soccer's Code of Conduct and Ethics](#), as well as the [Canada Soccer Code of Conduct and Ethics](#).

2.0 Application of this Code

2.1 This Code applies to Individuals' conduct during Bryst Football Academy Inc.'s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Organization activities, meetings and any other Organization meetings.

2.2 This Code also applies to Individuals' conduct outside of Bryst Football Academy Inc.'s business, activities, and events when such conduct adversely affects relationships within the Academy (and its work and sports environment) and is detrimental to the image and reputation of the Academy. Such applicability will be determined by Bryst Football Academy Inc., as applicable, at its sole discretion.

2.3 An Individual who violates this Code may be subject to a formal complaint, a discipline process and/or sanctions. Further discipline may also be applied according to this Code.

2.4 In addition to facing possible sanction, an Individual who violates this Code during a competition may be ejected from the membership or competition, as outlined by procedures specific to the competition.

3.0 Responsibilities

3.1 All Individuals have a responsibility to:

- 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, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender, age, class, family status, religion, political belief, disability, or economic status
 - ii. Focusing comments, criticism or disciplinary actions appropriately
 - iii. Demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct while adhering to the rules of soccer
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Treating individuals fairly and reasonably
- 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. Racial harassment, which includes racial slurs, jokes, name calling, or insulting behaviour or terminology that reinforces stereotypes or discounts abilities because of racial or ethnic origin
 - iv. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - v. Leering or other suggestive or obscene gestures
 - vi. Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - vii. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - viii. Hazing
 - ix. Retaliation or threats of retaliation against an individual who reports harassment to Bryst Football Academy Inc.
 - x. Bullying
 - xi. Offensive or intimidating communications, including social media
 - xii. Inappropriate use of social media
 - xiii. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
 - xiv. Psychological abuse
 - xv. Discrimination
 - xvi. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, demeaning or intimidating
 - xvii. 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
 - xviii. Retaliation or threats of retaliation against a person who reports harassment
- 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
- 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. Persistent unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - ix. Physical or sexual assault
 - Abstain from the use of illegal drugs, or illegal or non-prescribed performance-enhancing drugs or methods.
 - Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate or unwanted activities
 - 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
 - Respect the property of others and not willfully cause damage
 - Adhere to all federal, provincial, municipal and host country laws
 - Comply, at all times, with Bryst Football Academy Inc.'s bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
 - Treat all other Individuals with respect
 - Report to Bryst Football Academy Inc. 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

3.2 Bryst Football Academy Inc. Management Team

In addition to section 3.1 above, Bryst Football Academy management team and staff will have additional responsibilities to:

- Ensure their loyalty prioritizes the interests of Bryst Football Academy Inc.
- 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
- Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- Conduct themselves openly, professionally, lawfully and in good faith
- Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- Behave with decorum appropriate to both circumstance and position
- Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws
- Respect the confidentiality appropriate to issues of a sensitive nature
- Respect the decisions of the majority and resign if unable to do so
- Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- Have a thorough knowledge and understanding of all governance documents

Management team will not:

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

3.3 Volunteers

In addition to section 3.1, volunteers have additional responsibilities. Volunteers will:

- Act with honesty and integrity while carrying out any assigned responsibilities
- Comply with both the letter and the spirit of any training or orientation provided by Bryst Football Academy Inc.
- Take responsibility for actions and decisions. Follow reporting lines to facilitate the effective resolution of problems
- Prudently manage and allocate assets and resources, both financial and material
- Abide by applicable conflict of interest and confidentiality policies
- Use inoffensive language
- Dress professionally, neatly, and inoffensively

Volunteers will not:

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

3.4 Coaches

In addition to section 3.1, 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:

- 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
- 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
- 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
- Support the coaching staff of a training camp, provincial team, or national team, should an athlete qualify for participation with one of these programs
- Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- Act in the best interest of the athlete's development as a whole person
- Meet the coaching credentials, as required by Bryst Football Academy Inc.
- 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
- 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
- Dress professionally, neatly, and inoffensively, with attire approved by Bryst Football Academy Inc.
- Use inoffensive language

Coaches will not:

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

3.5 Athletes

In addition to section 3., athletes will have additional responsibilities to:

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

- Adhere to Bryst Football Academy Inc.'s rules and requirements regarding clothing and equipment
- Never ridicule a participant for a poor performance or practice
- Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators
- Dress in a manner representative of Bryst Football Academy Inc., focusing on neatness, cleanliness, and discretion
- Act in accordance with Bryst Football Academy Inc. policies and procedures and, when applicable, additional rules as outlined by coaches or managers

3.6 Parents/Guardians and Spectators

In addition to section 3.1 above, parents/guardians and spectators at events will:

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

4.0 Process for Reporting a Complaint/Violation of the Code

If an Individual witness or is the victim of any inappropriate conduct that goes against the above stated policies, the Individual should:

- Inform a Bryst Football Academy Inc. management team, staff, coach or volunteer within fourteen (14) days of the alleged incident. Bryst Football Academy Inc. will forward the complaint to the Complaints Administrator

Bryst Football Academy Inc. Code of Conduct to Protect Children

1.0 General

1.1 Bryst Football Academy Inc. aims to create and maintain a positive environment that promotes the health and safety of participants, particularly children.

1.2 The purpose of the Child Protection Code of Conduct is to guide employees and volunteers in their interactions with children. The safety, rights and well-being of children are the core of Bryst Football Academy's programs. We, Bryst Football Academy Inc., has an ethical and legal

obligation to help protect children we serve from victimization. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries. All coaches and individuals who work with children have a duty to care for the children. This obligation also entails acting as a role model for children and respecting appropriate boundaries and maintaining professionalism. We are committed to ensuring that all children are protected and safe and make this commitment in accordance with Commit to Kids, a program developed by the Canadian Centre for Child Protection as well as [Canada Soccer Guide to Safety](#).

2.0 Treating Children with Dignity and Maintaining Boundaries

All staff/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

All of your interactions and activities with children:

- Should be known to, and approved by the board, where applicable, and the parents of the child
- Tied to your duties
- Designed to develop the child's skills in the sport program

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 designated person within Bryst Football Academy Inc.

Examples of unacceptable behaviour toward a child:

- Embarrassing
- Shaming
- Blaming
- Humiliating
- Putting them down

3.0 General Rules of Behaviour:

Staff/volunteers of Bryst Football Academy Inc. 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 duties with the child, 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) Bryst Football Academy Inc.'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 a staff/ volunteer’s duty to report the matter to the designated person, child protection agency such as Children’s Aid Society or law enforcement, not to investigate.

5.0 What Constitutes Inappropriate Behaviour:

Inappropriate behaviour includes:

- **Inappropriate Communication:** Communication with a child or his/her family outside of the context of duties for the organization, regardless of who initiated the exchange. For example:
 - Personal phone calls not tied to duties with the child
 - Electronic communications (email, text message, instant message, online chats, social networking including “friending”, etc.) not tied to duties with the child
 - Personal letters not tied to duties with the child
 - Excessive communications (online or offline)
- **Inappropriate Contact:** Spending unauthorized time with a child outside of designated duties with the organization.
- **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.)
- **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 not be used by you in a personal capacity

Inappropriate behaviour also includes:

- Telling sexual jokes to a child or making comments to a child that are or is in any way suggestive, explicit or personal.
- Showing a child material that is sexual in nature, including, signs, cartoons, graphic novels, calendars, literature, photographs, screen savers, or displaying such material in plain view of a child, or making such material available to a child
- Intimidating or threatening a child
- Making fun of a child

Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by Bryst Football Academy Inc.

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

6.0 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:

- All allegations or suspicions of potentially illegal behaviour (for example, child sexual abuse) that a staff/volunteer witnesses first-hand, must be promptly reported to police and/or to the Children's Aid Society.
- 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 the Children's Aid Society.
- All allegations or suspicions of inappropriate behaviour (see above examples), that a staff/volunteer learns of or witnesses first-hand, must be reported to Bryst Football Academy Inc. management.

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:

- Potentially Illegal behaviour by a Staff/Volunteer of Bryst Football Academy Inc.
- Potential Illegal behaviour by a third party, such as a Parent, Teacher, Babysitter, Coach

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 Bryst Football Academy Inc.'s management team who will support you through the process. Remember: You have an independent duty to report all suspicions of potentially illegal behaviour directly to police and/or the Children's Aid Society.

7.0 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. The sport organization 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

Bryst Football Academy Inc. may refer the matter to the Children's Aid Society or police.

I agree to comply with the Code of Conduct to Protect Children for Bryst Football Academy Inc.

Staff/volunteer's signature

Date