



Kingston United Soccer Club
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#DedicatedToDevelopment

Kingston United Soccer Club Code of Conduct

Definitions

The following terms have these meanings in this Code:

- a. “Club” – **(Kingston United Soccer Club)**
- b. “Persons” – All categories of membership defined in the Club’s Bylaws and Policies, including the Club itself, as well as all Persons engaged in activities with the Club including, but not limited to, athletes, coaches, referees, officials, volunteers, managers, administrators, committee members, and directors and officers of the Club
- c. “Harassment” – Behaviour that constitutes harassment is defined in section titled ***Responsibilities***.
- d. “Workplace Harassment or Workplace Violence” – Behaviour that constitutes workplace harassment and workplace violence is defined in section titled ***Responsibilities***.
- e. “Sexual harassment” – Behaviour that constitutes sexual harassment and workplace violence is defined in section titled ***Responsibilities***.

Purpose

The purpose of this Code is to ensure a safe and positive environment by outlining the expectation of appropriate behaviour by all Persons, consistent with this Code. The Club supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all Persons are treated with respect and fairness.

Application of this Code

- i. This Code applies to Persons’ conduct during the Club’s business, activities, and events including, but not limited to, games, practices, tryouts, training camps, travel associated with the Club’s activities, the Club’s office environment, and any meetings.
- ii. This Code also applies to Persons’ conduct outside of the Club’s business, activities, and events when such conduct adversely affects relationships within the Club and/or its Members (and its work and sport environment) and is detrimental to the image and reputation of the Club. Such jurisdiction will be determined by the Club at its sole discretion.
- iii. Persons who violate this Code may be subject to sanctions pursuant to the Club’s *Discipline and Complaints Policy*.



- iv. An employee of the Club found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Club's *Human Resources Policy*, as well as the employee's Employment Agreement, as applicable. Violations could result in a warning, reprimand, access restrictions, suspension and other disciplinary actions up and including termination of employment/contract.

Responsibilities

- i. Persons have a responsibility to Maintain and enhance the dignity and self-esteem of the Club members and other Persons by:
 - a. Demonstrating respect to Persons 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 any Person or the Club
 - c. Consistently demonstrating the spirit of sporting behaviour, sport leadership, and ethical conduct
 - d. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - e. Consistently treating Persons fairly and reasonably
 - f. Ensuring adherence to the rules of the sport and the spirit of those rules
- ii. Persons have the responsibility to refrain from any behaviour that constitutes harassment. Types of behaviour that constitute harassment include, but are not limited to:
 - a. Written or verbal abuse, threats, or outbursts
 - b. The display of visual material which is offensive or which one ought to know is offensive
 - c. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - d. Leering or other suggestive or obscene gestures
 - e. Condescending or patronizing behaviour, which is intended to undermine self-esteem, diminish performance, or adversely affect working conditions
 - f. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - g. Any form of hazing
 - h. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - i. Unwelcome sexual flirtations, advances, requests, or invitations
 - j. Physical or sexual assault
 - k. Behaviours such as those described above that are not directed towards a specific Person or group but have the same effect of creating a negative or hostile environment
 - l. Retaliation or threats of retaliation against a person who reports harassment
- iii. Refrain from any behavior that constitutes workplace harassment, where workplace harassment is defined as conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Workplace matters such as 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 behavior that constitute workplace harassment include, but are not limited to:



- a. Workplace Harassment means:
- Bullying
 - Repeated offensive or intimidating phone calls or emails
 - Inappropriate touching, advances, suggestions or requests
 - Displaying or circulating offensive pictures, photographs or materials
 - Psychological abuse
 - Discrimination
 - Intimidating words or conduct (offensive jokes or innuendos)
 - Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- iv. Refrain from any behavior 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 behavior 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. Workplace matters such as workplace violence 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 behavior that constitute workplace violence include, but are not limited to:
- b. Workplace Violence means:
- Verbal threats to attack a worker
 - Sending to or leaving threatening notes or emails
 - Making threatening physical gestures
 - Wielding a weapon
 - Hitting, pinching or unwanted touching which is not accidental
 - Blocking normal movement or physical interference, with or without the use of equipment
 - Sexual violence
 - Any attempt to engage in the type of conduct outlined above
- 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. Sexual Harassment means:
- Sexist jokes
 - Display of sexually offensive material
 - Sexually degrading words used to describe a person
 - Inquiries or comments about a person's sex life
 - Unwelcome sexual flirtations, advances, or propositions
 - Persistent unwanted contact
- vi. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Club adopts and adheres to the Canadian Anti-Doping Program. The Club will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Club or any other sport Club.



- vii. 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)
- viii. Refrain from the use of power or authority to coerce another person to engage in inappropriate activities
- ix. Take reasonable steps to manage the responsible consumption of alcoholic beverages/cannabis in social situations associated with Kingston United Soccer Club events
- x. Respect the property of others and not wilfully cause damage
- xi. Adhere to all federal, provincial, municipal and host country laws
- xii. Comply, at all times, with the Club's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- xiii. When driving a vehicle with a Person:
 - a. Not have his or her license suspended
 - b. Not be under the influence of alcohol, cannabis, and/or illegal drugs or substances
 - c. Have valid car insurance
- 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

Board/Committee Members

- i. In addition to ***Section - Responsibilities (above)***, Club's Directors and Committee Members will have additional responsibilities to:
 - a. Function primarily as a member of the board and/or committee(s) of Club; not as a member of any other particular constituency
 - b. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Club's business and the maintenance of Persons' confidence
 - c. Ensure that the Club's 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 in the best interests of Club
 - 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. Keep informed about the Club's activities, the provincial sport community, and general trends in the sectors in which they operate
 - h. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Club is incorporated
 - i. Respect the confidentiality appropriate to issues of a sensitive nature
 - j. Respect the decisions of the majority and resign if unable to do so



- k. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l. Have a thorough knowledge and understanding of all Club governance documents
- m. Conform to the bylaws and policies approved by Club

Coaches

- i. In addition to **Section - Responsibilities (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 sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
 - d. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
 - e. Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
 - f. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
 - g. Act in the best interest of the athlete's development as a whole person
 - h. Comply with the Club's Screening Policy, if applicable
 - i. Report to the Club any ongoing criminal investigation, conviction, or existing bail conditions, including but not limited to, those for violence, child pornography, or possession, use, or sale of any illegal substance
 - j. 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, cannabis and/or tobacco
 - k. 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
 - l. Dress professionally, neatly, and inoffensively
 - m. Use inoffensive language, considering the audience being addressed
 - n. 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
 - o. Not engage in an intimate or sexual relationship with an athlete under 18 years old
 - p. Not engage in an intimate or sexual relationship with an athlete 18 years and older if the coach is in a position of power, trust, or authority over the athlete
 - q. Refrain from using their power or authority to coerce another person to engage in or tolerate sexual or harmful activities



- r. Refrain from conduct that causes physical or emotional harm to Persons
- s. Prevent the use of power or authority in an attempt, successful or not, to coerce another person to engage in or tolerate sexual activity

Athletes

- i. In addition to **Section - Responsibilities (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; or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements
 - b. Participate and appear on-time, well-nourished, and 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 the Club's rules and requirements regarding clothing and equipment
 - e. Act in a sporting behaviour and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
 - f. Dress in a manner representative of the Club; focusing on neatness, cleanliness, and discretion
 - g. Act in accordance with the Club's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Officials

- i. In addition to **Section - Responsibilities (above)**, officials will have additional responsibilities to:
 - a. Maintain and update their knowledge of the rules and rules changes
 - b. Work within the boundaries of their position's description while supporting the work of other officials
 - c. Act as an ambassador of the Club by agreeing to enforce and abide by national and provincial rules and regulations
 - d. Take ownership of actions and decisions made while officiating
 - e. Respect the rights, dignity, and worth of all Persons
 - f. Not publicly criticize other officials or any club or the Club
 - g. Act openly, impartially, professionally, lawfully, and in good faith
 - h. Be fair, equitable, considerate, independent, honest, and impartial in all dealings
 - i. 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 Persons
 - j. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Club at the earliest possible time
 - k. When writing reports, set out the true facts
 - l. Dress in proper attire for officiating

Parents/Guardians and Spectators

- i. In addition to **Section - Responsibilities (above)**, Parents/Guardians and Spectators at events will:
 - a. Encourage athletes to play by 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. Feedback on competition performances is provided by officials only to the coaching staff. Thus, parents are encouraged to discuss any questions with your athletes' coach, not the officials
- f. Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole
- g. Respect the decisions and judgments of officials, and encourage athletes to do the same
- h. Never question an officials' or staffs' judgment or honesty
- i. Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
- j. Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
- k. Refrain from the use of foul language and the harassment of competitors, coaches, officials, parents/guardians or other spectators

