



CODE OF CONDUCT TO PROTECT CHILDREN

PURPOSE

This Code of Conduct to Protect Children is intended to ensure the safety of the children involved in Viktoria Soccer Club youth programs. This Code establishes boundaries for team officials, managers, coaches, and volunteers associated with program delivery while interacting with children, and assists individuals in identifying concerning behaviour, and govern a response to unacceptable behaviour.

INTRODUCTION

Viktoria Soccer Club has adopted the following Child Protection Code of Conduct to guide adults involved in youth soccer program delivery in their interactions with children. The safety, rights and well-being of children we interact with are at the core of our youth programs. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

Viktoria Soccer Club is committed to ensuring all children are protected and safe. The safety, rights, and wellbeing of children participating in Viktoria Soccer Club programs is a priority in our daily operations.

SCOPE

The intent of this Code of Conduct is to guide Viktoria Soccer Club team officials, managers, coaches and volunteers in developing healthy relationships with the children involved in sport programs delivered by our organization and to model appropriate boundaries for children.

DEFINITIONS

1. The following terms have these meanings within this policy:
 - a) “Viktoria” means Viktoria Soccer Club.
 - b) “Designated Person” is the person designated by Viktoria to act as the primary person to investigate and appropriately deal with questionable conduct or behaviour of Viktoria team officials, managers, coaches, and volunteers.
 - c) “Inappropriate Behaviour” includes, but is not limited to,
 - i. 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:
 - A) personal phone calls with a child unrelated to duties;
 - B) electronic communications with a child (email, text message, instant message, online chats, social networking including “friending”, etc.) unrelated to duties;
 - C) personal letters not tied to duties with a child, and

- D) excessive communications (online or offline).
- ii. Inappropriate contact: spending unauthorized time with a child outside of designated duties with the organization.
- iii. 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 gifs, or allowing privileges that are excessive, unwarranted or inappropriate.)
- iv. Taking Personal Photos/Videos: recording video or photos 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.
- v. Conduct embarrassing to a child.
- vi. Conduct shaming a child.
- vii. Blaming the loss of a game on a child.
- viii. Harassment as defined in the Viktoria Harassment Policy.
- ix. Telling sexual jokes to a child or making comments to a child that are in any way suggestive, explicit or personal.
- x. Making comments regarding a player's physical appearance including comments regarding a player's weight, height, physical capabilities, and physical attributes.
- xi. Behaviour that would be perceived by a reasonable observer to be culturally insensitive or discriminatory towards a child.
- xii. 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.
- xiii. Intimidating or threatening a child.
- xiv. Exhibiting any on-field behaviour that would be considered to express racism if observed by a reasonable person.
- xv. Making comments that would be deemed to be emotionally damaging or potentially emotionally damaging to a player if observed by a reasonable person.
- xvi. Engaging in or expressing any behavior that would be deemed to be verbally abusive if observed by a reasonable person.
- d) "Team Official" means any person who has been properly registered and is not under suspension, who is engaged in the role of coach, assistant coach, and/or team manager for a team during the current soccer season.
- e) "Personnel" means Team Official as defined in 1 c) and any volunteer involved in Viktoria program delivery.

TREATING CHILDREN WITH DIGNITY AND MAINTAINING BOUNDARIES

2. All Viktoria Personnel must;

- a) treat all children with respect and dignity;
 - b) establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the organization, and
 - c) only engage in appropriate physical contact with a child if the child requests and/or consents to such appropriate physical contact.
3. It is important that all Viktoria personnel monitor their own behaviour towards children and pay close attention to the behaviour of their peers to ensure that behaviour is not considered Inappropriate Behaviour and is respectful and will be perceived as such by others.
4. All Viktoria Soccer Club interactions of team officials and volunteers with children shall:
- a) be known to, and approved by the board, where applicable, and the parents of the child;
 - b) be related to the duties of their involvement with Viktoria Soccer Club, and
 - c) be focused on the development of the child's soccer-related skills and experiences with Viktoria Soccer Club.
5. a) All Viktoria Personnel shall always consider the child's reaction to any activities, conversations, behaviour, or other interactions and carefully be aware of whether such behaviour may be deemed by Viktoria Soccer Club as Inappropriate Behaviour.
- b) If, at any time, a team official or volunteer is unsure about the appropriateness of their behaviour or the behaviour of others, they shall discuss it with the Designated Person.

GENERAL RULES OF BEHAVIOUR

6. Viktoria personnel must not:
- a) 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;
 - b) engage in any communication with a child within or outside of duties arising out of their role and involvement in Viktoria, that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries;
 - c) engage in any behaviour that contravenes or would appear to a reasonable observer to contravene Viktoria's mandate, policies, or Code of Conduct to Protect Children, regardless of whether or not they are discharging the duties and obligations that their involvement in Viktoria requires at that moment, and
 - d) conduct independent investigations of allegations or suspicions of potentially illegal or Inappropriate Behaviour. All Viktoria Personnel have a duty to report the matter to the Designated Person, parents of the child, or Edmonton Police Services.
7. Inappropriate Behaviour will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by the organization.
8. Whether or not a particular behavior or action constitutes Inappropriate Behaviour will be a matter determined by the Viktoria Soccer Club having regard to all of the circumstances, including past behaviour, and allegations or suspicions related to such behaviour.

9. All coaches of Viktoria youth teams are required to complete Respect in Sport Activity Leaders Training. Please visit <https://albertasoccer.com/safe-sport/respect-in-sport/> for more information.
10.
 - a) All registered team officials are required (regardless of occupation) to have a valid Police Information Check (ePIC) no less recent than 36 months ago on file at Viktoria prior to being eligible to participate in Viktoria events.
 - b) ePIC's obtained from sources other than the Edmonton Police Service (EPS) or RCMP must indicate clearly that a Vulnerable Sector Search has been completed.
 - c) A team official may NOT be placed on a Viktoria roster for the upcoming season if they have previously been provided with a volunteer letter from Viktoria during the previous season(s) and have not completed and shared those results of the Police Clearance with Viktoria.
11. Viktoria shall maintain one club official who has completed Commit to Kids Online Training. This individual shall be identified as the club's primary contact for child protection and their contact information shall be publicly posted on their website.
12.
 - a) There must at all times be two NCCP-trained or certified coaches with a player in situations where the player is potentially vulnerable. One-on-one interactions between a coach and a player, without another individual present, must be avoided in all circumstances except medical emergencies.
 - b) If two NCCP-trained or certified coaches are not available, screened volunteers including managers, support personnel, chaperones, and Viktoria directors may be substituted instead.
 - c) If the individuals prescribed in subsection a) are not available, parents of players on the team shall be asked to temporarily substitute.
 - d) If there are no adults specified in subsections a) and b) available, there shall always be more than one player with the coach at all times.
 - e) The following situations specify circumstances in which a player is considered potentially vulnerable for the purposes of section 12 a);
 - i. in the locker room or changing area;
 - ii. travel involving commutes longer than thirty (30) minutes, and
 - iii. overnight travel including situations in which Members stay anywhere other than their home addresses.

REPORTING REQUIREMENTS

13. All Viktoria Personnel 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.
14. All Viktoria Personnel have an independent duty to report all suspicions of potentially illegal behaviour directly to Edmonton Police Services.
15. Circumstances in which Viktoria Personnel are required to report and the respective agencies they must report to include, but are not limited to;
 - a) all allegations or suspicions of potentially illegal behaviour (for example, child sexual abuse) that Viktoria Personnel witness first-hand. These must be promptly reported to Edmonton Police Services.

- b) all allegations or suspicions of potentially illegal behaviour that a Viktoria Personnel learn of must also be promptly reported to Edmonton Police Services. Edmonton Police Services will make the determination as to whether the allegation or suspicion requires further investigation.
 - c) all allegations or suspicions of Inappropriate Behaviour that Viktoria Personnel learn of or witness first-hand, must be reported to the Designated Person.
 - d) all allegations or suspicions of Inappropriate Behaviour that Viktoria Personnel learn of or witness first-hand, must be reported to the parents of the child involved in the suspected or alleged Inappropriate Behaviour.
 - e) potentially illegal behaviour or Inappropriate Behaviour by Viktoria Personnel or a third party, such as a parent, teacher, babysitter or coach.
16. Viktoria Personnel must keep in mind that they may learn of potentially illegal or Inappropriate Behaviour through the child involved in the behaviour, a third party, or through witnessing the behaviour first-hand.
17. If Viktoria Personnel are unsure whether a situation they have witnessed or otherwise became aware of, involves potentially illegal behaviour or Inappropriate Behaviour, they shall discuss the issue with the Designated Person who will support them through the process.
18. When an allegation or suspicion of potentially illegal behaviour is reported, Edmonton Police Services will be notified. Viktoria shall follow up internally as deemed appropriate.
19. When an allegation or suspicion of Inappropriate Behaviour is made, Viktoria shall follow up on the matter and gather information about the circumstances to determine what, if any, formal or other disciplinary action is required.
20. In the case of Inappropriate Behaviour Viktoria shall report the matter to Edmonton Police Services if:
- a) multiple behaviours were reported;
 - b) inappropriate behaviour is recurring, or
 - c) the reported behaviour is of serious concern
21. If a Viktoria Personnel are found to have engaged in Inappropriate Behaviour by Viktoria, they are subject to permanent prohibition from future Viktoria membership.

APPEALS

22. If Viktoria Personnel that are subject to disciplinary action under section 20 of this Code of Conduct to Protect Children wish to appeal a decision made by Viktoria, they may request a review of their conduct and the Viktoria decision by the Viktoria Board of Directors.