NEWTON TIGERS SOCCER CLUB

POLICIES & PROCEDURES

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Code of Conduct

At Newton Tigers Soccer Club, we are committed to maintaining a safe, respectful, and inclusive environment for everyone involved in the game—players, coaches, referees, volunteers, staff, and spectators. This summarized Code of Conduct and Ethics outlines the core expectations of behavior, based on the Canada Soccer Code of Conduct and Ethics (full document available here).

Respect and Integrity

- Treat all individuals with dignity and fairness.
- Respect the rights, roles, and responsibilities of all participants.
- Act honestly and ethically in all club-related activities.

Protection from Abuse

- Commit to providing a safe environment, free from abuse, harassment, or discrimination.
- Uphold child protection standards as outlined in the Code of Conduct to Protect Children in Sport (page 6, below)

Responsible Behavior

- Refrain from any conduct that could bring Newton Tigers Soccer Club or the game into disrepute.
- Avoid conflicts of interest and disclose any potential conflicts.
- Uphold the values of sportsmanship and lead by example.

Compliance with Laws and Policies

- Abide by all local, provincial, and federal laws.
- Follow the rules and policies of Newton Tigers Soccer Club, Ontario Soccer, and Canada Soccer.

Zero Tolerance for Misconduct

The following behaviors are strictly prohibited:

- Physical, sexual, emotional abuse or neglect
- Discrimination or harassment based on race, gender, religion, ability, or orientation
- Substance use while performing duties with the Club
- Any form of retaliation against individuals who report misconduct

Reporting Obligations

- Everyone has a duty to report any suspected misconduct or violations of this code.
- Reports should be made to the Club's designated safeguarding or discipline officer.
- Serious breaches may be referred to external authorities or Canada Soccer's independent complaint mechanism.

Acknowledgement

All participants are expected to read, understand, and comply with this Code. Full details, definitions, and procedures are available in the **Canada Soccer Code of Conduct and Ethics**, which this summary reflects and supports.

Rule of Two Guideline

Newton Tigers Soccer is committed to ensuring the safety and well-being of all participants, especially children and youth. We adopt and uphold Canada Soccer's Rule of Two as a cornerstone of our Safe Sport environment. The Rule of Two is designed to protect all participants—particularly young athletes—and applies to all coaches, staff, volunteers, and team personnel who interact with players.

At its core, the Rule of Two means that a minor athlete is never alone with a coach or adult—there should always be two responsible adults present during all interactions, wherever possible.
This applies to:

- Training sessions
- Games and travel
- Team meetings
- Online communication
- Locker rooms and changerooms
- Transportation to and from activities

Key Principles for Newton Tigers Soccer

Two Adults Present: At least two screened, trained adults (coaches, managers, or volunteers) should be present during all activities involving minors. One-on-one interactions must be avoided unless clearly visible and within earshot of others.

Open and Observable Environments: All interactions must take place in open, observable, and interruptible spaces. Closed-door meetings or secluded spaces are not permitted unless another adult is present.

Travel and Transportation: Coaches and team personnel should never drive a player alone. Whenever possible, arrange group transportation or ensure another adult (preferably another screened coach, parent, or guardian) is in the vehicle.

Electronic Communication: All communications with minor athletes (text, email, social media) must include a second adult, such as a parent or team manager. Private or direct messaging is not allowed.

Virtual Training or Meetings: When using video platforms (e.g., Zoom), at least two adults must be present in the virtual room. Sessions must be scheduled and communicated with guardians in advance.

Changepoint Areas (Locker Rooms/Washrooms): Adults should only enter these spaces when absolutely necessary and must not be alone with any minor. Always knock and announce before entering, and ensure the second adult is nearby or aware.

Exceptions: In emergency situations where the Rule of Two cannot be followed, the circumstances must be clearly documented and reported to the Club as soon as possible.

Our Commitment: Newton Tigers Soccer is committed to upholding the Rule of Two as a non-negotiable standard of practice. This guideline aligns with Canada Soccer's Safe Sport Roster and supports our goal to foster a culture of trust, safety, and respect in all of our programs.

Equity, Inclusion, and Diversity Policy

Purpose: Newton Tigers Soccer is dedicated to fostering an environment where equity, inclusion, and diversity are central to everything we do. We aim to ensure that everyone, regardless of their background, identity, or ability, has the opportunity to participate fully and equally in our programs.

Scope: This policy applies to all players, coaches, volunteers, staff, and spectators associated with Newton Tigers Soccer.

Principles: We are committed to fair treatment, access, and opportunity for all participants. We will take action to address barriers and ensure everyone has what they need to succeed. We create an environment where all individuals feel welcomed, respected, and valued. We encourage the active participation of everyone in our soccer programs. We embrace and celebrate the diverse backgrounds, identities, experiences, and perspectives of all involved with Newton Tigers Soccer.

Our Commitment to Action: We ensure that no one is excluded from participating based on race, gender, ability, socioeconomic status, religion, or any other characteristic. We provide support for those facing barriers to participation.

We strive to maintain a safe, supportive, and non-discriminatory environment. Discrimination, harassment, and bullying of any kind will not be tolerated. We make adjustments in training, games, and other activities to accommodate the needs of diverse individuals, ensuring all participants can engage in a meaningful way.

We actively encourage diverse representation within our coaching staff, leadership, and volunteer teams to reflect the community we serve.

We will provide ongoing training for staff, coaches, and volunteers to raise awareness about the importance of equity, inclusion, and diversity in sport. We are committed to fighting all forms of racism, sexism, ableism, and other forms of discrimination within our organization. We will promote positive behaviors and attitudes towards all people.

Feedback and Accountability: We encourage everyone involved with Newton Tigers Soccer to share their ideas and concerns. We will listen and take action on feedback related to equity, inclusion, and diversity. Any incidents of discrimination or exclusion can be reported, and we will handle complaints with confidentiality and respect. We are committed to resolving issues in a fair and timely manner.

Accommodations and Support: We will provide reasonable accommodations for players or participants with diverse needs, including those related to physical, sensory, and mental health conditions. We respect and honor the diverse cultural backgrounds of our participants and will adapt practices to be inclusive of all traditions, practices, and celebrations.

Ongoing Evaluation: We will regularly review our practices and policies to ensure they align with our commitment to equity, inclusion, and diversity. We aim to continuously improve and adapt to meet the evolving needs of our community.

Responsibility: The Board of Directors and Executive Director are responsible for ensuring this policy is upheld. However, all members of Newton Tigers Soccer—players, coaches, volunteers, and staff—share the responsibility of creating a welcoming, equitable, and inclusive environment for all.

Code of Conduct to Protect Children in Sport

Adapted from Canada Soccer: "Commit to Kids" Code of Conduct to Protect Children template.

Purpose

Newton Tigers Soccer has developed the following Child Protection Code of Conduct to guide our employees/volunteers in their interactions with children. The safety, rights and well-being of children we serve are at the core of our daily programs. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

Our organization is committed to ensuring all children are protected and safe. A Code of Conduct 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 in our daily operations. The intent of the Code of Conduct is to guide our staff/volunteers in developing healthy relationships with the children involved in sport programs delivered by our organization and to model appropriate boundaries for children.

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.

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

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, and 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 your organization**.

Examples of unacceptable behaviour toward a child:

- embarrassing
- shaming
- blaming
- humiliating
- putting them down

General Rules of Behaviour

Staff/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 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) 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 a staff/volunteer's duty to report the matter to the designated person, Child Welfare Agency, or law enforcement, not to investigate

What Constitutes Inappropriate Behaviour

Inappropriate behaviour includes:

1. **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 not tied to duties with the child
    b. Electronic communications (email, text message, instant message, online chats, social networking including "friending", etc.) not tied to duties with the child
    c. Personal letters not tied to duties with the child
    d. Excessive communications (online or offline)
2. **Inappropriate Contact**. Spending unauthorized time with a child outside of designated duties with the 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 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:

5. Telling sexual jokes to a child, or making comments to a child that are or is 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, screen savers, 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

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 sport organization.

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.

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 staff/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 designate for the sport organizati

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 Staff/Volunteer of the organization
b. 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 the designated person within your organization 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 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. 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

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

I agree to comply with the Code of Conduct to Protect Children for Newton Tigers Soccer.