

**THE INTERNATIONAL SOCCER CLUB**

In Mississauga



## **Safety, Inclusion, & Incident Report Policies**

Safety Policy Committee T. Sabry, A. Cuff, M. Mills	April 2012
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2 <sup>nd</sup> draft T.S I. Slocombe and M. Mills	May 2012
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*Every time the above is revised and approved, potential impact on the other documents may occur. As a result the following documents are some of the records that may require amendments and updates as well;*

- *Rules and Regulations*
- *Coach contracts*
- *Staff contracts*
- *Code of conduct*
- *Website update*



## **SAFETY POLICY**

International Soccer Club (ISC) is committed to providing a safe and healthy environment for children and adults free from harassment, abuse or bullying. ISC is committed to abide by Canada Soccer's Code of Ethics.

### **1. CHILD SAFETY**

ISC has developed the following Child Safety Policy to guide all adults in their interactions with children. ISC supports and promote positive relationships with children while balancing appropriate boundaries:

#### **1.1 Treating Children with Respect**

- Treat all children with respect and dignity and maintain appropriate boundaries with all children and families involved in ISC programs.
- It is important that all adult club members monitor their behavior towards and around children and pay close attention to the behavior of their peers to ensure that it is respectful and perceived as such by others.
- There shall always be at least one parent present with coaching staff during all practice and games who can visually observe the children and their surrounding environment
- All adult club members shall observe the behavior and interactions of others to ensure that all children are treated with Respect.
- Unacceptable behavior toward a child includes but is not limited to; embarrassing, shaming, blaming, humiliating and putting them down

#### **1.2 Inappropriate Behavior (Violation of Reasonable Boundaries)**

- Electronic or in person communication with a child or his/her family outside of the context of duties for the organization, regardless of who initiated the exchange;
- Spending unauthorized time with a child outside of designated duties of ISC
- Single out a child or certain children and providing special privileges and attention.
- Taking Personal Photos/Videos with children without the consent of their parents.
- Telling sexual jokes or making comments to a child that are 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 shots
- Intimidating or threatening a child
- Making fun of a child

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**INAPPROPRIATE BEHAVIOR WILL NOT BE TOLERATED, ESPECIALLY AS IT RELATES TO THE WELL-BEING AND SAFETY OF THE CHILDREN INVOLVED IN ACTIVITIES OR PROGRAMS DELIVERED BY ISC.**

### **1.3 Club Staff and Volunteers MUST NOT:**

- Engage in any 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 behavior that goes against (or appears to go against) the organization's mandate, policies, or Code of Conduct to Protect Children, regardless of whether they are serving the organization at that time
- Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behavior.
- it is a staff/ volunteer's duty to report the matter to the designated Safety Officer, Child Welfare Agency, or law enforcement.

### **1.4 Reporting Requirements:**

All staff and volunteers MUST report suspected child abuse, inappropriate behavior or incidents that they become aware of, whether the behavior or incidents were personally witnessed or not.

### **1.5 Where to Report**

- All allegations or suspicions of potentially illegal behavior (for example, child sexual abuse) that a staff/volunteer witnesses first-hand, MUST be promptly reported to police and/or child welfare immediately and the Club should be informed in an Incident Report
- All allegations or suspicions of potentially illegal behavior that a staff/volunteer learns of MUST also be promptly reported to police and/or child welfare.
- All allegations or suspicions of inappropriate behavior, that a staff/volunteer learns of or witnesses first-hand, MUST be reported to the Club's Safety Officer. Please fill up the incident report form online and submit online to the Club and then contact the Club by phone or email and ask for the Active Safety Officer on staff.

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## 2. RESPONSIBILITY OF COACHES

The International Soccer Club has signed and abides by the Responsible Coaching Movement Pledge promoted by the Coaching Association of Canada. As part of protecting all children and adolescent players within the Club, it is the personal responsibility of each Coach to adhere to and abide by the three steps of Responsible Coaching:

### 2.1 Rule of Two:

- The Coach shall never be alone or out of sight with a child.
- There shall always be at least one parent present with coaching staff during all practice and games and can visually observe the children and their surrounding environment
- If a parent is not present, a screened volunteer must be present.

### 2.2 Vulnerable Sector Screening:

- All Coaches MUST bring an updated and complete criminal record check form their local police department and bring a hard copy when attending the first day of the Club Orientation for new coaches.
- All Volunteers MUST provide the Club with a updated and complete hard copy criminal record check.
- All Police Checks MUST be filed with the Club and maintained in Club Records.
- All Police Checks MUST be current and must be renewed every Three (3) years.

### 2.3 Ethics Training:

- Ethics training prepares coaches to effectively handle situations that arise from ethical dilemmas or even legal challenges that concern individuals, teams, and their sports organizations.
- Ethics training includes the Make Ethical Decisions module within the National Coaching Certification Program (NCCP), as well as training in abuse and harassment prevention, such as Respect in Sport, which can be taken before and during their coaching career.
- All candidates applying to become Recreation Coaches with the Club MUST complete Respect in Sport and bring a hard copy when attending the first day of the Club Orientation for new coaches

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- All candidates applying to become Development and Competitive Coaches MUST provide their Make Ethical Decisions (MED) certificate to the Club on their first day of the Club Orientation

### 3. FIELD SAFETY:

- All Coaches and Match Officials MUST inspect the fields for any safety hazards or objects that could injure the players before all practices or games.
- All Coaches and Match Officials shall remove any safety hazards prior to the commencement of any soccer activity
- If the safety hazard cannot be properly dealt with, the Coach/ Match Officials shall NOT permit players to engage in any soccer activity
- Coaches and Match Officials shall report any serious safety hazards to the Club within 24 hours so that remedial action can be taken by the Club, the City or the Facility Provider.

### 4. MEDICAL CONDITIONS & TREATMENT PROTOCOL

- Coaches shall ask parents and players about any allergies or any medical condition and this information should be recorded in their coach binder for reference.
- Coaches should establish an emergency treatment protocol with parents concerning any allergies or medical condition
- Coaches should NOT administer any medical treatment to player, including administering any medication, unless they are a medical professional or unless the treatment is basic first aid treatment using the materials included in each coach's First Aid Kit.
- Coaches shall abide by Canada Soccer's Concussion Guidelines
- Coaches shall abide by the Club's Return to Play Policy if any player sustains a serious injury or suffers from a serious adverse medical condition while participating in any soccer activity
- Medical Authorization Letters MUST be filed with the Club and recorded in the Coach's Binder.
- Coaches MUST complete an Injury Report Form that describes any sports injury or serious medical incident within 2 days and file this Report with the Club.

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### 5. CLUB RESPONSIBILITIES

#### 5.1 Hiring Staff

- The Club shall ensure that coaches are properly trained and abide by the Three Steps of Responsible Coaching
- The Club shall provide orientation to new staff on the Club's Safety Policy, Inclusion Policy and Incident Reporting Policy

#### 5.2 Access and Records

- Maintain and organize easy filing of Records
- Provide easy access for all members to the Club Safety Policy
- Ensure Awareness of Club Safety Policy by all Staff, Coaches, Directors and Volunteers

#### 5.3 Safety of Equipment

- All Club equipment MUST be checked for safety at the end of every season and identify recycling batch to assist in setting up for the new equipment at the beginning of every season. Staff shall complete an Equipment Safety Form for all Club Equipment.

#### 5.3 Weather Policy

- The Club shall have a clear weather policy that addresses extreme or inclement weather, extreme heat, water breaks and lightening.
- The Club shall abide by Canada Soccer's Lightening Policy

The Club's Safety Policy will be part of the orientation training for ISC staff