

**Sunshine Coast Youth Soccer  
Association (SCYSA)**

**CHILD PROTECTION & SAFE SPORT  
POLICY**





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## 1. Purpose & Commitment

SCYSA is committed to a sport environment where every child, youth, and adult participant is safe, respected, and supported. We recognize a duty of care to prevent, identify, and respond to abuse, maltreatment, harassment, bullying, discrimination, and misconduct. This Policy operationalizes Safe Sport across governance, operations, coaching practice, and daily interactions. It defines standards, roles, and procedures, and supplies ready-to-use templates for coaches, managers, and parents.

### Core commitments

- Zero tolerance for abuse, harassment, bullying, discrimination, and retaliation.
- The **Rule of Two** is the default supervision standard.
- Education and screening are mandatory prerequisites for service.
- Reporting mechanisms (including anonymous) are accessible and non-retaliatory.
- Timely, fair processes for intake, triage, investigation, and outcomes.
- Continuous improvement via annual review, audits, and training refreshers.



## 2. Scope

This Policy applies to:

1. All players, parents/guardians, coaches, team staff, referees, volunteers, contractors, and Board members.
2. All SCYSA environments: fields, facilities, change rooms, team functions, transportation, competitions/tournaments, digital platforms (email, TeamSnap, messaging apps, social media), and any third-party venue used for SCYSA programming.



### 3. Definitions (Practical, Sport-Specific)

- a) **Child/Youth:** Anyone under 18 (or as defined by applicable law).
- b) **Harm/Maltreatment:** Physical, psychological, sexual, or neglectful conduct causing or risking harm.
- c) **Abuse:** Intentional or reckless acts or omissions that harm a child/youth (physical, emotional, sexual, or neglect).
- d) **Harassment:** Unwelcome conduct that demeans, humiliates, or creates a hostile environment. Includes sexual harassment.
- e) **Misconduct:** Breaches of standards (e.g., grooming, boundary violations, favoritism, retaliation, conflicts of interest).
- f) **Grooming:** Manipulative behaviors to gain trust/access and gradually violate boundaries.
- g) **Bullying:** A pattern of aggressive, unwanted behavior involving a power imbalance (see Section 10).
- h) **Discrimination:** Adverse treatment based on protected grounds.
- i) **Retaliation:** Adverse action against a person for making a report or participating in a process.
- j) **Open, Observable, Interruptible:** Interactions occur where another responsible adult could see/hear or easily interrupt.



## 4. Guiding Principles

1. **Best Interests of the Child:** Player welfare supersedes all other considerations.
2. **Proportionality & Fairness:** Processes are timely and fair, balancing safety and procedural rights.
3. **Evidence-Informed Practice:** Standards reflect national Safe Sport guidance and youth development best practice.
4. **Inclusion & Dignity:** We affirm diverse identities and ensure safe access for all participants.
5. **Shared Responsibility:** Everyone has a role in prevention, early intervention, and reporting.



## 5. Roles & Responsibilities

### Board of Directors

- Approves policy; ensures resources for education, screening, and incident management.
- Oversees risk management; receives periodic Safe Sport reports (de-identified where required).

### Technical Director (TD)

- Leads coach education and Safe Sport integration in coaching methodology, session design, and daily practice.
- Ensures Safe Sport compliance; ensures Rule of Two and bench-parent assignments.

### Coaches & Team Staff

- Complete screening and education before engagement; uphold conduct standards; maintain Rule of Two; document incidents.

### Managers/Bench Parents

- Support supervision logistics (gender balance when possible), communications, travel plans, and incident reporting.

### Parents/Guardians

- Partner in safety; consent to media/travel; reinforce codes of conduct and reporting pathways.

### Players

- Follow Player Code of Conduct; treat others with respect; speak up or seek help when something feels wrong.



## 6. Screening, Recruitment & Training

### 6.1 Screening

- Criminal Record Check (CRC) with Vulnerable Sector Check (VSC) for all personnel in positions of trust (renewal every 3 years; annual offense self-declaration).
- Two reference checks for new coaches/managers.
- Conflict of Interest disclosure for Board and technical leads.

### 6.2 Onboarding

- Sign Codes of Conduct (Coach, Parent, Player).
- Acknowledge this Policy and related procedures.
- Confirm understanding of Rule of Two, digital communication, and travel standards.

### 6.3 Mandatory Education

- Completion of age-appropriate coach licensing/courses and Safe Sport education (e.g., Respect in Sport, Concussion, Emergency Action Planning).
- Annual micro-learning refreshers and scenario micro-learning (Section 18) with attendance tracking.





## 7. Rule of Two – Supervision Standard

The Rule of Two protects players and adults by ensuring interactions are open, observable, and interruptible.

### 6.1 General Requirements

- At least two screened adults are present for all activities involving youth.
- One-on-one interactions must be avoided; where unavoidable (e.g., injury triage), keep doors open/in sight of others, and document.

### 6.2 Practical Scenarios

- **Arrival/Departure:** No adult remains alone with a player after sessions. Coordinate a second adult to stay to the end.
- **First Aid:** Treat in an observable space; when privacy is required, a second adult must be present nearby and aware.
- **Changing Areas:** Adults never change with players. Supervise from the doorway or common area with another adult present.
- **Transportation:** No private rides with a single adult and a minor who is not their child. If unavoidable, obtain prior written parent consent, notify team staff, and seat the player in the back; follow-up documentation is required.
- **Private Meetings:** Use public spaces or rooms with windows; keep doors open; ensure another adult is proximate.
- **Digital Communication:** Include parents/managers when messaging youth; avoid one-to-one direct messages (see Section 9).

### 6.3 Gender Considerations

- Where possible, include a screened adult of the same gender identity as the team's majority composition on the bench/in supervision roles.

### 6.4 Exceptions & Documentation

- If the Rule of Two cannot be maintained due to an emergency or unavoidable circumstance, prioritize safety, remain in an open and observable area, and as soon as possible send a brief notification to the Technical Director and Club Administrator summarizing the situation. The Club administrator will record the exception in the club's Safe Sport log. No formal report is required.



## 8. Physical Contact & Boundaries

- Physical contact must be infrequent, non-intrusive, and contextual (e.g., safety positioning, injury stabilization).
- Prohibited: lap-sitting, massages, lingering or full-body hugging, tickling, playful wrestling, or contact with areas a swimsuit covers.
- Side-arm “shoulder taps” or high-fives are acceptable when brief and non-coercive.
- Instructional contact should be described verbally first and used only if necessary, with another adult present and player consent.



## 9. Digital & Social Media Communication

- Use club-approved platforms (e.g., TeamSnap, club email).
- Include parents/guardians or a second screened adult on all youth communications.
- Avoid one-to-one direct messages; if unavoidable for operational reasons, keep messages factual, sport-related, neutral in tone, and retainable.
- No friending/following players' personal accounts.
- Photos/Video: Obtain written media consent; avoid identifying info (full names with images), geotags, or suggestive content; comply with requests to remove content.



## 10. Anti-Bullying Policy

### 10.1 Definition

Bullying is a repeated pattern of aggressive behavior that intentionally harms, humiliates, or excludes another person, often involving a power imbalance (age, size, skill, status, majority/minority dynamics, or social capital). It may be physical, verbal, social/relational, or cyber.

### 10.2 Prohibited Conduct

- Hitting, tripping, or property damage.
- Name-calling, taunts, slurs, or sexualized comments.
- Spreading rumors, exclusion, or group shunning.
- Doxxing, impersonation, or humiliating posts/images online.

### 10.3 Prevention & Culture

- Coaches integrate pro-social norms into sessions (e.g., teamwork language, rotating roles, and positive peer feedback).
- Captains/lead players receive guidance on inclusive leadership.
- Visible reporting options posted on fields and in digital channels.

### 10.4 Response Protocol

- **Stage 1 (Coach-led):** Address immediately; separate parties; ensure safety; document incident and notify parents/manager, Club Administrator and TD the same day.
- **Stage 2 (TD-led):** Triage patterns, interview parties/witnesses, apply educational measures or sanctions as appropriate.
- **Stage 3 (Board/Discipline):** For severe or repeated bullying, consider suspensions, behavior contracts, or removal.

### 10.5 Restorative Options (when appropriate)

- Facilitated apology, empathy exercises, re-integration support plans, and bystander empowerment commitments. Participation is voluntary and never a substitute for necessary sanctions.



## 11. Inclusion, Equity & Gender Identity

SCYSA is committed to providing a soccer environment that is welcoming, inclusive, and respectful of all individuals. We believe that embracing diversity, promoting equity, and fostering inclusion are essential to participant well-being, positive player development, and the long-term health of the soccer community. SCYSA actively works to remove barriers to participation and to ensure that all individuals feel safe, valued, and supported within our programs.

### 11.1 Definitions

For the purposes of this Policy:

- **Gender** refers to the socially constructed roles, behaviours, expressions, and identities of girls, women, boys, men, and gender-diverse people. Gender exists along a spectrum and may not align with sex assigned at birth.
- **Diversity** refers to the range of human differences, including but not limited to race, ethnicity, Indigenous identity, gender, gender identity, gender expression, sexual orientation, age, socio-economic status, physical ability, religion, national origin, ancestry, citizenship, family or marital status, and lived experience.
- **Equity** recognizes that individuals do not all start from the same place due to systemic barriers, differing access, or lived experiences. Equity involves taking proactive steps and making reasonable accommodations to ensure fair access to opportunities.
- **Inclusion** means creating environments where all individuals feel welcomed, respected, and able to participate fully, with a genuine sense of belonging.

### 11.2 Commitment to Diversity, Equity & Inclusion

SCYSA commits to:

- Promoting a culture of respect, dignity, and fairness across all programs, teams, and club activities.



- Considering the diversity of its membership and participants when developing, reviewing, and implementing policies, procedures, and programs.
- Providing equitable access to opportunities in alignment with developmental stage, without discrimination based on personal or protected characteristics.
- Actively identifying and addressing barriers to participation where reasonably possible.

### **11.3 Gender Identity & Expression**

SCYSA affirms the right of all participants to be recognized and respected according to their self-identified gender identity.

- Participants will be addressed by their chosen name and pronouns.
- Information related to gender identity will be treated as private and confidential and will not be disclosed without consent.
- Where feasible, participants will have access to gender-appropriate or private change room and restroom options.
- Participation and team placement will be handled sensitively and in alignment with BC Soccer and Canada Soccer guidance, with consideration given to the best interests of the participant.

### **11.4 Inclusive Behaviour & Club Environment**

All participants are expected to contribute to an inclusive environment.

- Discriminatory language, exclusionary behaviour, or harassment based on identity is not permitted.
- Behaviour that undermines inclusion, equity, or dignity will be addressed under this Policy and associated disciplinary procedures.
- Coaches and team staff are responsible for modelling inclusive behaviour and reinforcing respectful conduct within their teams.

### **11.5 Accessibility & Accommodation**

SCYSA recognizes that some individuals may require accommodations to support meaningful participation.



- Reasonable accommodations may be considered for physical, cognitive, cultural, or other needs where doing so does not compromise safety or program integrity.
- Requests for accommodation will be handled respectfully and confidentially, with decisions guided by participant well-being and available resources.
- SCYSA will consider and, where appropriate, implement guidance from the Canada Soccer Guide to Accessibility and Inclusion.

### 11.6 Education & Ongoing Development

To support an inclusive culture, SCYSA will:

- Encourage Board members, coaches, staff, and volunteers to engage in diversity, equity, and inclusion education where available.
- Integrate inclusive principles into coach education, club communications, and program design.
- Seek feedback from the soccer community to inform continuous improvement.

### 11.7 Reporting & Accountability

- Concerns related to discrimination, exclusion, or inequitable treatment may be reported through the club's **Safe Sport Incident & Concern Reporting Form** or directly to the Technical Director or Club Administrator.
- All reports will be addressed in accordance with this Policy, with confidentiality maintained to the extent possible.

### 11.8 Alignment with Governing Bodies

- This section aligns with BC Soccer's Diversity, Equity and Inclusion expectations and supports compliance with BC Soccer Club Licensing requirements.
- SCYSA policies and practices will be reviewed regularly to ensure alignment with BC Soccer and Canada Soccer bylaws, rules, regulations, and guidance.



## 12. Facilities, Change rooms & Restrooms

- Two-adult supervision model outside the doorway/common area.
- Maintain visibility/audibility; prohibit photography or recording.
- Post clear signage on conduct expectations.





## 13. Travel, Tournaments & Team Events

### 13.1 Planning

- Team Managers are required to send a brief parent communication outlining key logistical and Safe Sport information (arrival/pick-up times, supervising adults, emergency contact, and rooming expectations). The Club administrator will maintain an internal record of supervising adults for each travel event.
- Same-gender chaperones when possible; never share rooms between adults and non-related minors.

### 13.2 Transportation

- Preferred: group travel with multiple adults.
- Private transportation of a minor by any club official (coach, manager, referee, volunteer, or Board member) is strongly discouraged.
- If transportation is unavoidable, prior parent/guardian consent must be obtained using the *SCYSA Transportation Consent Form* (electronic or paper).
- **Emergency Exception:** When immediate transport is required to protect a player's safety and a parent/guardian cannot be reached, a club official may proceed while making every reasonable effort to notify the parent and the Technical Director as soon as possible. A consent form may be completed retroactively when appropriate.

### 13.3 Curfews & Accountability

- Clear curfew/lights-out times; room checks done by two adults; incident log maintained.



## 14. Medical, Concussion & Medication

- Emergency Action Plan (EAP) per venue; first-aid kit at all sessions.
- Concussion protocols: immediate removal from play if suspected; return-to-play only with medical clearance.
- Coaches do not administer prescription meds unless expressly authorized in writing; store any required medication securely with access logs.



## 15. Reporting – Pathways & Protections

### 15.1 What to Report

- Abuse, harassment, bullying, discrimination, grooming/boundary concerns, Rule of Two violations, retaliation, and any child-in-need of protection concerns.

### 15.2 How to Report

- **Direct** to Club Administrator or TD (phone/email, in person).
- **Anonymous** via the club's online Incident reporting form.
- **Emergency:** Call police/child protection services first when immediate safety is at risk; then notify Club Administrator and Technical Director

### 15.3 Protections

- Good-faith reporters and witnesses are protected from retaliation.
- Confidentiality is upheld to the extent possible; information is shared strictly on a need-to-know basis.

### 15.4 Documentation

- Use the online **Incident & Concern Reporting Form** (Appendix A); submit within 24 hours where feasible.



## 16. Intake, Triage, Investigation & Outcomes

### 16.1 Intake & Triage

- TD logs report, assesses immediate risk, and recommends interim protective measures (e.g., modified duties, no-contact, temporary suspension).

### 16.2 Jurisdiction & Referral

- Allegations that may constitute criminal offenses or child protection matters are referred to authorities; club processes may pause to avoid interference.

### 16.3 Investigative Principles

- Impartiality, timeliness, confidentiality, trauma-informed interviewing, and accurate record-keeping.

### 16.4 Possible Outcomes

- Education/coaching, written warning, probation, removal from role, suspension, termination, referral to authorities, or other proportionate measures.

### 16.5 Appeals

- Parties may request Board-level review (or designated Appeal Panel) within a set timeframe (e.g., 7–14 days) based on new information, procedural error, or disproportionality.



## 17. Whistleblower & Non-Retaliation

- Retaliation against any person who reports or participates in a process is strictly prohibited and may result in discipline up to removal.
- Concerns about retaliation can be reported directly to the President through the TD.



## 18. Education, Compliance & Audit

### Annual Compliance

Once per year, all personnel (coaches, managers, referees, volunteers, Board members) will confirm that they have read and understood this Policy. This may be done through a simple digital acknowledgment, email confirmation, or club-approved method.

- Any required training that expires annually (e.g., Respect in Sport, concussion modules) must be renewed.

### Scenario Micro-Learning

- At the beginning of the season and again mid-season, the Technical Director will provide short (5–10 minute) learning scenarios on key Safe Sport topics such as transportation, change rooms, digital communication, boundary setting, and concussion response.
- These micro-learning reminders are brief, practical, and designed to reinforce awareness without adding administrative burden.

### Spot Checks (Informal Oversight)

- The Technical Director may conduct occasional, unannounced observations to ensure Safe Sport standards are being followed. These spot checks may include reviewing sideline behavior, Rule of Two adherence, change room supervision practices, and appropriateness of team communication.
- Spot checks are not disciplinary investigations; they are routine quality-assurance practices.

### Metrics & Review

- The Board will periodically review general Safe Sport indicators to evaluate overall club culture and compliance. All information is provided in de-identified form (no names or case details). Metrics may include:
  - Training completion rates
  - General incident trends (increase/decrease)



- Average time taken to resolve issues
  - Feedback from annual or seasonal culture surveys
- These reviews help guide improvements to education, supervision, and club support structures.



## 19. Data Protection & Records Retention

- Incident reports, investigation files, and screening records stored securely with role-based access.
- Retention timelines set per legal guidance; destruction is documented.
- Digital evidence (screenshots, messages) preserved in original format with hash/metadata when possible.





## 20. Implementation Tools (Templates & Checklists)

### A. Codes of Conduct (sign-off required)

1. **Adult/Coach Code** – respectful communication, boundaries, Rule of Two, social media, conflict of interest, substance-free at activities.
2. **Player Code** – respect, inclusion, anti-bullying, Safe Sport culture, reporting.
3. **Parent/Spectator Code** – positive support, referee respect, communication channels, zero tolerance for harassment.

### B. Forms & Logs

- **Online Safe Sport Incident & Concern Reporting Form**  
(who/what/when/where; witnesses; actions taken; signatures).
- **Emergency contacts form** (names, emails and phone numbers of parents and guardians).
- **Rooming List Template** (no adult/minor sharing; supervision matrix).

### C. Checklists

- Pre-season onboarding & screening.
- Game day & training session supervision.
- Facility/changeroom safety.
- Tournament & travel readiness.
- Incident response & escalation.

(Templates provided in **Appendix** and can be adapted for program-specific needs.)



## 21. Alignment with Coaching Methodology & Club Operations

- Safe Sport is embedded in SCYSA's training methodology (e.g., Guided Discovery, Representative Learning Design) by ensuring psychological safety, clear expectations, age-appropriate demands, and structured reflection.
- Session design integrates pro-social behaviors, equitable engagement, and voice-and-choice elements to minimize power abuse and reduce bullying risk.
- Coaches, Age Group Coordinators and Team Managers support consistent standards across teams, reducing fragmentation and ensuring equitable experiences.



## 22. Annual Review & Continuous Improvement

- The Board and TD review this Policy annually (or sooner following incidents or changes in best practices), update procedures and templates, and re-communicate changes to all stakeholders.



## 23. Contacts

- **Technical Director:** Aloysius Adolf, [technicaldirectorscysa@gmail.com](mailto:technicaldirectorscysa@gmail.com)
- **Club Administrator:** Stephanie Cannaday, [coastsoccer@gmail.com](mailto:coastsoccer@gmail.com)
- **Safe Sport Incident & Concern Reporting Form:** Available on the club website
- **Emergency:** 911 or local police/child protection services



## Appendices (Working Tools)

### **Appendix A – Online Safe Sport Incident & Concern Reporting Form**

- Reporter details; date/time; location; individuals involved; witnesses; description (who/what/when/where); immediate actions; notifications; attachments; signature.

### **Appendix B – Coach Code of Conduct (Sign-Off)**

- Respectful communication; boundaries; physical contact; Rule of Two; changerooms; travel; digital comms; media; conflict of interest; substance use; reporting duty; sanctions.

### **Appendix C – Player Code of Conduct (Sign-Off)**

- Respect; inclusion; anti-bullying; social media; bystander responsibilities; reporting pathways.

### **Appendix D – Parent/Spectator Code of Conduct (Sign-Off)**

- Positive support; referee respect; communication etiquette; escalation process; zero tolerance for harassment.

### **Appendix E – Rooming List Templates**

- No adult/minor sharing; supervision matrix; curfew; room assignments.

### **Appendix F – Emergency Contacts Form Template**

- Names, emails and phone numbers of parents and guardians; emergency contacts; medical information & consent

### **Appendix G – Concussion & EAP Quick Reference**

- Red-flag symptoms; removal-from-play; referral; return-to-play; venue-specific EAP steps.

### **Appendix H – Anti-Bullying Response Flowchart**

- Stage 1 coach response → Stage 2 TD triage → Stage 3 Board/Discipline → restorative options → follow-up monitoring.



## **Appendix I – Transportation Consent Form**

- Clear identification of the player, parent, and transporting club official; purpose, date, and destination of the transport; required Safe Sport conditions (direct route, back seat, no stops); emergency exception; and parent/guardian signature authorizing the transportation.