



POLICIES AND PROCEDURES MANUAL

Section Thirteen | **Risk Management**

Effective: January 2015

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# 1 Respect in Sport Policy (Amended 01 15)

## 1.1 Purpose of the Policy

SSA is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches have a responsibility to create a sporting environment that is free of harassment, abuse, bullying and neglect. SSA requires that all coaches participating in Soccer have completed the online Respect in Sport (RiS) certification (or equivalency), as required by Sask Sport Inc.

## 1.2 Scope and Application

- 1.2.1 The policy applies to all Youth and Mini Coaches and Team Personnel that wish to be named on a game sheet or roster for any sanctioned event under the jurisdiction of SSA.
- 1.2.2 Coaches and Team Personnel not holding valid certification will have until the deadline identified below to complete the RiS certification training or training equivalency from the following courses:
  - a) NCCP Empower+
  - b) Respect in School program
- 1.2.3 As of January 1 2015 - Deadlines
  - a) All Coaches and Team Personnel must possess RiS certification prior to participating in their first soccer related activity. The RiS # must be provided as part of annual registration and for participation in any sanctioned event.
- 1.2.4 SSA Member Organizations are responsible for educating all existing and new Coaches and Team Personnel about the requirements of this policy.

## 1.3 Certification

- 1.3.1 For instructions on completing the RiS Certification process go to:  
[www.sasksport.sk.ca/RiS/pdf/instructions.pdf](http://www.sasksport.sk.ca/RiS/pdf/instructions.pdf)
- 1.3.2 To go directly to the site: <http://www.sasksport.sk.ca/RiS/>

## 1.4 Compliance

- 1.4.1 Member Organizations and Entities that do not educate or enforce RiS Certification policies may face fines and/or suspension of some or all membership privileges and/or further discipline.
  - a) Initial Offense(s) – written warning to M.O. and they must also provide a written outline of how their policy and practice will change to avoid subsequent occurrences
  - b) Second Offense – up to \$500 fine
  - c) Third Offense – fines double and discipline process may be recommended

- 1.4.2 Member Organizations shall enforce the following standards.
- a) Any Coach or Team Personnel not having RiS certification (or equivalency) by the deadline established shall face suspension, fines and/or further discipline as indicated:
    - i. First Offense – immediate suspension, with no return to soccer related activity, until verification that the course is completed
    - ii. Second Offense – \$100 fine and immediate suspension for the remainder of the season. Return to activity shall only occur upon verification of completion of the course and completion of suspension
    - iii. Third Offense – immediate suspension for a minimum of one year from the date of offense, and shall be subject to fines and/or other sanctions as determined by a Discipline hearing. Return to activity shall only occur upon verification of completion of the course and completion of suspension
- 1.4.3 The onus is on the individual to provide verification of their RiS certification upon registering or by the required deadline dates noted above.
- a) If you were RiS certified in previous years as a Soccer Coach go to: <https://sasksrc.respectgroupinc.com> to determine your certification number.
  - b) Coaches who wish to have an equivalent training program recognized must provide evidence of equivalent certification by the required deadline date.
  - c) If you were RiS certified in previous years as a Soccer Coach go to: <https://sasksrc.respectgroupinc.com> to determine your certification number.
  - d) Coaches who wish to have an equivalent training program recognized must provide evidence of equivalent certification by the required deadline date.
    - i. Please note that coaches previously certified in Gymnastics must go to <https://gymnasticscanada.respectgroupinc.com/secure/> to determine their RiS certification number.
    - ii. Coaches previously certified in hockey by completing the Hockey Canada Respect in Sport online training course must go to <https://sha.respectgroupinc.com/secure> to determine their RiS certification number
- 1.4.4 Sanctioned Events and Tournaments – **As of January 1 2015:**
- a) All Coaches and Team Personnel entering a member organized sanctioned tournament, an SSA or SSA Member Organization operated game or travelling out of province must provide their RiS # when submitting their roster.
  - b) All those receiving rosters with non-RiS certified team personnel need to advise the team that their registration is not complete until such time as a RiS # has been provided for all Coaches and Team Personnel.

## 1.5 RiS Administration

- 1.5.1 The Coordinator, Sport for All and Registrar will have administrative access to the RiS database to oversee functions such as report generation and monitoring.

## 1.6 Review and Approval

- 1.6.1 This policy was amended by the SSA Executive Director as of January 1, 2015 and is reviewed on an annual basis.

## 2 Participant Safety

### 2.1 Saskatchewan Child Abuse Protocol (03 15)

- 2.1.1 Background:
- a) The Saskatchewan Child Abuse Protocol demonstrates a commitment by the Government of Saskatchewan to ensure that all efforts to protect children from abuse and neglect are integrated, effective and sensitive to the needs of children. To achieve this goal, all police, professionals and organizations are being asked to collaborate with the Government of Saskatchewan in an effort to prevent, detect, report, investigate and prosecute cases of child abuse and support children who have been abused. As agencies and organizations involved in the delivery of sport activities, the Ministry of Parks, Culture and Sport has asked Sask Sport to provide this information to the many community groups in our network who are working with children. Although there will be many people in our sport community who are familiar with, or who already using, programs that build awareness and resources to help keep kids safe, such as RespectED and Respect in Sport, we ask that you pass along this information to reinforce the protocol to ensure that instructors, coaches and leaders in our communities are aware of their "duty to report" suspicions of child abuse.
- 2.1.2 The Saskatchewan Soccer Association encourages all Members Organizations and Entities to be aware of and share this information with all instructors, coaches and leaders to reinforce the Saskatchewan Child Abuse Protocol and the obligations outlined in [The Child and Family Services Act](#) (Section 12, Subsection 1 and 4) which states that every person who has reasonable suspicion to believe that a child may be in need of protection shall report the information to a child protection worker, Ministry of Social Services, First Nations Child and Family Services Agency or Police officer.

### 2.2 Field and Facility Safety

- 2.2.1 Team personnel are responsible for the welfare of their players during soccer activities. In conjunction with the team personnel, referees assume responsibility for safety of players in games. Everyone (coaches, referees, parents, and players themselves) should share in the responsibility to ensure that the fields used for playing soccer are safe in order to minimize injuries and ensure the safe participation of players.

- 2.2.2 Prior to each practice, game or organized activity, team personnel should inspect the playing surface and surrounding area for safety. The CSA has developed a “Field Inspection Sheet” to assist team personnel with this process. This check should include the following.
- a) Ensure the playing surface is regularly maintained and free of holes, divots, ruts and hills. The risk of injury is increased when playing on an uneven or poorly maintained surface.
  - b) Ensure the playing surface is free of foreign objects. If the field has an in ground sprinkler system, ensure sprinkler heads are flush with the ground and do not pose a danger to the players.
  - c) Ensure the area around the field is free of obstacles. All obstacles, equipment or spectators must be a safe distance from the edge of the field.
  - d) Ensure the goal posts are safe, as per Article 2.2.
- 2.2.3 If possible, any hazard should be removed. If it is not possible to remove the hazard, it should be filled or covered. In the event that the hazard cannot be removed, covered or filled, it should be clearly identified to the players.
- 2.2.4 If it is not possible to ensure the playing surface and surrounding area is safe for the players, games, practices and other soccer activities should be cancelled and the concerns should be documented on the Field Inspection Sheet and shared with the facility manager in order to ensure they are properly corrected.

### **2.3 Portable Goal Safety**

- 2.3.1 Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of portable goals. Safety is always of paramount importance and everyone in soccer must play their part to prevent similar incidents occurring in the future. These guidelines have been established by the CSA for the safe use of portable goal.
- 2.3.2 For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
- 2.3.3 Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
- 2.3.4 In order to prevent portable goalposts from toppling forward, the following precautions should be taken:
- a) Always follow manufacturer's guidelines in assembling goalposts
  - b) Portable goalposts must be secured by the use of chain anchors or appropriate anchor weights



- 2.3.5 Before use, Coaches should test the goals for safety using the following the guidelines:
- a) Ensure each goal is anchored securely in its place
  - b) Exert a significant downward force on the cross bar
  - c) Exert a significant backward force on both upright posts
  - d) Exert a significant forward force on both upright posts
  - e) Repeat steps b-d until it is established that the structure is secure, if not, alternative goals/pitches must be used
- 2.3.6 It is essential that under no circumstances children or adults be allowed to climb, swing on or play with the structures of the goalposts.
- 2.3.7 Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
- 2.3.8 It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should, if possible, be removed and replaced. New goalposts should not be purchased if they include metal cup hooks which cannot be replaced.
- 2.3.9 Goalposts which are "home-made" or have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
- 2.3.10 For additional information on Portable Goal Safety, please refer to the Kwik Goal Safety Booklet & Checklist by clicking to following link: [www.kwikgoalsafety.com/page/16/Soccer-Goal-Safety-](http://www.kwikgoalsafety.com/page/16/Soccer-Goal-Safety-)

## 2.4 Emergency Action Plan

- 2.4.1 Adopted from CSA/NCCP Coach Education Materials:
- a) Although serious injuries or accidents are rare, team personnel must be ready to deal with them if and when they occur. Formal training in First Aid and CPR for all team personnel will provide confidence and knowledge to deal with emergencies effectively.
  - b) A complete First Aid Kit should be available during all soccer-related activities. Please refer to the SSA website for a list of the Contents of a Basic First Aid Kit.
  - c) An Emergency Action Plan should be developed with designated individuals to carry out the plan so that everyone involved is clear on their responsibilities, as follows:

- d) Person in Charge – The person in charge should be the one who is most qualified in first-aid and emergency procedures. This individual will:
  - i. Know what emergency equipment is available at the facility.
  - ii. Secure a controlled and calm environment.
  - iii. Assess and tend to the injured player.
  - iv. Direct others involved until medical personnel arrive.
  - v. Call Person – this individual will:
    - a* Keep a record of emergency phone numbers;
    - b* Know the location of telephones in the facility;
    - c* Make the telephone call for assistance; and,
    - d* Guide the ambulance (if required) in and out of the facility.

2.4.2 For an Emergency Action Plan Checklist and Emergency Action Plan Template, please refer to the website.

## **2.5 Injury Assessment Protocol**

2.5.1 The following Injury Assessment Protocols were developed as a part of the CSA/NCCP Coach Education program. Further information on the use of this protocol is available through the CSA Community Sport Coaching Courses.

# Steps To Follow When An Injury Occurs

**Note:** it is suggested that emergency situations be simulated during practice in order to familiarize coaches and athletes with the steps below.

## Step 1: Control the environment so that no further harm occurs

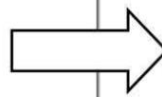
- ⇒ Stop all participants
- ⇒ Protect yourself if you suspect bleeding (put on gloves)
- ⇒ If outdoors, shelter the injured participant from the elements and from any traffic

## Step 2: Do a first assessment of the situation

If the participant:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb
- Cannot move his/her arms or legs or has lost feeling in them

If the participant does not show the signs above, proceed to Step 3



**Activate  
EAP?**

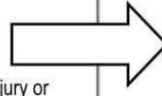
## Step 3: Do a second assessment of the situation

- ⇒ Gather the facts by asking the injured participant as well as anyone who witnessed the incident
- ⇒ Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical
- ⇒ If possible, have the participant move himself/herself off the playing surface. Do not attempt to move an injured participant.

## Step 4: Assess the injury

Have someone with first aid training complete an assessment of the injury and decide how to proceed.

If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to step 5.



**Activate  
EAP?**

## Step 5: Control the return to activity

Allow the participant to return to activity after a minor injury only if there is no:

- Swelling
- Deformity
- Continued bleeding
- Reduced range of Motion
- Pain when using the injured part

## Step 6: Record the injury on an accident report form and inform the parents

## 2.6 Concussion Management

- 2.6.1 According to the Consensus Statement on Concussion in Sport – The 4th International Conference on Concussion in Sport, Zurich, 2012, a concussion is a brain injury and is defined as a complex pathophysiological process affecting the brain, induced by biomechanical forces.
- a) Concussion may be caused either be a direct blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head.
  - b) Concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes to hours.
  - c) Concussion may result in neuropathological changes, but the acute clinical symptoms largely reflect a functional disturbance rather than structural injury.
  - d) Concussion results in a graded set of clinical syndromes that may or may not involve the loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. However, it is important to note that in some cases symptoms may be prolonged.
- 2.6.2 The contact in a soccer game is similar to other high-impact sports such as hockey, football and boxing. There are over 4,700 head injuries in Canadian soccer players, aged 5-19 years old. As such, Member Organizations (M.O.) are encouraged to develop their own Concussion Management Plan or adopt the SSA Concussion Management Plan.
- 2.6.3 The goal of an effective Concussion Management Plan is to protect athletes and return them safely to participation in sport.
- 2.6.4 All stakeholders, including coaches and team personnel, parents, athletes, officials as well as health care professionals have an important role to play in concussion prevention and management.
- a) The expectations of stakeholders are explained in this document. M.O. are encouraged to identify local health care professionals to partner with in the management of concussion.
- 2.6.5 Team Personnel that are in possession of Personal and Medical Information shall take the utmost care to respect the privacy and sake keeping of this information.
- a) The safety and security of personnel and medical information that is gathered to support concussion management practices shall be subject to all conditions outlined in the SSA Privacy Policy (currently under construction).
- 2.6.6 Education and Resources
- a) There are a number of educational resources available to members designed to help understand what a concussion is, how to recognize the signs and symptoms of concussion and respond appropriately, and the return to play protocol.
    - i. The Sports Medicine and Science Council of Saskatchewan (SMSCS) has developed a concussion information section on its website, which provides information on concussion education, prevention and management.

- ii. All team personnel are encouraged to take a concussion awareness training course prior to the start of each season, as new research is taking place and information is updated frequently.
- iii. Athletes and parents are also recommended to take a concussion awareness training course as they play an important role in the management of concussions.
- iv. Training resources for team personnel include “Making Headway in Soccer” an eLearning module available through the Coaches Association of Canada, Parachute Concussion Awareness courses or the Heads Up program offered through the US Centre for Disease Control. Any of these programs would also be valuable to athletes and parents, with additional specific resources available. These resources are offered free or for a nominal fee and provide valuable resources to properly manage concussion. Links to all of these programs are available through the SMSCS website.

#### 2.6.7 Prevention

- a) Preventing concussion begins through the development of a Concussion Management Plan and concussion education, as outlined in Article 2.5.5.
- b) M.O. should review the Concussion Management Plan with coaches during the preseason meeting. Coaches should then present this information to athletes and parents at the team’s preseason meeting to ensure all are aware of the protocol which will be used.
- c) Athletes and coaches are reminded that the principle of fair play helps protect the participants from injury, including concussion, and should be adhered to at all times.
- d) M.O. and Entities may wish to conduct general pre-participation evaluations or baseline concussion assessments prior to athlete participation. This information may be used for comparison by healthcare professionals after a concussion has occurred.
  - i. General pre-participation evaluations can be conducted by team personnel utilizing the Pocket Concussion Recognition Tool (CRT).
  - ii. Baseline concussion assessments should be performed by a healthcare professional.
- e) Each M.O. should determine the necessity and value of pre-participation evaluations and baseline concussion testing for their athletes.
- f) At minimum, all athletes must complete a Medical Information Form prior to participation in soccer-related activities. This form should include any history of head injuries.
- g) Proper technique can help to prevent concussions. Coaches must promote sound fundamentals, use appropriate teaching progressions and focus on good technique to reduce the risk of injury.
- h) Respect for and proper enforcement of the rules can reduce the risk of injury. Good officiating and application of the Laws of the Game helps to protect athletes.

#### 2.6.8 Management

- a) Recognize
  - i. Coaches, team personnel, athletes and parents should be aware of the forces that cause concussion in athletes and be vigilant in recognizing signs and symptoms of concussion in an athlete who has suffered a blow to the head or body
  - ii. Any athlete suspected of suffering a concussion must be immediately removed from play

- iii. The Pocket Concussion Recognition Tool (CRT), designed for use by non-healthcare professionals or Sport Concussion Assessment Tool (SCAT3), designed for use by healthcare professionals can be used to evaluate the athlete and are available on the SSA website
- b) Respond
  - i. Emergency Guidelines: A hit to the head can sometimes be associated with more serious brain injury. Any of the following warrants activating the Emergency Medical System and urgent transportation to the nearest hospital:
    - a Unconscious
    - b Deteriorating mental status (lethargy, difficulty maintaining arousal, confusion or agitation)
    - c Potential spinal injury (numbness, weakness, spine pain)
    - d Progressive, worsening of symptoms or new neurological signs
  - c) The athlete should not be moved until EMS arrives.
  - d) The Emergency Medical System should be activated for any athlete who has symptoms of concussion and their condition is worsening.
  - e) Non-Emergency Guidelines
    - i. Any athlete who displays signs, symptoms or behaviours consistent with a concussion must be removed immediately from competition or practice and should not be allowed to return to play until cleared by a healthcare professional.
    - ii. The concussed athlete should be monitored. Before allowing an athlete to depart, care of the athlete must be transferred to a responsible individual who is capable of monitoring the athlete and understands the home care instructions. Information on concussion and appropriate management and follow up care should be provided. The Concussion Communication Form can be used for this purpose.
    - iii. In the case of mini or youth players, the athlete's parent(s)/guardian(s) must be informed that a concussion is suspected. Information on concussion and how to monitor and track symptoms at home should be provided. The Concussion Communication Form available on the SSA website can be used for this purpose.
    - iv. Athletes suspected of being concussed should be referred to a healthcare professional for further evaluation.
  - f) Return
    - i. An athlete will not be permitted to return to play while still experiencing symptoms.
    - ii. An athlete will not be permitted to return to play without medical clearance from a healthcare professional.
    - iii. Once medically cleared by a healthcare professional, the athlete can begin the return to play protocol.
    - iv. The return to play protocol is a step-wise process that requires patience, attention and caution. Each step is a minimum of 24 hours. The protocol is as follows:
      - a *Step 1: No Activity, Only Complete Rest*  
Limit school, work and tasks requiring concentration. Refrain from physical activity until symptoms are gone for a minimum of 24 hours. Once symptoms are gone, a healthcare professional, preferably one with experience managing concussions, should be consulted before beginning a step wise return to play process.
      - b *Step 2: Light Aerobic Exercise*

Do activities such as walking or stationary cycling. The player should be supervised by someone who can help monitor for symptoms and signs. No resistance training or weight lifting. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day; however, there should be no cognitive load (e.g. responding to commands, linking tasks together, while limiting stimulus from the external environment like opponents) during this phase.

Symptoms - Return to rest until symptoms have resolved. If symptoms persist, consult a healthcare professional.

No Symptoms - Proceed to Step 3 the next day.

*c* Step 3: Sport Specific Activities

Activities such as running can begin at step 3. There should be no body contact or other jarring motions such as high speed stops or kicking; however, cognitive loads can begin to be added during this phase.

Symptoms - Return to rest until symptoms have resolved. If symptoms persist, consult a healthcare professional.

No Symptoms - Proceed to Step 4 the next day.

*d* Step 4: Begin Drills without Body Contact

During this phase, the cognitive load can be high (e.g. remembering plays, reacting to opponents, etc.)

Symptoms - Return to rest until symptoms have resolved. If symptoms persist, consult a healthcare professional.

No Symptoms - The time needed to progress from non-contact exercise will vary with the severity of the concussion and with the player. Proceed to Step 5 only after medical clearance.

*e* Step 5: Begin Drills with Body Contact (i.e. Full practice)

Symptoms - Return to rest until symptoms have resolved. If symptoms persist, consult a healthcare professional.

No Symptoms - Proceed to Step 6 the next day.

*f* Step 6: Game Play

## 2.7 Equipment Safety

2.7.1 From the [FIFA Laws of the Game](#), Law 4 pertains to The Players' Equipment and states:

a) Safety - A player must not use equipment or wear anything that is dangerous to himself or another player (including any kind of jewelry).

2.7.2 Law 4 outlines the Basic Compulsory Equipment to include shin guards, which must be made of rubber, plastic or similar suitable material and must provide reasonable protection. As such, shin guards must be worn during all SSA sanctioned games.

## 2.8 Jewelry Policy

- 2.8.1 All items of jewelry (necklaces, rings, bracelets, earrings, leather or rubber bands, etc.) are strictly forbidden and must be removed.
- a) Using tape to cover jewelry is not acceptable.
  - b) Medical alert bracelets may be worn, but must be covered so as to avoid being considered dangerous.
  - c) Referees are permitted to wear a watch or similar device for timing the match.
  - d) Member Organizations must instruct all referees to ensure that players are not participating wearing jewelry. Referees failing to enforce this Law may be subject to discipline as outlined in Section 4 Discipline Policy 1.13 Misconduct of a Game Official Policy.
  - e) Member Organizations and Entities must inform all participants that jewelry is forbidden and cannot be worn during a game. In addition, the Jewelry Policy should be included in all League and Tournament Rules.

## **2.9 Headscarf and Turban Policy**

- 2.9.1 At its meeting on 5 July, 2012, the International Football Board (IFAB) "...agreed to unanimously approve – temporarily during a trial period – the wearing of headscarves. The design, colour and material permitted will be defined and confirmed following the IFAB Annual Business Meeting in Glasgow in October."
- 2.9.2 The CSA Board of Directors, at its meeting on 23 March 2013, confirmed that, in light of this IFAB decision, referees may, until further notice, extend this ruling to the wearing of turbans/patkas/keski. The head covering must be safe and must not pose a danger to the wearer or other participants, as per Law 4 of the FIFA Laws of the Game. All items of clothing or equipment are subject to the inspection of the match referee.
- a) It is a requirement of the CSA and SSA that this ruling be upheld by all Member Organizations and Entities.
  - b) As per Law 4 of the Laws of the Game, Referees are responsible to ensure that the head covering (headscarf, turban, patka or keski) is safe and does not pose a danger to the wearer or other participants.

## **2.10 Cast Policy**

- 2.10.1 Players may use equipment that has the sole purpose of protecting the individual physically, providing that it poses no danger to the individual or any other player.
- a) Modern protective equipment made of soft, lightweight, padded materials are not considered dangerous and are therefore permitted.
  - b) Hard plaster casts are considered to pose a danger to both the wearer and other players and are not permitted to be worn. The practice of padding a hard plaster cast does not reduce the element of danger.
  - c) Players wearing a soft, lightweight, cast will be permitted to play if the cast does not present a danger to the individual or any other player.

## **2.11 Lightning Policy**



- 2.11.1 In games, the referee has the authority over delaying or restarting a match due to weather. Waiting to stop play or not waiting to start or re-start play may result in a serious injury or loss of life. Referees are expected to act responsibly when dealing with such events during games they are controlling.
- 2.11.2 When lightning is detected, the distance of lightning from the area can be determined by counting the number of seconds between the flash and the first sound of the thunder and dividing by five. This will give you the distance in miles from your location. This is known as the “Flash-to-Bang” method. Remember, if you are in a higher elevation, the lightning can come upon you much quicker and your reaction time is greatly hindered.
- 2.11.3 30/30 Rule - When you see lightning, count the time until you hear thunder. If this time is thirty seconds or less, seek proper shelter. Wait thirty (30) minutes or more after hearing the last thunder before leaving the shelter. If you cannot see lightning, just hearing the thunder is a good back up rule.
- 2.11.4 The following are recommendations from Environment Canada:
- a) The existence of blue sky and absence of rain are not protection from lightning. Lightning can and does strike as far as ten (10) miles away from the rain shaft. It does not have to be raining for lightning to strike.
  - b) Many lightning casualties occur in the beginning, as the storm approaches, because many people ignore initial precursors of high winds, some rainfall and cloud cover. Generally, the lightning threat diminishes with time after the last sound of thunder, but may persist for more than thirty (30) minutes.
  - c) Lightning can strike ahead of the parent cloud – take action even if the thunderstorm is not overhead.
  - d) Be aware of how close lightning is occurring. The flash-to-bang method is the easiest and most convenient way to estimate how far away lightning is occurring.
  - e) Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment and its distance from the observer.
  - f) Lightning awareness should be increased with the first flash of lightning or the first clap of thunder, no matter how far away. This activity must be treated as a wake-up call to all.
  - g) The most important aspect to monitor is how far away the lightning is occurring, and how fast the storm is approaching, relative to the distance of a safe shelter.
  - h) Recognize that personal observation of lightning may not be sufficient. Additional weather information may be required to ensure consistency, accuracy and adequate advance warning.
- 2.11.5 When larger groups are involved, the time needed to properly evacuate an area increases. As time requirements change, the distance at which lightning is noted and considered a threat to move into the area must be increased. Extending the range used to determine threat potential also increases the chance that a localized cell or thunderstorm may not reach the area giving the impression of a “false alarm.”

- 2.11.6 Know where the closest “safe structure or location” is to the field or playing area and know how long it takes to get to that safe structure or location.
- a) Safe structure or location is defined as any building normally occupied or frequently used by people (i.e. a building with plumbing and/or electrical wiring that acts to electrically ground the structure).
  - b) Avoid using shower facilities for safe shelter and do not use the showers or plumbing facilities during a thunderstorm.
  - c) In the absence of a sturdy, frequently inhabited building, a vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. Do not touch the sides of any vehicle!
  - d) If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground because lightning current often enters a victim through the ground rather than by a direct overhead strike. Minimize your body’s surface area and the ground! Do not lie flat!
  - e) If unable to reach safe shelter, stay away from the tallest trees or objects such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
  - f) Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.
- 2.11.7 People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

## 2.12 Blood (HIV) Policy

- 2.12.1 If bleeding occurs where other participants may be exposed to blood, the individual's participation must be interrupted until the bleeding has been stopped. The wound must be cleansed with antiseptic and securely covered.
- 2.12.2 All clothing soiled with blood must be replaced prior to the athlete resuming training or competition. Clothing soiled with blood and other body fluids must be washed in hot, soapy water.

- 2.12.3 If an athlete leaves the field, has his/her injury treated and covered and wishes to re-enter the match in another, differently numbered jersey, that replaces a blood-stained jersey, he/she may re-enter only after the referee has been advised of the change of number.
- 2.12.4 All equipment and surfaces contaminated with blood and other body fluids should be cleaned with a solution of one part household bleach to nine parts water. This solution should be prepared fresh daily. This is particularly important on the artificial turf of indoor arenas.
- 2.12.5 While cleaning blood or other body fluid spills, the following must be done:
- a) Wear waterproof gloves
  - b) Wipe up fluids with paper towels or disposable cloths
  - c) Disinfect the area
  - d) Place all soiled waste in a plastic bag for disposal
  - e) Remove gloves and wash hands with soap and water
- 2.12.6 Other wounds must be reviewed by medical personnel, including abrasions and all skin lesions and rashes on athletes, coaches and referees. All wounds, skin lesions and rashes must be confirmed as non-infectious and be securely covered prior to the athlete starting or continuing participation.

## 3 Screening Policies

### 3.1 Screening

- 3.1.1 Participant protection is morally, ethically and legally necessary.
- 3.1.2 SSA, its Member Organization and Entities, goal is to provide a safe environment for clients, members, volunteers, participants and staff regardless of where they enjoy soccer in Saskatchewan.
- 3.1.3 As directed by this policy, organizers of soccer have a legal duty of care to safeguard against suspected or known abuse, neglect or unsafe practices and to provide some protection against known child abusers or people with serious criminal records (see 1.3.5.a.).
- 3.1.4 Implementation of Screening policies and practices:
  - a) Reduces the risk of harm to vulnerable participants in SSA activities
  - b) Will help minimize liability for volunteer Directors and Officers at all levels of the SSA
  - c) Is part of sound financial management and good human resources management; ensuring people are in positions best suited to them and the organization
- 3.1.5 Screening is a best practice in support of these stated goals and principles; it involves a multi-step process to assess individuals who are in positions of trust or authority.
- 3.1.6 A thorough screening protocol involves multiple steps including a Police Records Check.
  - a) In all cases in SSA policy a “Police Records Check” includes:
    - i. A Criminal Records Check
    - ii. A Vulnerable Sector Verification (a fingerprint based screening service provided by the Royal Canadian Mounted Police)
    - iii. A search of the records held in the information database of a local police agency (hereinafter referred to collectively as a PRC)
  - b) All SSA Member Organizations are strongly recommended to implement all steps from “Best Practice Guide for Screening Volunteers” established by Volunteer Canada to ensure their screening protocols are of the highest standards.
  - c) SSA Screening Policies meet the standards established by the CSA.
- 3.1.7 SSA Member Organization are required to adopt and implement screening policies and practices within their organizations that meet the standards set by the SSA and CSA.

### 3.2 Who must be screened?

- 3.2.1 The following individuals are required to complete a PRC:
  - a) All SSA and SSA Member Organization staff and volunteers (coaches, team personnel, instructors, gender representative personnel and chaperones or others) in a supervisory role representing the SSA at in province or out of province events

- b) All SSA and SSA Member Organization Coaches and Team Personnel for Youth and Mini teams
- c) One Asst. Coach/Manager for any team where a youth is registered as the Coach, in this case the Youth cannot be asked to complete the check and therefore the team must also have an adult coach/manager and that adult must have completed a PRC
- d) Any other individuals may be screened at the discretion/request of the SSA Executive Director or Director of Soccer Operations, President of the Member Organization or their designate.
- e) Volunteers and staff new to Canada must have a completed PRC from their previous country of residence (translated) and an up to date CV/Resume that meets Canadian standards.

### **3.3 Screening Implementation**

- 3.3.1 Screening including the completion of a PRC, with respect to both charges and occurrences, must be completed prior to the starting date of duties except where fingerprints are requested, in which case, at the discretion of the organization, the individual can commence duties, pending the successful completion of the process.
- 3.3.2 Verification: Upon receiving a PRC from a police service the applicant shall confirm completion by presenting the original document to the organization; the administrator shall record the file number (if any) and date issued.
- 3.3.3 The cost of a PRC is the responsibility of the applicant. Allowances may be made where financial need has been established, or at the discretion of the organization, for the cost to be reimbursed.
- 3.3.4 A PRC will be valid for a period of 2 years from the date of issue, unless information is presented to the Executive Director/Director of Soccer Operations or Member Organization President which shows that there are reasonable grounds for another police record check to be required prior to expiry.
- 3.3.5 As a result of screening procedures or a PRC that indicates a previous criminal conviction, organizations will have the authority to request further information from the person about the nature and circumstances of the conviction in order to determine whether the conviction relates to a relevant offense:
- 3.3.6 Relevant offenses include but are not limited to: fraud, embezzlement, theft, assault on a minor, sexual assault, sexual misconduct, sexual exploitation, pornography, drug offences and criminal harassment.
- 3.3.7 All PRC that indicate a criminal code conviction for a relevant offence (see 1.3.5) shall be reported to the Executive Director of SSA and the President/designate of the Member Organization.

- 3.3.8 Should a relevant offense be confirmed by the PRC, the organization may:
- a) Refuse to hire a staff person or appoint a manager, chaperone, coach or volunteer who does not consent/agree to screening, and/or who does not cooperate in providing further information pertaining to the nature and circumstances of a criminal conviction
  - b) Refuse to hire a staff person or appoint a manager, chaperone, coach or volunteer who has a conviction for, or has been found guilty of a relevant offence
  - c) Suspend without compensation, dismiss or reassign the duties and responsibilities of any staff person, manager, chaperone, coach or volunteer as a result of a pending investigation or a criminal conviction for a relevant offence as defined in 1.3.5.a
  - d) Dismiss any staff person, manager, chaperone, coach or volunteer who has or receives a conviction for, or is found guilty of a relevant offence as defined in 1.3.5 a
- 3.3.9 Any applicant denied an opportunity with the organization as a result of their PRC clearance status has a right to appeal that decision to the organization according to the terms of the SSA Appeals policy.
- a) Appeal hearings shall be held in strict confidence.
  - b) The appellant is responsible for providing any documentation or police presence needed to explain why his or her past record/behaviour should be a non-issue in determining his or her continuing ability to participate in the sport.
- 3.3.10 The SSA/organization shall keep the results of a PRC confidential unless such disclosure:
- a) Is required by law
  - b) Is necessary for a disciplinary proceeding or prosecution of a claim against the individual
  - c) Is required as per SSA's membership eligibility requirements with Sask Sport or the CSA
  - d) Is in the best interest of the public or SSA, the Member Organization and CSA members
  - e) Is in response to a reference check by other Member Organization, or any other person whose membership or association may be affected by the person's criminal record
- 3.3.11 All PRC that do not indicate a criminal code conviction for a relevant offence shall be kept confidential.

## **3.4 Compliance**

- 3.4.1 Responsibility for the education and implementation of screening policies, record keeping and the release of information rests with the Member Organization President or his/her designate.
- 3.4.2 Failure to adhere to SSA Screening Policy requirements may be subject to fines, suspension and/or further discipline from the SSA.

## 4 Privacy Policy (02 15)

*For not-for-profit organizations in Saskatchewan, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This Policy is based on the standards required by PIPEDA as interpreted by the SSA.*

### 4.1 Definitions

- 4.1.1 The following terms have these meanings in this Policy:
- a) “Commercial Activity” – Any particular transaction, act or conduct that is of a commercial character
  - b) “Personal Information” – Any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender, age, income, home address, phone number, ethnic background, family status, health history, and health conditions, athletic testing and results and email
  - c) “Representative” – All individuals employed by, or engaged in activities on behalf of, the SSA. Representatives include, but are not limited to, staff, administrators, directors and officers, committee members, and volunteers of the SSA
  - d) “Members” - All Members defined by SSA Bylaws (Article 5, Section 1.1) and for the purposes of this policy shall also include parents of Individual Members and spectators at SSA events and SSA sanctioned competitions
  - e) “PIPEDA” - The Personal Information Protection and Electronic Documents Act (PIPEDA) sets out ground rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities

### 4.2 Purpose

- 4.2.1 The SSA recognizes Members’ right to privacy with respect to their Personal Information. This Policy describes the way that the SSA collects, uses, safeguards, discloses, and disposes of Personal Information.
- 4.2.2 SSA Member Organizations are responsible to ensure that their Privacy Policy use and regulations are consistent with this Policy. As such, the SSA recommends that Governing Bodies adopt similar processes as described within this Policy or adopt this Policy with the substitution of ‘SSA’ with the name of the Governing Body.

### 4.3 Application of this Policy

- 4.3.1 This Policy applies to all Representatives and Members in connection with personal information that is collected, used or disclosed during SSA activity.
- 4.3.2 Except as provided in PIPEDA, the SSA’s Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

### 4.4 Obligations

- 4.4.1 The SSA is obligated to follow and abide by PIPEDA in all matters involving the collection, use, and disclosure of Personal Information.
- 4.4.2 In addition to fulfilling the legal obligations required by PIPEDA, the SSA's Representatives will not:
- a) Publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Personal Information without the express written consent of the Individual
  - b) Knowingly place themselves in a position where they are under obligation to any organization to disclose Personal Information
  - c) In the performance of their official duties, disclose Personal Information to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest
  - d) Derive personal benefit from Personal Information that they have acquired during the course of fulfilling their duties with the SSA
  - e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, the disclosure of Personal Information

## 4.5 Accountability

- 4.5.1 The Executive Director (or designate) shall act as the Privacy Officer and is responsible for the implementation of this policy and monitoring information collection and data security, and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address:

SASKATCHEWAN SOCCER ASSOCIATION  
C/O PRIVACY OFFICER  
1870 LORNE ST, REGINA, SK, S4P 2L7  
T – 306-780-9225 F – 306-780-9480

- 4.5.2 Duties - The Privacy Officer will:
- a) Implement procedures to protect personal information
  - b) Establish procedures to receive and respond to complaints and inquiries
  - c) Record all persons having access to personal information
  - d) Ensure any third party providers abide by this Policy
  - e) Train and communicate to staff information about the SSA's privacy policies and practices

## 4.6 Identifying Purposes

- 4.6.1 The SSA may collect Personal Information from Members and prospective Members for purposes that include, but are not limited to:

*COMMUNICATIONS*



- a) Sending communications in the form of e-news or a newsletter with content related to the SSA's programs, events, fundraising, activities, discipline, appeals, and other pertinent information
- b) Publishing articles, media relations and postings on the SSA's website, displays or posters
- c) Award nominations, biographies, and media relations
- d) Communication within and between Representatives and Members
- e) Discipline results and long term suspension list
- f) Checking residency status

*REGISTRATION, DATABASE ENTRY AND MONITORING*

- g) Registration of individuals, programs, events and activities
- h) Database entry at partner organizations such as, but not limited to, Canada Soccer, the Coaching Association of Canada, Respect in Sport and other such organizations.
- i) Determination of eligibility, age group and appropriate level of play/competition
- j) Athlete registration, outfitting uniforms, and various components of athlete and team selection
- k) Technical monitoring, officials training, educational purposes, sport promotion, and media publications

*SALES, PROMOTIONS AND MERCHANDISING*

- l) Purchasing equipment, coaching manuals, resources and other products
- m) Promotion and sale of merchandise

*GENERAL*

- n) Travel arrangement and administration
- o) Implementation of the SSA's screening program
- p) Medical emergency, emergency contacts or reports relating to medical or emergency issues
- q) Determination of membership demographics and program wants and needs
- r) Managing insurance claims and insurance investigations
- s) Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends
- t) Video recording and photography for promotional use, marketing and advertising by the SSA
- u) Payroll, honorariums, company insurance and health plans

- 4.6.2 The SSA's Representatives may collect Personal Information from Members and prospective Members for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Members or prospective Members.

## 4.7 Consent

- 4.7.1 By providing Personal Information to the SSA, Members are implying their consent to the use of that Personal Information for the purposes identified in the **Identifying Purposes** section of this Policy.

- 4.7.2 At the time of the collection of Personal Information and prior to the use or disclose of the Personal Information, the SSA will obtain consent from Members by lawful means. The SSA may collect Personal Information without consent when it is reasonable to do so and permitted by law.
- 4.7.3 In determining whether to obtain written or implied consent, the SSA will take into account the sensitivity of the Personal Information, as well the Members' reasonable expectations. Members may consent to the collection and specified use of Personal Information in the following ways:
- a) Completing and/or signing an application form
  - b) Checking a check box, or selecting an option (such as 'Yes' or 'I agree')
  - c) Providing written consent either physically or electronically
  - d) Consenting orally in person
  - e) Consenting orally over the phone
- 4.7.4 The SSA will not, as a condition of providing a product or service, require Members to consent to the use, collection, or disclosure of Personal Information beyond what is required to fulfill the specified purpose of the product or service.
- 4.7.5 A Member may withdraw consent in writing, at any time, subject to legal or contractual restrictions. The SSA will inform the Member of the implications of withdrawing consent.
- 4.7.6 The SSA will not obtain consent from Members who are minors, seriously ill, or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian, or a person having power of attorney.
- 4.7.7 The SSA is not required to obtain consent for the collection of Personal Information, and may use Personal Information without the Member's knowledge or consent, only if:
- a) It is clearly in the Member's interests and the opportunity for obtaining consent is not available in a timely way
  - b) Knowledge and consent would compromise the availability or accuracy of the Personal Information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law
  - c) An emergency threatens a Member's life, health, or security
  - d) The information is publicly available as specified in PIPEDA
- 4.7.8 The SSA is also not required to obtain consent for the collection of Personal Information if the information is for journalistic, artistic, or literary purposes.
- 4.7.9 The SSA may disclose Personal Information without the Member's knowledge or consent only:
- a) To a lawyer representing the SSA
  - b) To collect a debt that the Member owes to the SSA
  - c) To comply with a subpoena, a warrant, or an order made by a court or other body with appropriate jurisdiction

- d) To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial, or foreign law, national security or the conduct of international affairs, or administering any federal or provincial law
- e) To an investigative body named in PIPEDA or a government institution, if the SSA believes the Personal Information concerns a breach of an agreement, contravenes a federal, provincial, or foreign law, or if the SSA suspects the Personal Information relates to national security or the conduct of international affairs
- f) To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law
- g) In an emergency threatening an Member's life, health, or security (the SSA will inform the Member of the disclosure)
- h) To an archival institution
- i) 20 years after the Member's death or 100 years after the record was created
- j) If it is publicly available as specified in PIPEDA
- k) If otherwise required by law

## 4.8 Accuracy, Retention, and Openness

- 4.8.1 In order to minimize the possibility that inappropriate Personal Information may be used to make a decision about a Member, Personal Information will be accurate, complete, and as up-to-date as is necessary for the purposes for which it will be used.
- 4.8.2 Personal Information will be retained as long as reasonably necessary to enable participation in the SSA programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
- 4.8.3 The SSA's Representatives will be made aware of the importance of maintaining the confidentiality of Personal Information and are required to comply with the SSA's *Confidentiality Policy*.
- 4.8.4 Personal Information will be protected against loss or theft, unauthorized access, disclosure, copying, use, or modification by security safeguards appropriate to the sensitivity of the Personal Information.
- 4.8.5 Personal Information that has been used to make a decision about a Member will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.
- 4.8.6 The SSA will make the following information available to Members:
  - a) This Privacy Policy
  - b) Any additional documentation that further explains the SSA's Privacy Policy
  - c) The name or title, and the address, of the person who is accountable for the SSA's Privacy Policy

- d) The means of gaining access to Personal Information held by the SSA
- e) A description of the type of Personal Information held by the SSA, including a general account of its use
- f) Identification of any third parties to which Personal Information is made available

## **4.9 Access**

- 4.9.1 Upon written request, and with assistance from the SSA after confirming the Member's identity, Members may be informed of the existence, use, and disclosure of their Personal Information and will be given access to that Personal Information. Members are also entitled to be informed of the source of the Personal Information, and provided with an account of third parties to which the Personal Information has been disclosed.
- 4.9.2 Unless there are reasonable grounds to extend the time limit, requested Personal Information will be disclosed to the Member, at no cost to the Member, within thirty (30) days of receipt of the written request.
- 4.9.3 Members may be denied access to their Personal Information if the information:
  - a) Is prohibitively costly to provide
  - b) Contains references to other individuals
  - c) Cannot be disclosed for legal, security, or commercial proprietary purposes
  - d) Is subject to solicitor-client privilege or litigation privilege
- 4.9.4 If the SSA refuses a request for Personal Information, it shall inform the Member the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

## **4.10 Compliance Challenges**

- 4.10.1 Members are able to challenge the SSA for its compliance with this Policy.
- 4.10.2 Upon receipt of a complaint, the SSA will:
  - a) Record the date the complaint is received
  - b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity to resolve the complaint
  - c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint
  - d) Appoint an investigator using the SSA's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all file and personnel
  - e) Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the SSA
  - f) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures

- 4.10.3 The SSA will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any the SSA Member or Representative who:
  - a) Challenges the SSA for its compliance with this Policy
  - b) Refuses to contravene this Policy or PIPEDA
  
- 4.10.4 Takes precautions not to contravene this Policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Member

## 5 Confidentiality Policy (02 15)

### 5.1 Purpose

- 5.1.1 The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the SSA.
- 5.1.2 SSA Member Organizations are responsible to ensure that their Confidentiality Policy use and regulations are consistent with this Policy. As such, the SSA recommends that Governing Bodies adopt similar processes as described within this Policy or adopt this Policy with the substitution of 'SSA' with the name of the Governing Body.

### 5.2 Application of this Policy

- 5.2.1 This Policy applies to all individuals employed by, or engaged in activities with the SSA. Persons affected by this Policy include, but are not limited to, employees, coaches and team personnel, volunteers, managers, administrators, interns, conveners, contract personnel, committee members, and directors and officers of the SSA (hereinafter "SSA Representatives").

### 5.3 Confidential Information

- 5.3.1 The term "Confidential Information" includes, but is not limited to, the following:
  - a) Personal information of SSA Representatives including:
    - i. Home address
    - ii. Email address
    - iii. Personal phone numbers
    - iv. Date of birth
    - v. Financial information
    - vi. Employment Records
    - vii. Medical history
    - viii. Police Vulnerable Sector Checks
  - b) SSA intellectual property, proprietary information, and business related to SSA programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information, and information that is not generally or publicly known or distributed.
- 5.3.2 Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or posted publicly.

- 5.3.3 SSA Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

## **5.4 Responsibilities**

- 5.4.1 SSA Representatives will not, either during the period of their involvement/employment with the SSA or any time thereafter, disclose to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
- 5.4.2 SSA Representatives will not publish, communicate, divulge, or disclose to any unauthorized person, firm, corporation, or third party any Confidential Information without the expressed written consent of the SSA.
- 5.4.3 SSA Representatives will not use, reproduce, or distribute Confidential Information without the expressed written consent of the SSA.
- 5.4.4 All files and written materials relating to Confidential Information will remain the property of the SSA and, upon termination of involvement/employment with the SSA or upon request of the SSA, the SSA Representative will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

## **5.5 Intellectual Property**

- 5.5.1 Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the SSA will be owned solely by the SSA, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The SSA may grant permission for others to use its intellectual property.

## **5.6 Enforcement**

- 5.6.1 A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, or sanctions pursuant to the SSA's *Formal Complaints Policy*.

## **6 Waivers and Release of Liability Agreements**

### **6.1 Registration Process**

- 6.1.1 The SSA requires that as part of the registration process Release of Liability, Waiver of Claims, Information, Consent, and Acknowledgement, Assumption of Risks and Indemnity Agreement are included in all registration processes.
- 6.1.2 SSA Members shall use SSA Assumption of Risk Form for Minor aged athletes (under 18 years of age), or SSA Assumptions of Risk Forms for Adult athletes (18 years of age or older), or, have an equivalent, form as part of their registration process whether it is online or on paper.

### **6.2 Compliance**

- 6.2.1 There are significant implications for volunteers, Member Organizations and the SSA when participants are not informed of the risks associated with participation.
- 6.2.2 Member Organizations that fail to implement the requirements of this policy may be subject to fines, discipline and or suspension of privileges.



## 7 Social Media Use Policy

### 7.1 Definitions

- 7.1.1 The following terms have these meanings in this Policy:
- a) *“Social media”* – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Instagram, Snapchat, Facebook, and Twitter
  - b) *“SSA-branded social media”* – Official social media engagement by the SSA including the SSA’s Facebook page(s), Twitter feed, photo sharing accounts, YouTube channels, blogs, or other social media engagement; both those that exist currently and those that will be created by the SSA in the future
  - c) *“Representative”* – All individuals employed by, or engaged in activities on behalf of, the SSA. Representatives include, but are not limited to, staff, administrators, directors and officers, committee members, and volunteers of the SSA.
  - d) *Governing Bodies* – throughout policy the term Governing Body is used to describe the organization in authority. This could include the SSA, a Regular or Associate Member, an Entity such as a Club/Zone, Team or Tournament organizing group.

### 7.2 Purpose

- 7.2.1 The SSA encourages the use of social media by its Representatives to enhance effective internal communication, build the SSA brand, and interact with members. Since there is much ambiguity in the use of social media, the SSA has created this policy to set boundaries and standards for Representatives’ social media use.
- 7.2.2 SSA Member Organizations are responsible to ensure that their Social Media use and regulations are consistent with this Policy. As such, the SSA recommends that Governing Bodies adopt similar processes as described within this Policy or adopt this Policy with the substitution of ‘SSA’ with the name of the Governing Body.

### 7.3 Application of this Policy

- 7.3.1 This Policy applies to all Representatives.

### 7.4 Representatives’ Responsibilities

- 7.4.1 SSA Representatives will not:
- a) Use social media for the purpose of fraud or any other activity that contravenes the laws of Canada, the SSA’s *Code of Conduct and Ethics*, or any other applicable jurisdiction
  - b) Use social media for cyber-bullying
  - c) Impersonate any other person or misrepresent their identity, role, or position with the SSA

- d) Display preference or favoritism with regard to member organizations, entities, athletes, or other members
  - e) Upload, post, email, or otherwise transmit:
    - i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another person's privacy, or otherwise objectionable
    - ii. Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others
    - iii. Any material that infringes on the patent, trademark, trade secrets, copyright, or other proprietary right of any other party
    - iv. Any material that is considered the SSA's confidential information or intellectual property, as per the SSA's *Confidentiality Policy*
- 7.4.2 Representatives shall refrain from discussing matters related to the SSA or its operations on Representatives' personal social media. Instead, matters related to the SSA or its operations should be handled through more official communication channels (like email) or through the SSA-branded social media.
- 7.4.3 Any complaint referenced on social media will not be considered a formal complaint but must be submitted in accordance with the applicable SSA Policy, including, but not limited to, the Formal Complaints Policy.
- 7.4.4 Representatives must engage with social media only in the context(s) described in their contract of employment, volunteer position, or position with the SSA. For example, an SSA Head Coach shall not represent the SSA in answering a question on the SSA-branded social media that is directed at, and better addressed in more official communication channels by, a SSA's Staff Member.
- 7.4.5 Representatives shall use their best judgment to respond to controversial or negative content posted by other people on the SSA-branded social media. In some cases, deletion of the material may be the most prudent action. In other cases, responding publicly may be preferred. If a Representative questions the correct action to take, the Representative shall consult with their Supervisor.
- 7.4.6 Representatives shall use a clear and appropriate writing style.

## 7.5 SSA Responsibilities

- 7.5.1 The SSA will:
- a) Ensure that Representatives only use social media in a positive manner when connecting with others
  - b) Properly vet and understand each social medium before directing Representatives to engage with, or create, the SSA-branded social media
  - c) Host training sessions on the topic of social media; in the event that the social media engagement directed by the SSA is unclear or not fully understood

- d) Monitor Representatives' use of social media
- e) At their own discretion remove any posting, comment, document, tweet, etc.

## **7.6 Enforcement**

- 7.6.1 Failure to adhere to this Policy may permit discipline in accordance with the *Formal Complaints Policy*, legal recourse, or termination of employment/volunteer position.

## 8 Social Media Guidelines (02 15)

*The Social Media Guidelines for Team personnel and Athletes is a separate document from the Social Media Use Policy*

### 8.1 Definitions

- 8.1.1 The following term has this meaning in these Guidelines:
- a) “*Social media*” – The catch-all term that is applied broadly to new computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Snapchat, and Twitter
  - b) Team Personnel – shall refer to those in authority over athletes including Coaches and Assistant Coaches, Managers, and other team representatives.

### 8.2 Purpose

- 8.2.1 These Guidelines provide team personnel and athletes with tips and suggestions for social media use. Team personnel and athletes are strongly encouraged to develop their own strategy for social media use (either written down or not) and ensure that their strategy for social media use is acceptable pursuant to the SSA’s *Code of Conduct and Ethics*.
- 8.2.2 Given the nature of social media as a continually developing communication sphere, the SSA trusts its team personnel and athletes to use their best judgment when interacting with social media. These Guidelines are not hard and fast rules or behavioural laws; but rather ideas that will inform team personnel’ and athletes’ best judgment.

### 8.3 Social Media Guidelines for Team Personnel

- 8.3.1 The following tips should be used by team personnel and team personnel (those who may have influence over athletes) to inform their own strategy for social media use:
- a) Choosing not to engage with social media is an acceptable social media strategy. But you must have good reasons for your choice and be active in other communication media
  - b) Despite what Facebook says, you are not actually “friends” with athletes. Resist commenting on athletes’ personal activities, status updates, or tweets on Twitter
  - c) Consider monitoring or being generally aware of athletes’ public social media behaviour to ensure compliance with the SSA’s *Code of Conduct and Ethics*
  - d) Team personnel may not demand access to an athlete’s private posts on Twitter or Facebook
  - e) Do not “friend” athletes on Facebook unless they request the connection. Never pressure athletes to “friend” you
  - f) If you accept some “friend” requests, or follow one athlete on Twitter, you should accept all friend requests and follow all the athletes. Be careful not to show favouritism on social media

- g) Consider managing your social media so that athletes do not have the option to follow you on Twitter or “friend” you on Facebook
- h) Seek permission from athletes before posting pictures or videos of the athletes on publicly available social media like a blog or on YouTube
- i) Do not use social media to ‘trap’ athletes if they say one thing to you in person but their social media activity reveals they were doing something different
- j) Keep selection decisions and other official team business off social media
- k) Never require athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed, or join a Facebook fan page about your team or organization
- l) If you create a fan page on Facebook for your team or athlete, do not make this social media site the exclusive location for important information. Duplicate important information in more official channels (like on a website or via email)
- m) Ensure that parents are aware that some team personnel-athlete interactions may take place on Facebook
- n) Exercise appropriate discretion when using social media for your own personal communications (with friends, colleagues, and other athletes) with the knowledge that your behaviour may be used as a model by your athletes
- o) Avoid association with Facebook groups or Twitter feeds with explicit sexual contact or viewpoints that might offend or compromise the coach-athlete relationship
- p) Never misrepresent yourself by using a fake name or fake profile
- q) Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip)
- r) Attempt to make communication with athletes in social media as one-sided as possible. Be available for athletes if they initiate contact via social media – athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an athlete’s personal social media space unless explicitly requested to do so

## 8.4 Social Media Guidelines for Athletes

- 8.4.1 The following tips should be used by athletes to inform their own strategy for social media use:
  - a) Set your privacy settings to restrict who can search for you and what private information other people can see
  - b) Team personnel, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Twitter. You are not required to follow anyone or be Facebook friends with anyone
  - c) If you feel harassed by someone in a social medium, report it to your parent, coach, club official, or to the SSA
  - d) Do not feel pressure to join a fan page on Facebook or follow a Twitter feed
  - e) Content posted on a social medium, relative to your privacy settings, is considered public. In most cases, you do not have a reasonable expectation of privacy for any material that you post
  - f) Avoid posting pictures of, or alluding to, participation in illegal activity such as: speeding, physical assault, harassment, drinking alcohol (if underage), and illegal drugs

- g) Model appropriate behaviour in social media befitting your status as a) an athlete, and b) a member of your club and of the SSA and comply with the SSA's *Code of Conduct and Ethics* when posting material and interacting with other people through social media
- h) Be aware that your public Facebook page, Instagram or Twitter feed may be monitored by your club, coach, or by the SSA and content or behaviour demonstrated in social media may be subject to sanction under the SSA's *Formal Complaints Policy*

## 8.5 Club Responsibilities

- 8.5.1 Clubs should monitor social media use by its athletes and team personnel and should consider regular surveys and reviews to understand how team personnel and athletes are using social media. Team personnel and athletes may need to be reminded that behaviour in social media is still subject to the SSA's *Code of Conduct and Ethics*.
- 8.5.2 Complaints and concerns about an athlete's or a coach's conduct or behaviour in social media can be addressed under the *Formal Complaints Policy*.