



Heavens Eleven Football Club Harassment Policy

The HEFC is committed to providing an environment free of harassment based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability. Harassment is a form of discrimination.

The Canadian Charter of Rights and Freedoms prohibit harassment and by human rights legislation in every province and territory of Canada and in its more extreme forms, harassment, in particular, sexual harassment, can be an offence under Canada's Criminal Code.

Whether the harasser is a director, supervisor, employee, coach, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.

Registrants of HEFC against whom a complaint of harassment is substantiated may be severely disciplined, up to and including termination of membership or registration, or suspension from all team activities where the harassment is deemed serious enough to support such an action.

This policy applies to all directors, parents, volunteers, team officials, coaches, administrators, athletes, and registrants of HEFC.

This policy applies to harassment, which may occur during all HEFC Teams, activities and events. It also applies to harassment between individuals associated with the HEFC but outside HEFC team, activities and events when such harassment will affect relationships within the Academy area of operation or training environment.

In keeping with HEFC policy, we encourage the reporting of all incidents of



harassment regardless of who the harasser may be and is committed to a process that is widely published in the soccer community, available to all Participants and easy to follow and implement.

Notwithstanding this policy, any person who experiences harassment continues to have the right to seek assistance from the provincial human rights commission, even when steps are being taken under this policy.

UNDERSTANDING HARASSMENT

Harassment is defined as a comment, conduct or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading, or offensive. This policy will deal with harassment that fits the definition “to disturb persistently; torment, bother continually; persecute; to trouble by repeated attacks or hostilities”.

Harassment is generally the result of an ongoing pattern of unwanted or unacceptable behavior however it can also result from a single isolated act such as physical assault, sexual touching or sexual assault unwanted comments about a person’s race, religion, disability or sexual orientation.

Harassment is defined as any unwelcome advances, for sexual favors, or other verbal or physical conduct when:

1. Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual, or
2. Such conduct has the purpose or effect of interfering with an individual’s performance, or
3. Such conduct creates an intimidating, hostile or offensive environment, or
4. It ought to be reasonably known to be unwelcome.

Sexual harassment most commonly occurs in the form of behavior by males



towards females; however, sexual harassment can also occur between males, between females, or as a behavior by females toward males.

For this policy, retaliation against an individual

1. For having filed a complaint under this policy; or for having participated in any procedure under this policy; or
3. For having been associated with a person who filed a complaint or participated in any procedure under this policy, will be treated as harassment and will not be tolerated.

3.1 Coaches are often viewed by the Courts to be in a position of trust.

Consequently, relationships between coaches and athletes under 18 years of age should be avoided.

Any registrant of HEFC become aware of a sexual relationship between a team official and an athlete under 18 years of age, the local police service or local child welfare agency shall be notified immediately.

POSITION AND RISK ASSESSMENT REQUIRED BY CLUB

MFC SCREENING POLICY

1. Only members of the Screening, Harassment, and Discipline Committee will review personal information including the police records check,
2. Information received through the screening process will only be used to determine if an applicant is suitable for a specific position. The Committee will notify only the required executive or selection committee members that an applicant has "Passed" or "Failed" the screening process.
3. Confidential information will be maintained by members of the Committee and should be stored in a safe keeping by the committee head or director of the academy.
4. HEFC will take all reasonable steps to protect the confidentiality of personnel



information and as soon as any documents containing personal information are no longer required by HEFC. It will endeavor to promptly return all such information to the applicant or will destroy such document treat your players the way you would like to be treated by a coach”

The academy accepts its responsibility to children, young adults, parents, volunteers and staff involved in its programs and is committed to ensuring adherence to the following policy to support the provision of sound, safe, and healthy soccer experience in our community.

Due to the positions of trust that are inherent in the provision of active, high quality sport activities, volunteers and employees shall be required to undergo a screening process based on the duties assigned by the Club. This screening process will be comprised of a variety of measures such as those listed in Policy All volunteers/employees will be required to participate in an orientation that will introduce duty assignments as well as relevant Club policies and expectations.

The Club Screening Program should be accessible to its Membership preferably via the Club web site. The Membership should be advised that if he/she believes they have had an experience that contravenes the Club policy, the Club’s designated representative should be contacted. It is important that Clubs prepare an organizational chart that illustrates to whom the volunteers and staff are accountable. The Club should also refer to matters like Harassment, Discipline, Zero Tolerance, and Boundaries/Limitations in their Club’s Published Rules. The Chart will help members understand the reporting lines in the event an issue needs to be investigated.

CONFIDENTIALITY OF PERSONAL INFORMATION

Once organizations receive information about an applicant, whether from the applicant directly or from the police, the organization becomes responsible for



that information and is then subject to many of the same legal requirements and regulations as other holders of personal information, in terms of confidentiality and access. Our Football Club is required to safeguard the confidentiality of personal information gathered during the screening process. Football Club committee members:

1. Will review personal information including the police records check,
2. State that the information received through the screening process will only be used to determine if an applicant is suitable for a specific position,
3. Identify where confidential information will be stored, for example in a locked cabinet, and who will have access to the information,
4. State that the Club will take all reasonable steps to protect the confidentiality of personal information,
5. Identify how long the Club will keep confidential information,
6. In what circumstances, and with whom, will the information be discussed and why.

The club will consider if it keeps the applicant's Police Records Check or return it to the applicant once it has been reviewed.

It is also recommended that those involved in the screening process should sign an Oath of Confidentiality.

POSITIONS AND RISK ASSESSMENT

Definition of Risk:

The first principle of screening is risk management, which simply means, "What could go wrong here" and "How do we avoid it?" Risk management involves looking at the possibilities of loss or injury that might arise in programs, activities and services and taking steps to stop, minimize, prevent or eliminate them all together. This includes the club's obligation to take all reasonable measures to care for and protect their participants from harm. The need to screen an



applicant is dictated by the nature of the position and its inherent level of risk. When determining risk consider such factors as the participant, the environment, the nature of the activity, the level of supervision and the nature of the relationship.

For example, a high risk position is defined as a position in which staff members, volunteers, or Board members are in direct contact with, or provide direct service to, vulnerable individuals, and in particular when the applicant will be in a position of trust, power or influence and whose contact is unsupervised and/or takes place off site.

Definition of Positions:

The various levels of play in the sport have been ranked according to the level of risk associated with that position and the appropriate screening measures have been assigned to each level of risk.

HIGH RISK POSITION

1. Competitive Team Officials
- Club Team Official
3. Select Team Officials

MEDIUM RISK POSITION

1. Recreational Team Officials

LOW RISK POSITION

1. Recreational Team Officials
2. (All other Club League Officials)
3. Mini Soccer Team Officials
4. Shall be a role model – no drugs/alcohol/smoking or abusive language at practices/games/tournaments



5. Shall comply with the Dress Code as defined by the Club
6. Shall ADHERE to [Canada Soccer Code of Ethics](#) and Club policies
7. Shall embrace Club values, principles, and policy as per Club Constitution
8. Shall demonstrate the ability to set and maintain standards for players (i.e. respect, self-discipline, fair play)