



MUNDIAL FOOTBALL CLUB ACADEMY

**815 Saint Laurent Boulevard
Incubator 13, Rideau Community Hub
Ottawa ON K1K 3A7**

SCREENING AND HARASSMENT POLICY

- 1. CONTACT INFORMATION**
- 2. STAFF CODE OF CONDUCT**
 - a. PREAMBLE
 - b. EXPECTATIONS FOR FAIRNESS IN THE SPORT
 - c. CODE OF ETHICS
 - d. CODE OF PROFESSIONAL CONDUCT
 - e. ATHLETE-CENTRED CONDUCT
 - f. NON-DISCLOSURE AGREEMENT
- 3. PLAYERS AND PARENTS CODE OF CONDUCT**
 - a. INTERNAL REGULATIONS
 - b. ADDITIONAL INFORMATION



1. CONTACT INFORMATION

ACADEMY EMAIL

info@mundialfc.com

ADDRESS

MUNDIAL FC ACADEMY

815 Saint Laurent Boulevard

Incubator 13, Rideau Community Hub

Ottawa ON K1K 3A7

WEBSITE

<https://www.mundialfc.com>



2. STAFF CODE OF CONDUCT

A. PREAMBLE

The reputation and integrity of MUNDIAL FOOTBALL CLUB ACADEMY is maintained when all members act, and are seen to act, in a way which is of the highest standard of professional ethics.

This Code applies to all MUNDIAL FOOTBALL CLUB ACADEMY members and employees: it is intended to help, not hinder the organization's activities by clarifying our standards of conduct. We believe these standards reflect those of the Canadian public and members of the MUNDIAL FOOTBALL CLUB ACADEMY.

MUNDIAL FOOTBALL CLUB ACADEMY wishes to maintain a strong reputation for its integrity and, as an organization and business associate, be valued at all levels. Ultimately, our value is reflected in the pride we have in what we do, in the successful achievement of our mission and the willingness of others to work with us in that regard. Our reputation as an ethical NFP is an essential part of what will make us successful.

It is expected that all our staff will implement and support the MUNDIAL FOOTBALL CLUB ACADEMY Codes of Ethics and Conduct, Policies and Procedures, and as necessary adapted these Codes, Policies and Procedures to reflect the uniqueness of their respective organizations. All members are expected to conduct themselves in a manner that instills trust and confidence in the club.

MUNDIAL FOOTBALL CLUB ACADEMY asks each member to file copies of their Codes of Ethics and Conduct, Policies and Procedures with the National Office in order to ensure complete understanding of the manner in which the academy conduct their business.

MUNDIAL FOOTBALL CLUB ACADEMY is a large organization with various organizational structures and distinct areas of responsibilities. To this end, a series of Codes of Ethics and Codes of Conduct, Policies and Procedures have been developed to guide the membership both organizationally and individually in the performance of their duties and activities. The Codes of Ethics and Conduct are listed as the conclusion of this document.



B. EXPECTATIONS FOR FAIRNESS IN SPORT

MUNDIAL FOOTBALL CLUB ACADEMY is committed to the vision that is based on the following principles:

1. There be a firm and public commitment to the principle that lasting and meaningful athletic performance can only be achieved through fair means.
2. Participants in sport and physical activity will do so in a manner that adheres to the highest ethical principles.
3. Those who participate in sport will receive from their fellow athletes, coaches and officials, and parents/guardians and spectators, fairness and ethical treatment in a safe and welcoming sport environment, free of harassment and abuse.
4. Their sport system will help to advance the widest array of athletic goals of all participants, with or without disability, without discrimination and in spite of barriers based on personal circumstances.
5. Spectators to sport events can witness the activities without being subjected to abuse, interference or violence from others.
6. Coaches will be appropriately valued by their athletes, and their athletes' parents/guardians and supporters, that they will receive fair treatment and respect for their valuable contribution to sport, and that they will be free of harassment and threats of violence under any circumstance.
7. Sport officials will not be interfered with in the execution of their duties and will be respected for their decisions by athletes, coaches, parents/guardians and spectators.
8. Sport volunteers will be respected and recognized for their efforts to make sport participation possible and rewarding for athletes of all ages.
9. Parents/guardians are assured that their children participating in sport will receive fair treatment from coaches, volunteers and spectators.



10. The sport system will provide just treatment in cases of disputes in sport and that there are proper and accessible mechanisms that are available in a timely manner to resolve disputed issues through due process.
11. Athletes, coaches and team officials representing Canada in the international sport arena will conduct themselves, in both victory and defeat, in a manner that brings pride to all.
12. Sport organizations in receipt of public funding, will be fully accountable for the use of such resources and will be transparent and democratic in their organizational life.

C. CODE OF ETHICS

MUNDIAL FOOTBALL CLUB ACADEMY's Code of Ethics and Codes of Conduct are grounded in the following principles:

RESPECT FOR OTHERS:

The principle of respect challenges members to act in a manner respectful of the dignity of all participants in sport regardless of their connection to the sport. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect.

RESPONSIBLE ACTION:

The principle of responsible action carries the basic ethical expectation that the activities of members will benefit society in general and participants in particular and will do no harm. Fundamental to the implementation of this principle is the notion that each member is responsible and the consequences of their actions or inactions.



INTEGRITY

Integrity means that members are expected to be honest, sincere, and honorable in their relationships with others. Acting on these values is most possible when members possess a high degree of self-awareness and the ability to reflect critically on how their perspectives influence their interactions with others.

HONOURING SPORT

The principle of honoring sport in general and football in particular challenges members to recognize, act on, and promote the value of football for individuals and teams and for society in general.

D. CODE OF PROFESSIONAL CONDUCT

MUNDIAL FOOTBALL CLUB ACADEMYs' Code of Professional Conduct is more than simply a set of behaviors for people within the organization; it reflects the ideals and values of the organization, as well as its commitment to uphold those values as part of what makes the organization what it is. It is therefore part of MUNDIAL FOOTBALL CLUB ACADEMY's Code of Conduct, which can be applied to any particular situation, by asking the questions: "what is the right thing to do, and how do we avoid doing the wrong thing?"

As part of our academy philosophy, MUNDIAL FOOTBALL CLUB ACADEMY believes its work is first and foremost in the interest of the participant and the athlete. Our ethical rationale for promoting ethical conduct in sport is founded on the belief that sport is for the benefit of all Canadians, and that the pursuit of sporting excellence is a function of our collective pursuit of the human potential. MUNDIAL FOOTBALL CLUB ACADEMY is a promoter of sport values and ethics (through football), and as such should lead by example as a academy committed to the highest order of professionalism and public scrutiny. The members whether paid staff or volunteers and regardless of their duties and responsibilities is called upon to conduct themselves with integrity, be fair and honest in our dealings with others, and treat others with respect and dignity. The following is MUNDIAL FOOTBALL CLUB ACADEMY Code of Professional Conduct:



- MUNDIAL FOOTBALL CLUB ACADEMY members and employees are responsible for their actions and accountable for the consequences of their actions or inactions.
- At all times, MUNDIAL FOOTBALL CLUB ACADEMY members and employees will act in a manner that encourages and maintains confidence among athletes, sport organizations and the public, in the integrity of the organization and its people.
- MUNDIAL FOOTBALL CLUB ACADEMY will conduct its relations with, and discharge its duties to, other organizations, clients, the public and media with ethics and fairness. All business dealings must be conducted in a fair and honest manner, both within the spirit and the letter of agreements, policies and legal requirements. All persons should be treated with respect, tact and courtesy in all dealings with MUNDIAL FOOTBALL CLUB ACADEMY.
- All communications with clients, whether oral or written, must be conducted in a professional manner, and should be delivered in a timely, accurate and clear manner.
- MUNDIAL FOOTBALL CLUB ACADEMY members and employees must not be in a conflict of interest or permit any influence that could conflict with the best interest of MUNDIAL FOOTBALL CLUB ACADEMY or prejudice the academy reputation. Disclosure in writing is required for any MUNDIAL FOOTBALL CLUB ACADEMY member or employee associated with, employed by, performing services for or with a financial interest in any other corporation, body or enterprise doing business with or seeking to do business with the MUNDIAL FOOTBALL CLUB ACADEMY
- Confidentiality of personal and sensitive information must be respected. MUNDIAL FOOTBALL CLUB ACADEMY will develop, implement, maintain and enforce reasonable policies and procedures to ensure confidentiality and safeguard confidential information.
- All methods of seeking and obtaining financial support for MUNDIAL FOOTBALL CLUB ACADEMY activities must be carried out in a manner consistent with maintaining membership and public confidence in, and respect for, MUNDIAL FOOTBALL CLUB ACADEMY its authority on matters of ethics in sport and its independence from vested interests.
- MUNDIAL FOOTBALL CLUB ACADEMY must use its resources (including human and material resources, funds, equipment and information) responsibly and in the best interests of all its members.
- Any complaint received concerning MUNDIAL FOOTBALL CLUB ACADEMY must be handled professionally, promptly and courteously, with a written reply if requested, and a written record maintained.



- MUNDIAL FOOTBALL CLUB ACADEMY must conduct its affairs in an open manner that welcomes public scrutiny as a necessary and beneficial aspect of an effective ethics in sport organization and credible ethics in sport programs and policies. MUNDIAL FOOTBALL CLUB ACADEMY supports public disclosure of information and will not withhold any information about itself and/or its activities unless there is justifiable reason to do so, such reason(s) being itself open to public scrutiny.

E. ATHLETE-CENTRED CONDUCT

With respect to its relations with athletes, MUNDIAL FOOTBALL CLUB ACADEMY will:

- Show respect and regard for the interests and goals of athletes.
- Act on the belief that the athlete as a person is more important than the sport.
- Demonstrate a responsiveness to individual needs and situations.
- Engage in practices that maintain and enhance the ethic of care for self and others.
- Carry out its activities in a manner, which demonstrates concern for the health, well-being, protection and enhancement of all athletes.
- Encourage and respect individual responsibility in developing ethical ideals through moral reflection, moral dialogue and moral practices in sport.

MUNDIAL FOOTBALL CLUB ACADEMY should consistently demonstrate an ethic of care, where we are watchful for and sensitive to the needs of athletes as people and not just as performers of sport. Our conduct should therefore ensure that athletes have the best possible experience when dealing with MUNDIAL FOOTBALL CLUB ACADEMY, as measured by their satisfaction and expressed confidence in the integrity of MUNDIAL FOOTBALL CLUB ACADEMY and its member associations.



F. NON-DISCLOSURE AGREEMENT

1. The Coach shall not at any time during and/or after employment use for his own interest and shall not release directly or indirectly to anyone any information concerning MUNDIAL FOOTBALL CLUB ACADEMY know how, business practices, operations, procedures, policies, budget, products, material, financial information, prospective Participant names, current or former Participant names, suppliers, Participant information etc., which MUNDIAL FOOTBALL CLUB ACADEMY shall deem confidential or against its business interests.
2. The Coach further acknowledges, both during and after employment with MUNDIAL FOOTBALL CLUB ACADEMY, that the information found in MUNDIAL FOOTBALL CLUB ACADEMY's books, records, printouts, lists, notes, or any other documents or copies thereof relating to the Business of MUNDIAL FOOTBALL CLUB ACADEMY is the exclusive property of MUNDIAL FOOTBALL CLUB ACADEMY and can only be used for the benefit of MUNDIAL FOOTBALL CLUB ACADEMY.
3. MUNDIAL FOOTBALL CLUB ACADEMY does not allow to use pictures in the personal profiles with MUNDIAL FOOTBALL CLUB ACADEMY members.
4. The coach acknowledges that in case he/she was to no longer work for MUNDIAL FOOTBALL CLUB ACADEMY within the first year he/she will have to return the uniform kit that was provided.
5. You agree to grant us (and third parties with whom we may engage in joint marketing) a worldwide, royalty-free, fully paid-up license to use your photographic, video, or digital likeness solely for our promotional and/or commercial purposes. Facsimile transmission of any signed document shall be deemed delivery of an original. At our request, you shall promptly provide an original document as well.



3. PLAYERS AND PARENTS CODE OF CONDUCT

A. INTERNAL REGULATIONS

In order to guarantee the smooth organization of the MUNDIAL FOOTBALL CLUB ACADEMY and to deepen the overall education of our students, we present the following rules & regulations for all participants.

ATTENDANCE

Attendance at practice and games is compulsory for all students. If you cannot attend a training session or a match, prior notification is required.

- Punctuality is the base of an organized life and will be the norm for the reporting time, at both training and matches.
- A lack of punctuality, or absence in training is one of the determining factors used to evaluate player commitment.

RESPECT

Respect is a value held dear by the MUNDIAL FOOTBALL CLUB ACADEMY and will be required both by teammates as well as the rest of the students with whom the MUNDIAL FOOTBALL CLUB ACADEMY coexists and interacts. Respect for coaches and staff of the MUNDIAL FOOTBALL CLUB ACADEMY will be expected. Similarly, it is important to show respect to opponents during games. Note that in the field there are no rivals but friends with whom we share the enthusiasm for playing football. Everyone will respect all decisions of the referees and accept both victory and defeat with good sportsmanship. It is also required to show respect towards the audience who come to the matches, regardless of which team they support. Overall, one must respect the rules of the game while experiencing this sporting activity like the great game it is, in which we all participate as friends to enjoy the effort of players and the challenge of the game.



Moreover, respect and good stewardship of both facilities and sporting equipment will form part of the global education process of our students.

DRESS CODE

All members of MUNDIAL FOOTBALL CLUB ACADEMY must be mindful of the way they communicate and dress. In this sense, it is not permitted to use vulgar language, or wear clothes of schools or sports organizations other than MUNDIAL FOOTBALL CLUB ACADEMY. All students must wear shin guards, socks must be rolled up below the knee, and jerseys must be tucked into shorts during practice and matches. Soccer boots and shoes must be clean at all times. An appropriate physical image is required.

PLAYER CONDUCT

Remember that soccer is a team sport, so the attitude and effort of all its members must always be at the service of the group. Therefore, it is important to encourage teammates, to help them when they are injured, and to share moments of both joy and sadness. It is for this reason that victories are celebrated in a moderate manner and together with the rest of teammates (choreography, gestures, dedications or other forms of joy that may be offensive or that could be interpreted as contempt for opponents, or the audience are unacceptable).

GREETINGS

When a player meets a MUNDIAL FOOTBALL CLUB ACADEMY member, they will greet them properly, for example by shaking hands, as a sign of respect and of appreciation for both the work done by staff, and the effort shown by players.



FAILURE TO FOLLOW THESE RULES

Failure to observe any of these rules will lead to a discussion with a MUNDIAL FOOTBALL CLUB ACADEMY staff member. Depending on the severity and regularity of this occurrence, it may then lead to simple warnings, a meeting with parents, or permanent suspension from the MUNDIAL FOOTBALL CLUB ACADEMY. Any personal meetings between parents, players, and staff are subject to the rules as outlined above.

B. ADDITIONAL INFORMATION

WEATHER

When weather conditions may endanger the health and safety of our students or impede the normal development of the activities planned for MUNDIAL FOOTBALL CLUB ACADEMY, coaching will be suspended. Whenever possible, we will inform you of these circumstances by email. The MUNDIAL FOOTBALL CLUB ACADEMY management reserves the right to make that decision up to 2 hours before initiating the planned activity. If this is not possible, there will be a theoretical practice or indoor coaching session.

UNIFORMS

On both training and match days, official MUNDIAL FOOTBALL CLUB ACADEMY clothing must be worn jersey, shorts, and socks. It is also required that all players bring football boots.

Students can mark their initials inside their clothing to avoid confusion. If you find any object or article, it would be appreciated if you can return it to a MUNDIAL FOOTBALL CLUB ACADEMY staff member immediately in order to restore it to its rightful owner.



TIMES

All training sessions will last 90' (U6-U18). Students must bring a water bottle to keep hydrated during practice and games.

On practice days, students must get to practice in advance of the scheduled start. The players meeting point at the beginning and end of each practice will be indicated on the fields. Only staff and players are allowed to be on the football pitch.

RESTRICTED AREAS

Family and friends of MUNDIAL FOOTBALL CLUB ACADEMY are permitted to attend training and matches, although they must always stay within their designated area. Furthermore, one must respect the restricted access areas for MUNDIAL FOOTBALL CLUB ACADEMY players and coaches only, such as:

During practice sessions:

- Not allowed on the track
- Not allowed on the turf

During games:

- Not allowed on the track
- Not allowed on the turf

If any student needs medical care due to an injury that may have occurred during the course of MUNDIAL FOOTBALL CLUB ACADEMY activities, please contact MUNDIAL FOOTBALL CLUB ACADEMY staff who can facilitate this appropriate care.



BELONGINGS

Please remember that students must not bring valuables, money, cell phones, and other electronics during training or game days, as MUNDIAL FOOTBALL CLUB ACADEMY is not responsible for loss, theft or damage to belongings.

RESPECT

All MUNDIAL FOOTBALL CLUB ACADEMY families and friends must respect the work of the coach. To avoid confusion over teaching roles, we ask that parents do not give any technical advice.

For the proper functioning of MUNDIAL FOOTBALL CLUB ACADEMY, it is necessary for all staff, students, and parents to cooperate. Any attitude that undermines our sports project will not be tolerated, as it will be to the detriment of MUNDIAL FOOTBALL CLUB ACADEMY name.

A handwritten signature in black ink, written over a horizontal line. The signature is stylized and appears to be "Heena".

CLUB PRESIDENT