



ALBERTA SOCCER ASSOCIATION

LEAD, GOVERN AND EVOLVE

11759 Groat Road
Edmonton, AB T5M 3K6



Alberta Soccer Association—Internal Controls Whistle Blower Policy

1.0 Purpose

1.01 The purpose of this Policy is to allow individuals and organizations to have a discreet and safe procedure by which they can disclose incidents of wrongdoing without fear of unfair treatment or reprisal. The ASA supports and allows individuals (staff included) and organizations the ability to disclose wrongdoing associated with the Governance Operations of the ASA and its members without the fear of unfair treatment or reprisal.

2.0 Application

2.01 This Policy and applicable procedures applies to individuals and organizations that observe or experience incidents of wrongdoing and report such incident or observations under the expectation of privacy.

3.0 Reporting Wrongdoing

3.01 An individual or organization which believes an incident of wrongdoing has occurred should prepare a report that includes the following:

- I. Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s).
- II. Identities and roles of other individuals or organizations who may be aware of, affected by, or complicit in, the wrongdoing; and
- III. Why the act or action should be considered to be wrongdoing.

4.0 Authority

4.01 The ASA has determined that the following individuals will be responsible for application of the policy. The following levels of authority will apply:

- I. General Membership Complaints, excluding complaints against the ASA Board or ASA Staff
 - i. ASA Privacy Officer (privacy@albertasoccer.com)
- II. Complaints against the ASA Staff, excluding the Executive Director
 - i. ASA Executive Director (execdir@albertasoccer.com)
- III. Complaints against the ASA Executive Director or a member of the ASA Board, excluding the President of the ASA.
 - i. ASA President (president@albertasoccer.com)
- IV. Complaints against the ASA President
 - i. CSA Discipline (Discipline@canadasoccer.com)

4.02 After receiving the report, the Responsible Member has the responsibility to,

- I. Assure the individual or organization of The ASA's Whistle Blower Pledge (Article 2)



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- II. Connect the individual or organization to an alternate liaison if the individual feels that he or she cannot act in an unbiased or discrete manner due to the individual's role with The ASA and/or the content of the report
- III. Determine if the report is frivolous, vexatious, or not submitted in good faith
 - i. i.e. the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious
- IV. Determine if The ASA's Whistleblower Policy applies or if the matter should be handled under the ASA's Discipline and Appeals Policy, ASA Harassment Policy or other avenue.
- V. Describe the implications and requirements of the use of other ASA policies
- VI. Determine if the local police service be contacted
- VII. Determine if mediation or alternate dispute resolution can be used to resolve the issue
- VIII. Determine if The ASA's Board of Directors, President and/or Executive Director should or can be notified of the report
- IX. Begin an investigation.

4.0 Confidentiality

4.01 Confidentiality at all stages of the procedures outlined in this Policy is required. An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.

5.0 Wrongdoing

5.01 Wrongdoing may include but is not limited to:

- I. Violating the law;
- II. Breaching (intentionally or unintentionally) of The ASA's Governance Policies
- III. Breaching (intentionally or unintentionally) of The ASA's Code of Conduct
- IV. Breaching (intentionally or unintentionally) The ASA's Human Resources Policy
- V. Committing or ignoring risks to the life, health, or safety of a participant, volunteer, worker, or other individual
- VI. Directing an individual or organization to commit a crime, a breach of an ASA policy, or other wrongful act; or
 - i. Including but not limited to the ASA Financial Control Standards
- VII. Committing Fraud

6.0 Ongoing Attention—ASA's Pledge

6.01 The ASA pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any individual who discloses information or submits, in good faith, information under the terms of this Policy.

6.02 Any individual or organization affiliated with The ASA who breaks this Pledge will be subject to disciplinary action.