

# Safe Sport & Conduct Manual

# 2025

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**FUTURE CRICKET STARS FOUNDATION**



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Future Cricket Stars Foundation (FCSF) is committed to creating an inclusive, respectful, and safe environment for all participants — athletes, coaches, parents, staff, volunteers, and partners.

This manual consolidates FCSF's key policies into one unified framework, ensuring that every individual involved in our programs understands their rights, responsibilities, and the standards of behavior expected of them.

It provides clarity on prohibited behaviors, reporting procedures, investigation processes, and the supports available to anyone affected by misconduct. FCSF's commitment to safeguarding aligns with the national principles of Safe Sport Canada and the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS).

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# Table of Contents

---

## 1.0 INTRODUCTION AND PURPOSE

---

## 2.0 CORE PRINCIPLES & VALUES

---

## 3.0 DEFINITIONS

---

## 4.0 APPLICATION & JURISDICTION

---

- 4.1 Scope of Application
- 4.2 Jurisdiction
- 4.3 Relationship with External Authorities

## 5.0 PROHIBITED BEHAVIOURS

---

- 5.1 Harassment & Bullying
- 5.2 Sexual Misconduct & Assault
- 5.3 Physical & Emotional Abuse
- 5.4 Neglect
- 5.5 Hazing
- 5.6 Discrimination & Body Shaming
- 5.7 Retaliation

## 6.0 CODES OF CONDUCT

---

- 6.1 Staff & Coaches
- 6.2 Participants
- 6.3 Volunteers

## **7.0 SAFEGUARDING & CHILD PROTECTION**

---

- 7.1 Recruitment & Screening
- 7.2 Supervision Standards
- 7.3 Reporting & Response Procedures

## **8.0 DISCIPLINE & SANCTIONS**

---

- 8.1 Categories of Misconduct
- 8.2 Investigation Procedures
- 8.3 Sanction Framework

## **9.0 REPORTING PROCEDURES**

---

- 9.1 Internal Reporting Channels
- 9.2 External Reporting Options
- 9.3 Confidentiality & Record-Keeping

## **10.0 TRAINING, EDUCATION & PREVENTION**

---

## **11.0 SUPPORT FOR VICTIMS & WHISTLEBLOWERS**

---

## **12.0 ENFORCEMENT, REVIEW & CONTINUOUS IMPROVEMENT**

---

## **13.0 APPENDICES**

---

- Appendix A - Key Definitions
- Appendix B - Record of Concern Template
- Appendix C - Prohibited Behaviour Summary
- Appendix D - Behaviour & Reporting Reference Guide
- Appendix E - Contact Directory

# 1.0 Introduction and Purpose

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Future Cricket Stars Foundation (FCSF) is committed to providing a safe, inclusive, and respectful environment where athletes, staff, volunteers, parents, and visitors can participate free from maltreatment, discrimination, or abuse.

The purpose of this manual is to:

- Consolidate all conduct, safety, and safeguarding policies under one unified framework
- Define expected standards of behavior and accountability for all individuals associated with FCSF
- Prevent and address any form of maltreatment through education, awareness, and prompt action
- Align FCSF's standards with national and international safe sport frameworks, including the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS 2025).

This manual applies to all FCSF activities, including on-site training, competitions, travel, digital communications, and any event or environment where an individual represents FCSF in an official or unofficial capacity.

# 2.0 Core Principles & Values

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FCSF's policies and practices are guided by the following principles:

## 2.1 Safety First

The physical and emotional safety of every participant is the highest priority. All decisions and actions must consider participants welfare and personal well-being before competitive or operational outcomes.

## 2.2 Respect & Integrity

Every individual will be treated with dignity and fairness. Coaches, athletes, parents, and staff are expected to uphold honesty, professionalism, and mutual respect in every interaction.

## 2.3 Inclusion & Equity

FCSF is committed to an environment free from discrimination or bias based on race, gender, age, ability, religion, sexual orientation, or socioeconomic background.

## 2.4 Accountability & Transparency

FCSF maintains clear reporting, investigation, and disciplinary procedures to ensure accountability at every level of the organization.

## 2.5 Education & Prevention

Through ongoing training and open dialogue, FCSF aims to build a culture of awareness and early prevention, not just reaction, to misconduct or maltreatment.

# 3.0 Definitions

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The following terms apply throughout this manual:

- **Maltreatment:** Conduct that causes or has the potential to cause physical, emotional, or psychological harm, or that violates an individual's dignity or safety.
- **Harassment:** Unwelcome conduct, comment, gesture, or contact based on personal characteristics, creating an intimidating, hostile, or offensive environment.
- **Bullying:** Repeated behaviour intended to intimidate, humiliate, or degrade another individual, whether physically, verbally, or through digital media.
- **Hazing:** Any initiation or team activity that humiliates, degrades, abuses, or endangers individuals, regardless of consent.
- **Neglect:** Failure to provide necessary care, supervision, or protection resulting in potential or actual harm.
- **Physical Abuse:** The use of physical force that causes injury or discomfort, including hitting, slapping, shaking, or inappropriate restraint.
- **Sexual Harassment:** Unwelcome sexual advances, comments, or behaviour that creates an uncomfortable or hostile environment.
- **Sexual Abuse/Assault:** Non-consensual sexual activity or exploitation, including grooming, coercion, or contact with a minor as defined by the Criminal Code of Canada.
- **Body Shaming:** Negative remarks or actions toward an individual's physical appearance, weight, or body type.
- **Retaliation:** Any adverse action taken against a person for making a complaint or participating in an investigation in good faith.
- **Complainant:** The individual bringing forward a report of misconduct or maltreatment.
- **Respondent:** The individual alleged to have engaged in misconduct.
- **Designated Safeguarding Officer (DSO):** The appointed FCSF official responsible for managing safeguarding reports, liaising with authorities, and maintaining confidential records.
- **Participant:** Any person involved in FCSA activities, including staff, coaches, athletes, parents, contractors, and volunteers.

# 4.0 Application & Jurisdiction

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## 4.1 Scope of Application

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This manual applies to all FCSF activities, whether they occur:

- On facility premises
- At external venues (matches, tournaments, community events)
- During travel, lodging, or transportation arranged by FCSF
- Online or through digital communications associated with FCSF

## 4.2 Jurisdiction

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FCSF retains jurisdiction over all matters involving its registered participants, personnel, or representatives.

Cases involving potential criminal conduct (e.g., assault, sexual offences, or child abuse) will be immediately referred to law enforcement, while FCSF conducts parallel internal risk assessments where appropriate.

## 4.3 Relationship with External Authorities

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This manual complements but does not replace federal or provincial law. In all cases of serious or criminal misconduct, legal obligations take precedence over internal procedures.

# 5.0 Prohibited Behaviours

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FCSF enforces a zero-tolerance approach toward all forms of maltreatment. The following behaviors are strictly prohibited and may lead to immediate disciplinary or legal action.

## 5.1 Harassment & Bullying

- Verbal abuse, threats, or intimidation.
- Derogatory comments about race, gender, age, or background.
- Humiliating jokes, ridicule, or exclusion from team activities.
- Use of power or authority to coerce, silence, or control another individual.

## 5.2 Sexual Misconduct & Assault

- Any non-consensual sexual contact, request, or gesture.
- Comments or jokes of a sexual nature.
- Sharing or distributing sexually explicit material or imagery.
- Grooming, coercion, or inappropriate communication with minors.
- Violations of the Criminal Code of Canada regarding sexual offences.

## 5.3 Physical & Emotional Abuse

- Any intentional act causing physical pain, injury, or discomfort.
- Verbal aggression, shouting, or humiliation.
- Forcing participation in unsafe drills or playing through injury.

## 5.4 Neglect

- Failure to provide appropriate supervision, hydration, or rest.
- Ignoring signs of illness, injury, or distress.
- Allowing unsafe environmental or facility conditions.

## **5.5 Hazing**

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- Any initiation ritual or activity that humiliates or endangers an individual.
- Coercion to perform harmful, embarrassing, or illegal acts.
- Team traditions involving alcohol, physical risk, or exploitation of minors.

## **5.6 Discrimination & Body Shaming**

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- Unequal treatment based on race, religion, gender identity, or disability.
- Remarks or actions targeting an individual's appearance or body type.
- Selection or exclusion based on bias or prejudice.

## **5.7 Retaliation**

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- Threatening or penalizing any individual for reporting misconduct or cooperating in an investigation.
- Any attempt to intimidate or silence complainants or witnesses.

# 6.0 Codes of Conduct

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FCSF requires all participants and representatives to adhere to the following Codes of Conduct.

## 6.1 Staff & Coaches

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All FCSF staff and coaches must:

1. Coaches and staff must keep safeguarding, first aid, and CPR certifications up to date.
2. Treat all participants, families, officials, and colleagues with respect. Coaching must be fair, inclusive, and suited to each age group.
3. Follow all safeguarding rules.
  - No unsupervised one-on-one contact with minors.
  - Physical contact must be appropriate, consensual, and visible.
  - Always prioritize participant safety.
4. Share any outside cricket roles or personal interests that could create a conflict.
5. Handle all personal information responsibly and in line with PIPEDA.
6. Do not use Foundation roles for personal or financial gain.
7. Report any concerns, misconduct, or violations to the Designated Safeguarding Officer immediately.
8. Follow ICC Anti-Doping rules and all relevant ethical guidelines.
9. Breaching this Code may lead to suspension, removal from duties, or legal action.

Failure to comply may result in disciplinary action, up to termination or legal referral.

## 6.2 Participants

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Participants are expected to:

- Arrive on time, prepared, and in suitable clothing.
- Follow staff and coaches' instructions and uphold the Spirit of Cricket.
- Prioritize safety, report injuries or concerns promptly, and treat everyone with respect.
- Avoid bullying, harassment, or any unsafe behavior.

## 6.3 Volunteers

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Volunteers are expected to:

- Each family can contribute volunteer hours per child during the season:
  - 3 hours in the winter season.
  - 6 hours in the summer season.
  - Roles may include event setup, scorekeeping, or assisting with coaching.
- Players aged 16 and older may complete their volunteer hours independently, taking on leadership or mentorship opportunities.
- Volunteers must adhere to the Foundation's rules and policies, ensuring safety, fairness, and respect for all participants.
- Volunteers receive guidance and training (if needed) to perform their roles effectively.
- Volunteering strengthens the Foundation's community, helping create a safe, supportive, and enjoyable experience for everyone involved.

# 7.0 Safeguarding & Child Protection

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## 7.1 Recruitment & Screening

- Vulnerable Sector Checks required for all staff/volunteers, renewed every year.
- Reference checks confirming suitability to work with minors.
- Safer recruitment training for all personnel involved in hiring.

## 7.2 Supervision Standards

- Two-Adult Rule: No unsupervised one-on-one contact with minors.
- Physical Contact: Only for legitimate coaching purposes, observable, and with consent.
- Transport & Overnight Stays: Parental permission required; always supervised by two vetted adults.

## 7.3 Reporting & Response

- Immediate Reporting: All suspected or observed maltreatment must be reported to the DSO within 24 hours.
- Record of Concern: Completed for all incidents; securely stored for at least 7 years after the child turns 18.
- Investigation: DSO conducts preliminary assessment, liaises with authorities, and implements internal risk mitigation.
- Confidentiality: Shared strictly on a “need-to-know” basis.

# 8.0 Discipline & Sanctions

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## 8.1 Categories of Misconduct

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- **Minor:** Isolated breaches of conduct (e.g., inappropriate language, minor unsporting behaviour).
- **Serious:** Repeated or harmful conduct (e.g., bullying, harassment).
- **Severe:** Criminal, abusive, or sexual misconduct, including child maltreatment.

## 8.2 Investigation Procedures

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1. **Intake:** Receipt acknowledged within 48 hours.
2. **Preliminary Assessment:** DSO determines jurisdiction and interim safety measures within 5 days.
3. **Formal Investigation:** Fact-finding within 30 days; parties notified of rights.
4. **Outcome & Sanctions:** Written report detailing findings and actions, including referral to authorities if necessary.

## 8.3 Sanction Framework

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- **Minor Misconduct:** Warning, training, or supervision adjustment.
- **Serious Misconduct:** Suspension, probation, or temporary removal from programs.
- **Severe Misconduct:** Termination, permanent removal, and referral to law enforcement.

Retaliation against reporters is treated as serious misconduct.

# 9.0 Reporting Procedures

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## 9.1 Internal Channels

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- Designated Safeguarding Officer (DSO): Primary contact for all concerns.
- Executive Director: Oversight of investigation and resource allocation.
- Anonymous Reporting: Via secure online form or confidential drop-box.

## 9.2 External Channels

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- Alberta Children's Services (for child abuse concerns)
- Alberta Human Rights Commission (for discrimination or harassment)
- Police or law enforcement (for criminal matters)

## 9.3 Confidentiality & Record-Keeping

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- All reports stored securely, access limited to DSO, Executive Director, and legal counsel.
- Retention: 7 years post-majority for minors, or per applicable law.
- Records include complaint, investigation notes, correspondence, and outcomes.

# 10.0 Training, Education & Awareness

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## 10.1 Mandatory Training

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All staff and coaches involved with FCSF must complete:

- **First Aid & CPR - Level C** - to respond effectively to medical incidents and injuries during training, competitions, or travel.
- **Respect in Sport for Activity Leaders** - to create safe, inclusive, and respectful sport environments.
- **Keeping Girls in Sport** - to support gender equity and the participation of girls in sport.
- **Supporting Positive Behaviours** - to provide strategies for guiding athletes' emotional and behavioural development.
- **Welcoming All Abilities** - to equip staff to include and support athletes of all physical and developmental abilities.
- **Safe Sport Training** (Coaching Association of Canada) - to identify, prevent, and respond to maltreatment in sport.

Failure to maintain valid certification may result in temporary suspension from coaching or supervisory duties until compliance is restored.

## 10.2 Continuing Education

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FCSF provides:

- Annual workshops on mental wellness, inclusivity, and ethics in sport.
- Periodic updates reflecting new ICC or Cricket Canada regulations.
- Incident-review sessions to promote a culture of learning and continuous improvement.

## 10.3 Awareness & Accessibility

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All policies are:

- Published on the FCSF website and displayed at the foundation events, league, and programs.
- Integrated into registration and onboarding packages.
- Made available in plain-language and accessible formats upon request.

# 11.0 Support, Welfare & Protection Measures

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## 11.1 Athlete Support Services

FCSF maintains partnerships with qualified professionals for:

- Counselling and mental-health referrals.
- Physiotherapy and rehabilitation support.
- Nutrition and wellness guidance.

## 11.2 Protection for Reporters

Individuals who, in good faith, report maltreatment or violations:

- Are protected from retaliation, victimization, or discrimination.
- May request anonymity or third-party submission through the DSO.
- Will receive follow-up confirmation once the report is processed.

## 11.3 Interim Measures

During an investigation, FCSF may implement:

- Modified duties or temporary suspension of the respondent.
- Adjustments to scheduling or supervision to ensure safety.
- Restraining or non-contact arrangements, when necessary.

These measures are precautionary, not disciplinary, and reviewed every 30 days.

# 12.0 Enforcement, Review & Continuous Improvement

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## 12.1 Governance

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Oversight of this Manual rests with the FCSF Leadership Team, which:

- Ensures consistent application of all Safe Sport policies.
- Reviews quarterly reports from the Designated Safeguarding Officer (DSO).
- Authorizes updates following legal or regulatory changes.

## 12.2 Periodic Review

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- Full policy review occurs annually each May or as mandated by Cricket Canada or Alberta Sport.
- Stakeholder consultation (staff, athletes, parents, partners, participants) forms part of the review process.
- Revised versions are circulated internally and re-posted publicly.

## 12.3 Compliance Audits

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- Internal audits verify screening, training, and reporting compliance.
- Non-compliance triggers remedial action plans overseen by the Founder.

## 12.4 Version Control

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VERSION	DATE	APPROVED BY	SUMMARY OF CHANGE
v1.0	May 18, 2025	FOUNDER	Initial release of codes and policies.

# Appendices

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# Appendix A – Key Definitions

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This appendix consolidates definitions used throughout the manual for clarity and consistent application:

- **Bullying:** Repeated behaviour intended to intimidate, humiliate, or degrade another individual, whether physically, verbally, or digitally.
- **Child/Minor:** Any person under the age of 18 years.
- **Complainant:** The individual bringing forward a report of misconduct or maltreatment.
- **Consent:** A voluntary agreement to engage in an activity. For sexual activity, consent is assessed according to Canadian law.
- **Discrimination:** Unfair or unequal treatment based on personal characteristics such as race, ethnicity, gender, sexual orientation, religion, or disability.
- **Grooming:** Deliberate conduct that facilitates sexual maltreatment or reduces the likelihood of reporting.
- **Harassment:** Unwelcome conduct, comment, gesture, or contact based on personal characteristics, creating an intimidating, hostile, or offensive environment.
- **Hazing:** Any initiation or team activity that humiliates, degrades, abuses, or endangers individuals, regardless of consent.
- **Maltreatment:** A volitional act or omission (physical, emotional, sexual, or neglect) that results in, or has the potential to result in, harm.
- **Neglect:** Failure to provide necessary care, supervision, or protection, resulting in potential or actual harm.
- **Physical Abuse:** Use of physical force causing injury, discomfort, or fear, including hitting, shaking, or inappropriate restraint.
- **Psychological/Emotional Abuse:** Patterns of harmful conduct including humiliation, threats, intimidation, or controlling behaviour affecting mental or emotional well-being.
- **Retaliation:** Any adverse action against someone for reporting misconduct in good faith or participating in an investigation.
- **Respondent:** The individual alleged to have engaged in misconduct.
- **Sexual Abuse/Assault:** Non-consensual sexual activity or exploitation, including grooming, coercion, or sexual contact with a minor.
- **Sexual Harassment:** Unwelcome sexual advances, remarks, or behaviour creating a hostile or uncomfortable environment.
- **Body Shaming:** Negative remarks or actions directed toward an individual's physical appearance, weight, or body type.
- **Participant:** Any person involved in FCSF activities, including staff, coaches, athletes, parents, contractors, or volunteers.
- **Designated Safeguarding Officer (DSO):** FCSF's appointed official responsible for managing safeguarding reports, liaising with authorities, and maintaining confidential records.

# Appendix B - Record of Concern Template

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This standardized form is used to document and report all safeguarding concerns.

## Record of Concern

Date & Time of Report: \_\_\_\_\_

Name of Reporter (optional if anonymous): \_\_\_\_\_

Role of Reporter: \_\_\_\_\_

Individual(s) Involved (Complainant/Respondent): \_\_\_\_\_

\_\_\_\_\_

Nature of Concern / Incident: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Immediate Action Taken: \_\_\_\_\_

\_\_\_\_\_

Follow-up Recommendations: \_\_\_\_\_

\_\_\_\_\_

Designated Safeguarding Officer Review / Notes: \_\_\_\_\_

\_\_\_\_\_

*All completed forms must be stored securely and retained for a minimum of 7 years after a minor participant reaches the age of 18.*

# Appendix C – Prohibited Behaviour Summary

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A reference summary for staff, athletes, and parents highlighting unacceptable conduct:

- **Harassment & Bullying:** Verbal abuse, threats, intimidation, exclusion, or repeated derogatory behaviour.
- **Sexual Misconduct & Assault:** Non-consensual sexual activity, inappropriate communication, grooming, or sharing of sexual content.
- **Physical & Emotional Abuse:** Intentional harm, humiliation, or forcing participation against will.
- **Neglect:** Failing to supervise, provide necessary care, or address injury/illness.
- **Hazing:** Initiation activities that demean, endanger, or exploit individuals.
- **Discrimination & Body Shaming:** Bias or unequal treatment based on personal characteristics, or negative commentary about body type/appearance.
- **Retaliation:** Punitive or intimidating actions against anyone reporting misconduct in good faith.

# Appendix D - Behaviour & Reporting Reference Guide

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## A. Examples of Acceptable and Unacceptable Behaviour

CATEGORY	ACCEPTABLE BEHAVIOUR	UNACCEPTABLE BEHAVIOUR
RESPECT & LANGUAGE	<i>Encouraging teammates, using positive communication, congratulating opponents</i>	<i>Shouting, name-calling, swearing, mocking, or disrespectful gestures</i>
FAIR PLAY	<i>Accepting umpire decisions, shaking hands post-match</i>	<i>Arguing with umpires, cheating, blaming teammates</i>
SAFETY & PHYSICAL CONDUCT	<i>Playing within ability, alerting coach to unsafe conditions</i>	<i>Reckless play, intentionally harming or intimidating others</i>
SOCIAL & DIGITAL MEDIA	<i>Sharing team achievements and positive messages</i>	<i>Posting negative comments, private photos, or personal criticism</i>
PARENT SIDELINE BEHAVIOUR	<i>Cheering respectfully, supporting all players</i>	<i>Yelling instructions, arguing with officials, or criticizing other players</i>
INCLUSIVITY	<i>Supporting teammates regardless of background or ability</i>	<i>Excluding, bullying, teasing, or body shaming</i>

## **B. How to Report a Concern**

1. **Recognize:** If you see, hear, or experience something that feels unsafe, unfair, or wrong — trust your instincts.
2. **Record:** Write down what happened (date, time, people involved, what was said/done).
3. **Report:**
  - **To whom:** Academy Director or any FCSF coach/staff member.
  - **When:** Within **24 hours** of the incident or as soon as possible.
  - **How:** In person, by phone, or via confidential email
4. **Respond:** The Director will assess the concern, ensure the child's immediate safety, and initiate the reporting process per FCSA policy.

## **C. Confidentiality & Protection**

- All reports are treated confidentially and stored securely.
- No retaliation will be tolerated against anyone making a good-faith report.
- If criminal or serious safeguarding concerns arise, FCSF will immediately contact appropriate authorities (e.g., Alberta Children's Services or law enforcement).

# Appendix E – Contact Directory

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Key contacts for reporting concerns or accessing support:

ROLE	NAME/TITLE	CONTACT INFORMATION
FOUNDER	<i>Hamza Tariq</i>	admin@fscfoundation.ca
CALGARY POLICE SERVICE	-	1-403-266-1234
ALBERTA CHILDREN'S SERVICES (24/7)	<i>Report Child Abuse Line</i>	1-800-387-KIDS (5437)
CRIME STOPPERS (ANONYMOUS)	-	1-800-222-8477
ALBERTA HUMAN RIGHTS COMMISSION		1-780-427-7661