



KCFS Coach's Code of Conduct

Procedural Breakdown – 2026 Season

1. Purpose

KCFS is committed to developing youth through the sport of football. The organization believes:

- All youth deserve the opportunity to participate.
- Football promotes positive life skills beyond the playing years.
- Player development, safety, and well-being take priority over competition.

This procedure outlines the standards, expectations, compliance requirements, and disciplinary processes for all coaches, assistant coaches, parent helpers, and team officials.

2. Scope

This procedure applies to:

- Head Coaches
 - Assistant Coaches
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3. Core Coaching Responsibilities

3.1 Positive Environment & Conduct

Coaches shall:

1. I will promote a positive environment through good sportsmanship, everyone is to be treated with respect and dignity.
2. Treat all individuals with respect, dignity, and fairness.
3. I will avoid negative criticism during games and practices.
4. I will provide constructive instruction and positive encouragement.
5. Model respectful interactions with:
 - Players
 - Officials
 - Parents
 - Volunteers
 - Spectators
 - Other coaches
 - Board Members
6. Maintain professionalism with parents.
7. Respect all coaching staff and demonstrate collaborative leadership.
 - Definition of coaching staff is:
 - Head Coach
 - Assistant Coach
 - Trainer
 - Team Manager

Prohibited Conduct:

- Threatening or abusive language
 - Racial or gender discrimination
 - Profanity
 - Intimidation or harassment
 - Public criticism (including social media)
 - Discriminatory remarks or actions
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3.2 Athlete Development

1. I will field assist athletes in understanding on the field and improving developmental skills during practices and before game situations.
2. I will give equal opportunity to play and adhere within league and KCFS rules and regulations.
3. I will coach my players within the rules and regulations to promote a safe, fair, and fun participation.

4. I will provide equal opportunity for play in accordance with league and KCFS playing-time rules.
5. I shall place the emotional and physical well-being above other considerations, including winning.

3.4 Player Safety & Conduct Standards

Coaches shall:

1. Adhere to Youth Safety Policies including the **Rule of 2** (minimum two adults present during private interactions with minors when feasible).
2. Never attend practices or games under the influence of:
 - Alcohol
 - Illegal substances
 - Impairing medications
3. Ensure player safety is never compromised for competitive advantage.

Zero Tolerance Violations (Immediate Review):

- Abuse, harassment, or discrimination
 - Any violation compromising player safety
 - Significant intentional misconduct
 - Repeated Code violations
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3.5. Progressive Discipline Procedure

Disciplinary measures may include:

1. Verbal Warning
2. Written Reprimand
3. Suspension from Coaching Responsibilities
4. Removal or Revocation of Coaching Privileges (game or season)
5. Permanent Disqualification from Coaching within KCFS

All disciplinary actions will be documented and retained by the organization.

3.6 Rule Compliance

Coaches must:

1. Be knowledgeable of and follow:
 - KCFS procedures
 - Put interest of the Entire program above my own
 - SIFC and Football Canada Rulebook
 - League regulations

 2. Respect officials and league commissioners before, during, and after games.
 3. Immediately report any 15-yard penalty assessed to them to a KCFS Board Member after the game.
 4. Understand that:
 - Two (2) 15-yard penalties result in a one-game suspension.
 - Any action placing a player's safety at risk may result in suspension for the remainder of the season following investigation.
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4. Discrimination & Objectionable Conduct

4.1 Discriminatory Grounds Include (but are not limited to):

- Race, national or ethnic origin, skin color, language
- Religion, faith, beliefs
- Age
- Sex, sexual orientation, gender identity/expression
- Marital or familial status
- Genetic characteristics
- Disability

4.2 Penalty for Objectionable Conduct

Any coaching and staff engaging in discriminatory verbal taunts, insults, or intimidation:

- Will receive an objectionable conduct penalty.(Upon review of the KCFS Board)
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- Will be disqualified for the remainder of the game.(Upon review of the KCFS Board)
- May face further discipline from the supervising body (League, Tournament, etc.).

5. Communication Procedures and Personal Information

5.1 Parent Communication Policy

- Parents approaching a coach post-game must observe a **24-hour cooling-off period**.Coaches shall remind parents of this policy respectfully.
- Email responses to parents must include CC to:
 - Team Manager
 - Coaching Coordinator
 - Quality Control
 - KCFS Executives

5.2 Staff Communication

- Any communication portal used by coaching staff must include all coaching staff.
- Managers are the lead role to the parent.
- Coaches are the lead role to the players
- Special consideration must be given to inclusion and protection of junior coaches.
- Personal information collected via the Team Portal must not extend beyond the season.
- Sharing or using personal information outside authorized purposes is prohibited.

6. Team Governance & Approvals

6.1 Board Approval Requirement

All team-related initiatives conducted under KCFS must receive formal Board approval, including:

- Team gatherings
- Swag distribution
- Promotions
- Projects
- Fundraising activities

Submission Requirements must be sent to the Board and Managed by the Team Manager. With the notes below.

- Complete and accurate information
- Full transparency
- Must be submitted to Board Executives within 24 hours.

(Please see Fundraiser Enhancement Policy)

7. Film Exchange Protocol

If exchanging film with another organization:

- Both presidents of each program must be informed before any exchange.
 - Consent must be obtained from:
 - Both Head Coaches NOT Assistants
 - Both SIFC presidents
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9. Certification Requirements

All coaches must maintain up-to-date certification through Football Canada, including:

- Making Ethical Decisions (Online Course)
- Safe Sport (Locker Room)
- Rule of 2 (Locker Room)

- Safe Contact(Locker Room)
- Novice (In Person)

Locker Room Transcription with NCCP must be printed and submitted.

Documentation must be submitted to:
coaching@kcfs.ca

Coach Acknowledgment Form

Coach Name: _____

Coach Level: _____

Coach NCCP #: _____

Phone Number: _____

Date of Birth: _____

I acknowledge that I have read and understand the terms outlined in this document. I agree to abide by all rules, policies, and conditions stated herein and understand that failure to do so may result in consequences as described.

Signature: _____

Print Name: _____

Date: _____

Coaching Approval

Coaching Coordinator Signature: _____

Date: _____

Executive Signature: _____

Date: _____

