



DISCIPLINE POLICY

1. PURPOSE

1.1. This policy outlines the disciplinary procedures and sanctions of the Juan de Fuca Soccer Association (the "Club").

2. SCOPE

2.1. This policy applies to employees, contractors, volunteers, athletes, officials, and members of the Club while engaged in the business, activities and events of, or related to the Club.

3. DEFINITIONS

3.1 **Member:** A Member of the Club including a Director, Adult Player, Parent and/or Guardian of a Youth Player, Youth player, Referees, Technical Directors and Team Officials (including Coach, Co-coach, Assistant Coach, Gender Representative and Manager of a Team).

3.2. **Code of Conduct:** Basic rules and regulations that reflect the standard of behaviour which is expected of all Club members.

3.3. **Disciplinary Sanctions:** Penalties or sanctions identified within this policy to be applied to Club members and others as noted above, who fail to meet the standard of behaviour contained within the applicable Codes of Conduct, or fail to comply with the rules, policies or regulations of the Club.

3.4 **Disciplinary Committee** ("Committee"): The committee will preside over any disciplinary hearings and evaluate all evidence received to determine appropriate sanctions. A Committee will be formed for each hearing and will consist of an odd number of committee members comprising of:

- a. The Club Vice President (who shall act as the Chair of the Disciplinary Committee ("Chair") or a designate if the Vice President is unavailable;
- b. At least one (1) member of JDF Soccer Technical Committee;
- c. Up to one (1) Club affiliated senior referee or referee mentor; and/or
- d. Additional members of the JDF Board as deemed necessary.

The Committee should consist of a minimum of three (3) members, with at least one (1) individual having no personal or professional involvement regarding the situation under review. At the Committee's discretion a note taker can be present for the hearing.

4. PRINCIPLES

4.1. The Club is committed to providing a sport environment, which is characterized by values of excellence, fairness, integrity, open communication, and mutual respect.

4.2. The Club affirms that the aforementioned values should guide all our communication and action, and that such conduct is in the best interest of all who participate in the sport of soccer.

4.3. The Club's position is that membership with the Club assumes certain responsibilities and obligations, including, but not limited to, complying with the Code of Conduct, policies, rules, and regulations of the Club and BC Soccer.

4.4. The Club shall clearly communicate the expected standard of behaviour to all Club members and if any sanctions are to be applied, they will fit the degree of inappropriate behaviour.

5. POLICY STATEMENT

5.1. Club members will at all times conduct themselves in a manner that reflects the highest standard of behaviour arising within the business, activities or events of, or pertaining to the Club. Members who fail to meet these standards will be subject to disciplinary sanctions.

6. PROVISIONS

Minor Infractions (Misconduct)

6.1. Examples of minor infractions are detailed in Appendix A. All disciplinary situations involving minor infractions occurring within the jurisdiction of the Club will be dealt with by the appropriate person having authority over the situation (this may include, but is not restricted to a JDF Soccer Board member, JDF Technical Director, coach, or team manager) and the alleged offender. Sanctions shall be imposed as appropriate to the level of the infraction.

6.2. Procedures for dealing with minor infractions shall be informal and will be at the discretion of the appropriate person having authority over the situation. It is implied that the alleged offender will be provided with details pertaining to the infraction and will have the opportunity to provide his or her version of the incident.

6.3. The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:

- a. Verbal reprimand;
- b. Written reprimand (copy to be attached to the *Incident Form*);

- c. Verbal apology;
- d. Hand delivered written apology;
- e. Team service or other voluntary contribution to Club;
- f. Touchline (spectating from a distance) or field suspension (restriction from all participation with the team) for a designated period of time and
- g. Other sanctions as may be considered appropriate for the infraction.

6.4. Minor infractions which result in disciplinary sanctions shall be recorded using the *Incident Report* form in Appendix B and a copy shall be sent to the JDF Board Secretary.

6.5 Upon receipt of an *Incident Report* for a Minor Infraction, the report will be reviewed at the next JDF Board meeting. If the infraction is deemed as a potential Major Infraction, despite the process outlined in Sections 6.2 through 6.4 of this policy, the JDF Board may recommend action as per Sections 6.6 to 6.14 of this policy.

Major Infractions (Gross Misconduct)

6.6. Examples of major infractions are detailed in Appendix A. Any member of the Club may report a major infraction using the *Incident Report* form in Appendix B.

6.7. Upon receipt of an *Incident Report*, the Club Vice President, or designate, shall determine if the incident is most likely a minor infraction (as detailed in Appendix A), or if a hearing is required to address a potential major infraction.

6.8. Should the incident be addressed as a minor infraction, the Committee Chair or his/her designate will inform the appropriate person having authority over the situation, as described in Section 6.1, and the alleged offender. Thereafter, the matter shall be dealt with in according to Sections 6.2 through 6.5 of this policy.

6.9. Should the incident be addressed as a major infraction, requiring a hearing, then the alleged offender shall be notified as quickly as possible; this notification shall not take more than seven (7) days from the date the *Incident Report* was received.

Hearing

6.10. The Chair will convene the Committee and the Committee will hold the hearing as soon as possible, but not more than twenty-one (21) days after receiving the Incident Report.

6.11. The Committee will govern the hearing as it sees fit, provided that:

- a. The alleged offender is given reasonable written notice (by courier, email or fax) of the day, time, and location of the hearing. The Panel may decide to conduct the hearing in person, by telephone or video conference;
- b. The hearing will be held in private;
- c. The alleged offender may be accompanied by a representative;

- d. The alleged offender has received details pertaining to the situation noted on Incident Report;
- e. The alleged offender will have the right to present evidence and his/her version of the events;
- f. The Committee may request that witnesses to the incident be included in the hearing process or submit written evidence;
- g. Once established, the Committee will have the authority to abridge or extend timelines associated with all aspects of the hearing when it is reasonably required;
- h. Decisions of the Committee will be by a majority vote; the Chair carries a vote.

6.12. Where the alleged offender acknowledges the facts of the incident, he or she may waive the hearing, in which case the Committee will determine the appropriate disciplinary sanction. The Committee may hold a separate hearing for the purpose of determining the appropriate sanction.

6.13. If the individual being disciplined chooses not to participate in the hearing, the hearing will proceed in his/her absence.

6.14. After the hearing, the Committee will determine either:

- a. No infraction occurred;
- b. No infraction occurred and the allegation was brought forward in a vexatious manner;
- c. An infraction did occur and the appropriate disciplinary sanction will be determined;
- d. The issue is serious enough, it may consult the JDF Soccer Board for further direction, or refer the matter to BC Soccer (or another appropriate authority having jurisdiction over the matter) for investigation.

SANCTIONS

6.15. As determined by the Committee, the following disciplinary sanctions may be applied:

- a. No infraction occurred, therefore no sanction is warranted;
- b. No infraction occurred and the allegation was brought forward in a vexatious manner. In this case, this Discipline Policy shall apply to the individual who made the allegation with possible disciplinary sanction up to the same sanctions had the allegation been found to be with merit.
- c. If an infraction did occur, the Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:
 - i. Written reprimand (copy to be attached to the *Incident Form*);
 - ii. Hand delivered written apology;
 - iii. Touchline (spectating from a distance) or field suspension (restriction from all participation with the team) for a designated period of time;
 - iv. Payment of a financial fine to the Club in an amount to be determined by the Committee;
 - v. Suspension of all financial support or remuneration from the Club;

- vi. Ground or administrative suspension (a ban from all soccer related activities while the suspension is in force) for a designated period of time;
- vii. Suspension of Club membership for a designated period of time; and
- viii. Other sanctions as may be considered appropriate for the infraction with the approval of the JDF Board.

Parts iv, v, vi, vii, & viii will be reserved only for the most serious of infractions.

Disciplinary sanctions imposed by the Committee will remain in effect until such times as set by the Committee.

6.16. In its application of disciplinary sanctions, the Committee may consider the following aggravating or mitigating circumstances:

- a. The nature and severity of the infraction;
- b. Whether the incident is a first infraction or a repeat infraction;
- c. The individual's acknowledgement of responsibility;
- d. The individual's extent of remorse;
- e. The age, maturity, or experience of the individual; and
- f. The individual's plan to prevent recurrence.

6.17. For any incident related to an accused of a criminal offence, the Club shall immediately refer the matter to the authority having jurisdiction over the matter and BC Soccer. The Member will be temporarily suspended from participating in any and all activities of the Club pending the recommendations from the appropriate authority. Notwithstanding the procedures set out in this policy, any Member convicted or charged (by an official Judiciary System) with a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, or sexual assault, will face automatic suspension from participating in any and all activities of the Club for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the Club.

DECISION

6.18. The Committee will endeavour to make and provide its decision in a timely manner.

- a. In straightforward cases, a verbal decision will be provided within 24 hours to the parties, followed by a written statement outlining the decision, the reasons and the disciplinary sanction within seven (7) days;
- b. In complex cases requiring more time, the Committee will provide their verbal decision within seven (7) days, or as soon as practical after the hearing, followed by a written statement outlining the decision, the reasons and the disciplinary sanction within seven (7) days of the verbal decision.
- c. Written decisions shall be sent in the manner agreed upon at the hearing (e.g. mail, email or fax) and will include reference to the next procedural step available (e.g. Club's Appeal Process) and the applicable time frames.

6.19. Unless the Committee decides otherwise, any disciplinary sanctions applied shall take effect as soon as the verbal decision has been communicated

6.20. Any disciplinary sanctions imposed shall be recorded on the *Incident Report* form (Appendix B) and a copy shall be sent to the JDF Board Secretary for review at the next JDF Board meeting. A copy of the completed Incident Report may be forwarded to BC Soccer.

6.21. An appeal of any disciplinary matter will be done according to the Appeal Procedures section within this policy.

Appeal Procedures

7.1 The alleged offender (the "Appellant") if dissatisfied with a decision rendered under this Policy may within fourteen (14) days of receiving the verbal decision, provide a completed Notice to Appeal ("Notice") (see Appendix "C") to the Club President, copied to the Club Secretary.

7.2 Grounds for which an appeal can be made are as follows:

- a. The Committee did not follow the process as laid out in this policy;
- b. There was a substantive error in the information upon which the decision was made;
- c. Members of the Committee were influenced by a bias; or
- d. The disciplinary sanction imposed is deemed grossly unfair or unreasonable.

7.3 The Notice will be in writing, will set out the grounds for the appeal and will provide evidence to support the request for appeal.

7.4 Within seven (7) days of receiving the Notice, the President will review the Notice to determine if the Appellant has set out the grounds for the appeal and has provided evidence. If provided, the President will issue, as soon as possible, a Hearing Notice which will be sent out at least fourteen (14) days in advance of the scheduled hearing. If not provided, the Appellant will be advised in writing that the appeal has been dismissed.

7.5 An Appeals Panel will be comprised of members of the Club's Board, chaired by the President (or designate), will consist of an odd number of members, and will govern the appeal proceeding in such a manner as it deems appropriate, provided that:

- a. The Appellant and affected parties shall be given fourteen (14) days written notice of the date, time and location of the appeal hearing;
- b. The appeal hearing will be held in private;
- c. The panel will be a minimum of three members of the Club Board not affiliated with the Appellant or affected parties, and shall include the Chair of the Disciplinary Committee (or designate) which rendered the decision under appeal;
- d. At the Panel's discretion a note taker can be present for the proceeding;
- e. Decisions will be by a majority vote; the Chair carries a vote.

- f. Copies of written documents which any of the parties would like the Appeals Panel to consider should be provided to the President seven (7) days prior to the hearing. The President will provide electronic copies to each member of the Panel, and all other parties at least two (2) days prior to the hearing;
- g. If the decision of the Panel may affect another party to the extent that the other party could have recourse to an appeal in their own right, that party shall have the right to become a party to the appeal in question;
- h. The Panel may request any other individual to participate in the appeal;
- i. Unless otherwise agreed by the parties, there will be no communication relating to the merits of the appeal between Panel members and the parties except in the presence of, or by copy to, the other parties.

7.6 The Appeal Panel should make and give its decision as soon as practicable after the hearing. In this regard:

- a. A verbal decision will be communicated within 24 hours to the parties after the Appeal Panel has convened;
- b. Within fourteen (14) days of concluding the appeal, the Appeal Panel shall issue a written statement outlining its decision and reasons; and
- c. A copy of the decision will be provided to each of the parties.

7.7 Decisions of the Appeal Panel will be final.

8. REVIEW AND APPROVAL

8.1. The Chair of the Disciplinary Committee and the Chair of the Appeals Panel after each hearing or proceeding will provide any administrative and procedural recommendations it deems necessary to Club. Such recommendations will be acknowledged by the Club President, as received within seven (7) days. The President will forward the recommendations to the appropriate body for consideration. Within thirty (30) days of receipt of the recommendations, the appropriate body will respond to both the President and the Chair noting any action deemed necessary (including a timeline).

8.2 The Club's Board of Directors will review this policy annually.

APPENDIX "A"

EXAMPLES OF MINOR and MAJOR INFRACTIONS

1. Examples of minor infractions include, but are not limited to:

- a. A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- b. Unsportsmanlike conduct such as angry outbursts or arguing;
- c. A single incident of being late or absent without prior notice or sufficient reason from Club events and activities at which attendance is expected or required; and
- d. Non-compliance with the rules, policies and regulations under which Club events are conducted, whether at local, provincial, national or international level.

2. Examples of major infractions include, but are not limited to:

- a. Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- b. Repeated unsportsmanlike conduct such as angry outbursts or arguing;
- c. Repeated incidents of being late for or absent without prior notice or sufficient reason from Club events and activities at which attendance is expected or required;
- d. Pranks, jokes or other activities which endanger the safety of others;
- e. Deliberate disregard for the rules, policies and regulations under which Club events are conducted, whether at the local, provincial, national or international level;
- f. Abusive use of alcohol or other impairing substances where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- g. Any use of alcohol or other impairing substances by minors;
- h. Use of illicit drugs and narcotics;
- i. Use of banned performance enhancing drugs or methods.

APPENDIX "B"
INCIDENT REPORT

Date and time of incident(s):	
Name of writer:	
Location of incident(s):	
Type of infraction:	<input type="checkbox"/> Minor or <input type="checkbox"/> Major infraction (refer to Appendix A of JDF Soccer Discipline Policy)
Individual(s) involved in the incident:	
Names of individuals who observed (witnessed) or have direct knowledge of the incident:	
Objective description of the incident (please be concise, accurate and factual (non-judgmental): Attach additional information if needed	

Signature of writer: _____

Date:

Minor infractions – provide to person having authority over the situation;

Major infractions – send this form to the JDF Vice President; copy to the JDF Secretary.

To be completed after form received, reviewed and Discipline Policy followed

Type of infraction:	<input type="checkbox"/> Minor or <input type="checkbox"/> Major infraction
Form reviewed and completed by	Minor infraction (person having authority over the situation) _____ Major infraction (Chair of Disciplinary Committee) _____
Disciplinary sanction imposed	
Reviewed by JDF Board on	

Appendix "C"
NOTICE OF APPEAL

All Appellants to provide the following information:

Name:	
Address:	
Contact numbers:	
The infraction was deemed to be a:	<input type="checkbox"/> Minor or <input type="checkbox"/> Major infraction (refer to Appendix A of JDF Soccer Discipline Policy)
Verbal decision provided on (date) by (name):	
Written decision provided on (date) by (e.g. email) from (name):	
The Decision is being appealed (describe in details) on the grounds that:	<input type="checkbox"/> The Committee did not follow the process as laid out in this policy; <input type="checkbox"/> There was a substantive error in the information upon which the decision was made; <input type="checkbox"/> Members of the Committee were influenced by a bias; or <input type="checkbox"/> The disciplinary sanction imposed is deemed grossly unfair or unreasonable.
I provide the following evidence to support my request for appeal: Attach additional information if needed	

Name of appellant: _____ Date form completed:

Signature of appellant: _____ Date form submitted:

Completed Notice sent to JDF President; copy to the JDF Secretary Via email mail