

WEST OTTAWA SOCCER CLUB DISCIPLINE PROCEDURE POLICY



Definitions

- a) 'Days' – Days irrespective of weekends and holidays
- b) 'West Ottawa Soccer Club (WOSC) Stakeholders' – Players, Coaches, Referees, Parents, Guardians, Volunteers, Contracted Staff as well as individuals employed or engaged in activities with WOSC.

Purpose

WOSC is committed to providing an environment in which all WOSC Stakeholders (from herein referred to as Stakeholders) are treated with respect. Irresponsible behaviour can result in severe damage to the integrity of WOSC. Conduct that violates these values may be subject to disciplinary measures contained in this policy. Since disciplinary measures may be applied, it is only fair to provide Stakeholders a mechanism so that complaints and discipline is dealt with fairly, expeditiously and affordably.

WOSC is committed to providing an environment that is characterized by the values of fairness, integrity, open communication and mutual respect. Participation in WOSC activities brings with it many benefits and privileges. At the same time, Club Members are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, procedures, rules and regulations and Codes of Conduct.

Application of this Policy

This policy applies to all Stakeholders as defined in the Definitions. This Policy only applies to discipline matters that may arise during the course of WOSC business, activities and events including, but not limited to, training, team activities, events and meetings.

Reporting a Complaint

Any individual may report a complaint following the correct procedure. The complaint, in writing, must be signed and filed within thirty (30) days of the alleged incident. Anonymous complaints may be accepted on the sole discretion of the WOSC Board of Directors, or their designate. A complainant wishing to file a complaint beyond thirty (30) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept or not accept the notice of complaint outside the thirty (30) days period will be at the sole discretion of the WOSC Board of Directors or their designate.

This decision may not be appealed.

Discipline and Complaints Policy

If a complaint is determined by WOSC, to be legitimate, the complaint will be designated as a minor infraction or a major infraction and dealt with according to the appropriate sections of this Policy. It will be at the sole discretion of WOSC to determine whether a complaint is to be dealt with as a minor or major infraction. This decision is not appealable.

If the incident is to be dealt with as a minor infraction, the WOSC Board of Directors or their designate will inform the alleged offender and the matter will be dealt with according to the section relating to minor infractions.

If the incident is to be dealt with as a major infraction, and if the WOSC Board of Directors or their designate determines a hearing is required, the alleged offender will be notified as quickly as possible and this matter will be dealt with according to the section relation to major infractions.

This Policy will not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviours that constitutes either a minor or major infraction(s) provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. Further disciplinary measures may be applied in accordance with the procedures set out in this Policy.

Minor Infractions

Examples of minor infractions include, but are not limited to, a single incident of

- Disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others.
- Conduct contrary to the ideals of respect such as angry outbursts or arguments.
- Non-compliance with the Policies and Procedures under which WOSC is governed.

All disciplinary situations involving minor infractions will be dealt with by WOSC. Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the WOSC Board of Directors, or their designate. This is provided that the individual being disciplined is told the nature of the infractions and has an opportunity to provide information concerning the incident.

Disciplinary measures for minor infractions, which may be applied singly or in combination, include the following:

- Verbal or written reprimand which may be placed on the individual's record
- Verbal or written apology
- Service or other voluntary contribution to WOSC
- Retraining
- Suspension from the current training, activity or event
- Any other disciplinary measure considered appropriate for the offense

Minor infractions that result in discipline will be recorded and maintained by WOSC. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

Major infractions are instances of misconduct that result that result or have the potential to result, in harm to other persons or the West Ottawa Soccer Club.

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

- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others.
- Repeated conduct contrary to the ideals of respect such as angry outburst or argument.
- Repeated incidents of being late for or absent from WOSC events or activities at which attendance is expected or required.
- Incidents of physical abuse.
- Disregard for the rules and regulations under which WOSC training, events and programs are conducted.
- Conduct which results in harm to the image, credibility or reputation of WOSC and/or its sponsors.
- Abusive use of alcohol where abuse means a level of consumption that 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. Abuse of alcohol includes the serving of alcohol to any person under the age of 19.
- Any use of illicit drugs and narcotics.
- Ethical and or misconduct violations including poor behaviour away from the playing field.

Major infractions may be dealt with immediately, if necessary, by WOSC personnel, provided the individual being disciplined is told the nature of the infractions and has an opportunity to

provide information concerning the incident. In such situations, disciplinary measures will be for the duration of the training, program or event only. Further disciplinary measures may be applied but only after review of the matter in accordance with the procedures set out in the Policy. This review does not replace the appeal provisions of the Policy.

Discipline Panel and Hearing

Within twenty-one (21) days of notifying the respondent of a complaint of a major infraction, WOSC will appoint one to three individuals to serve as a Discipline Panel (“Panel”).

The Panel will be appointed in adherence to the following requirements:

- No significant relationship with the complainant and respondent
- No involvement with the alleged infraction
- No conflict of interest or any other form of bias that will impair judgement
- No current position as a WOSC Board Member

The Panel will hold the hearing as soon as possible, but not more than thirty (30) days after being appointed. Having regard to the nature of the discipline matter and the potential consequences of any resulting disciplinary measure, the Panel will decide to conduct the hearing by way of review of documentary evidence or by way of oral hearing. If the Panel decides to conduct an oral hearing, it may decide to do so in person or by means of telephone conference.

Documentary Review

Where the Panel has determined that the appeal will be held by way of documentary submissions, the Panel will govern the hearing fairly and as it sees fit, provided that:

- All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties and to provide written rebuttal and argument.
- The applicable principles and timelines set out by the Panel are respected.

Oral Hearing

Where the Panel has determined the appeal will be held by way of oral hearing, the Panel will govern the hearing fairly and as it sees fit, provided that:

- The affected parties will be given five (5) days written notice of the day, time and place of the hearing.
- The affected parties will be provided copies of all evidence to be relied upon.

- Decisions will be by majority vote.
- The Panel will refrain from communicating with the parties except in the presence of, or copy to, the other parties.
- The individual being disciplined may be accompanied by a representative.
- The individual being disciplined will have the right to present evidence and argument.
- Any party potentially affected by the matter may be made party to the hearing by the Panel.
- The Panel may request any witness be present at the hearing or submit written evidence in advance of the hearing.
- If the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed.
- The hearing will be held in private.
- Each party will bear their own costs.

Once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.

After hearing the matter, the Panel will determine whether or not the individual will be disciplined, and if so the appropriate penalty to be imposed and any decision, with reasons, will be distributed to all parties and WOSC within twenty-one (21) days of the conclusion of the hearing.

Where the individual acknowledges the facts of the incidents, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary measures. The Panel may hold a hearing for the purpose of determining an appropriate disciplinary measure.

If the individual being disciplined chooses not to participate in the hearing, the hearing may proceed in any event.

Disciplinary Measures

The Panel may apply the following disciplinary measures singly or in combination for major infractions:

- Written reprimand to be placed on the individual's record.
- Written apology.

- Removal of certain privileges.
- Suspension from certain WOSC programs, events and/or activities.
- Suspension from all WOSC activities for a designated period of time.
- Expulsion from the WOSC.
- Publication of the Panel's decision.
- Other measures may be considered appropriate for the offense.

Unless the Panel decides otherwise, any disciplinary measures will commence immediately. Failure to comply as determined by the Panel will result in automatic suspension within WOSC until such time as compliance occurs.

A written record will be maintained by the WOSC for major infractions that result in disciplinary measures.

Serious Infractions

WOSC may determine that an alleged incident is of such seriousness as to warrant suspension of the individual pending a hearing and a decision of the Panel.

Where it is brought to the attention of WOSC that a WOSC Stakeholder has been charged with an offence under the Criminal Code or has been previously convicted of a criminal offence, WOSC may suspend the WOSC Stakeholder pending further investigation, a hearing or completion of the criminal proceedings.

Notwithstanding the procedures set out in the Policy, any WOSC Stakeholder that is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault will face automatic suspension from participating in any activities of WOSC for a period of time corresponding to the length of the criminal sentence imposed by the court and may face further disciplinary action by WOSC in accordance with this Policy.

Timelines

If the circumstances of the complaint are such that this policy will not allow a timely conclusion or if the circumstances of the complaint are such that the complaint cannot be concluded within the timelines dictated in the policy, the Panel may direct that these timelines be revised.

Appeal Process

To appeal any decision by WOSC, contact the Eastern Ontario Soccer Association.