



Discipline and Complaints Policy

SECTION I – INTRODUCTION

The Bonnyville Soccer Association (BSA) aims to provide a fun and positive experience for all participants. To this end, all spectators, parents, coaches, players, and other participants are always expected to foster this type of environment. Although, ideally, it won't be necessary; the following Discipline and Complaints policy exists as a backstop to enforce positivity and fun and discourage negative behaviour if it does occur.

The BSA Discipline and Complaints Policy outlines and categorizes different infractions by degrees of severity.

The BSA Discipline Committee will review reports received on a case-by-case basis and may reduce or increase any fine or suspension which the individual(s) would otherwise receive, if the BSA Discipline Committee, within reason, determines that the behavior of the individual(s) could be differently interpreted based on the evidence.

BSA follows LDSA Discipline Policy as a guide. BSA will defer to LSDA's Event Policy as it's policy. Any incidents referred to the LDSA Discipline Committee will follow these policies.

Any incident occurring during a LSDA sanctioned event will fall under the LDSA Discipline Policy and Event Discipline Policy jurisdiction.

BSA Discipline Committee:

The BSA Discipline Committee shall consist of the Discipline Chair – Vice President (or executive member replacement) plus 2 other board members. One member will act as the recording secretary.

SECTION II – GENERAL

- I. Team Officials are responsible for the behavior and actions of their players and spectators at any soccer event.
- II. Any Misconduct Report from any District or Provincial Association received by BSA shall be regarded as such and may be reviewed by the BSA Discipline Committee. Any additional suspension(s) and/or fine(s) may be applied to the individual(s) as the BSA Discipline Committee determines.
- III. The BSA Discipline Committee will have the ability to review any complaint brought to its attention by whatever means and take necessary action if the evidence presented warrants this. All complaints must be in writing via email, using the Complaints Form as a template
- IV. All discipline applied will be served immediately. Discipline will not be altered except when determined by an appeal to the Discipline Committee using the Hearing process outlined in the BSA Discipline and Complaints Policy.
- V. Any cases of misconduct depending on the severity, especially involving an alleged physical assault, attempted physical assault or threatening behavior toward a player, coach, parent by any person(s), may be reported to LSDA to be dealt with by LSDA discipline committee.

SECTION III – JURISDICTION

- I. BSA will have direct jurisdiction in the following circumstances:
 - Complaints or inquiries referred to BSA by any District Association
 - Misconduct by any person(s) arising from participation in any BSA program
 - Misconduct by any person(s) arising from participation at any tournament competition(s)
 - Misconduct by any Member of BSA
 - Misconduct arising from any soccer event, whether it be within Canada or Internationally, where BSA, LDSA and ASA have given prior permission to participate
- II. Any other matter, not listed above, which is directly related to BSA.
- III. All cases of misconduct, involving an alleged physical assault, attempted physical assault or threatening behavior toward a Referee(s) by any person(s), shall be reported by the referee and dealt with directly by LDSA and ASA through an ASA Discipline Hearing unless ASA directs otherwise.

SECTION IV – TIMELINES AND NOTICES

I. Racism and Harassment

- a) Anyone who publicly disparages or discriminates against someone in a defamatory manner of race, language, religion, ethnic origins, gender, sexuality, or other discrimination while representing BSA in any manner will be brought before the BSA Discipline Committee to answer to the charge of conduct. likely to bring the game into disrepute.
- b) The Association does not tolerate or condone any degree of harassment by anyone associated with the Association. It is the responsibility of all directors, staff, and members, to promote harassment free environments.

II. Additional Suspension

- a) Individuals identified as a Team Official, that Team Official (and possibly their child(ren)) may be suspended from all soccer activity for the remainder of the soccer season or longer and may be requested to attend a BSA Discipline Hearing.
- b) Individuals identified as a Parent/Guardian of one of the registered BSA players, that parent and possibly their child(ren)) may be suspended from all soccer activity for the remainder of the soccer season or longer and may be requested to attend an BSA Discipline Hearing.
- c) Participating in any Soccer activity while under suspension or actions deemed to be conduct likely to bring the game into disrepute could result in the following:

First Offence	Up to 1 year ban from all Soccer Activity
Second Offence	Up to 5 year ban from all Soccer Activity
Third Offence	Up to a Lifetime ban from all Soccer Activity

SECTION V – SERVING OF SUSPENSIONS

I. General

- a) Suspensions will be served during the current BSA season, and any suspension(s) not served in full will be carried over to the following season, be it indoor or outdoor.

II. Players

- a) All registered players who receive suspensions, must serve their suspension with the team they are currently registered with at the time. Players will not be eligible to be a guest player for any team until their suspension has been fully served with the team they are registered with.

III. Team Officials

- a) All registered Team Officials who receive suspensions, must serve their suspension with the team they received the suspension with. Team Officials will not be eligible to be on the bench with any other team(s), for any BSA events until their suspension has been fully served with the team, they received the suspension with.

IV. Parents/Guardians/Spectators

- a) Parents/Guardians/Spectators who receive suspensions, the suspension will be based on the length of time and not by game, and administered accordingly:

Game Suspension	Length of Suspension
2 game suspension	2 week suspension
4 game suspension	4 week suspension
8 game suspension	8 week suspension

SECTION VI – DISCIPLINE APPEAL AND HEARINGS

I. General

- a) Any player(s) or Team Official(s) under the jurisdiction of BSA having received a discipline report may appeal for a Discipline Hearing through their Team Official within 3 days of receiving the discipline report (accompanied by a \$50 administrative fee). The request from the Team Official must identify the reason for requesting the Discipline Hearing. If the request does not include a sufficient reason or any indication that new evidence will be available, the hearing will be immediately denied. If the decision of the BSA Discipline Committee is to decrease the suspension from its original decision, the administrative fee will be refunded in full. If the decision of the BSA Discipline Committee is not to change its original decision or increase the suspension following the hearing, the administrative fee will be non-refundable.
- b) Should BSA initiate a mandatory Discipline Hearing, any individual(s) or Team Officials involved will be given a minimum of 5 business days written notice of the scheduled Discipline Hearing date. The Discipline Hearing Notice shall be sent to the individual(s) involved and Team Official(s). Any person(s) directly involved with the incident(s)/event(s) under investigation whose attendance is requested to attend the Discipline Hearing, is required by the BSA Discipline Committee to make every effort possible to attend. Only those people requested or approved to appear at the hearing may attend. A video option may be offered to attend remotely. If in person or video attendance is not possible, written statement will be considered acceptable as evidence
- c) Any request for a postponement of a scheduled Discipline Hearing by BSA must be received by BSA Discipline Committee through the Team Official, a minimum of 2 business days prior to the date of the scheduled Discipline Hearing (accompanied by an additional \$50 administrative fee). The postponement will only be granted under reasonable circumstances at the sole discretion of the BSA Discipline Committee.

- d) Any individual(s) who is requested by the BSA Discipline Committee to attend a Discipline Hearing or has been granted a Discipline Hearing upon their own request by their Team Official but fails to attend the Hearing or to provide a statement and fails to show sufficient cause acceptable to the BSA Discipline Committee for missing the scheduled Discipline Hearing, forfeits their right to a new Hearing or Appeal. At the discretion of the BSA Discipline Committee, the Hearing may proceed without the individual(s) present, and the Committee may determine the outcome based on the information available at that time.
- e) BSA will notify, in writing through email, the BSA Discipline Committee's determination, to the individual(s) involved and Team Official(s), within 2 business days following the BSA Discipline Hearing.
- f) In all cases where the individual(s) has been charged in a Criminal Court, Civil Court or litigation has originated due to any soccer activity incidents, the BSA Discipline Committee will not hold a Discipline Hearing until such time that the charges have been dealt with and the case has been closed. Once complete, the BSA Discipline Committee will decide if further sanctions are warranted and will proceed pursuant to the Rules and Regulation here within.
- g) The individual(s) may be accompanied by legal council only with prior written notice sent to the BSA Discipline Committee. BSA reserves the right to also be accompanied by legal council. Timelines may be adjusted to accommodate.

II. Appeal Process

- a) Appeals must be submitted in writing to the BSA Discipline Committee (accompanied by a \$50 administrative fee), no later than 3 days from the date of the BSA discipline report.
- b) Appeals must state the grounds of the violation of the BSA Code of Conduct and Ethics, BSA Discipline and Complaints Policy or BSA By-laws, as well as a sufficient reason and indication of evidence justifying the appeal.
- c) The Discipline Committee will give a written reply within 5 business days of receiving the documentation. This written reply will either deny the appeal or will indicate details of a Hearing.
- d) Should the Discipline Committee believe that the Appeal documentation may hold merit, they shall at that time, arrange to schedule an Appeals Hearing within 14 business days of acceptance of the appeal.
- e) Suspension(s) or Decision(s) by the BSA Discipline Committee will remain in effect until the decision of the Hearing is communicated in writing by BSA, or otherwise provided herein.

III. Hearing Protocol

All Discipline Hearings held within the BSA jurisdiction shall be conducted in accordance with the following:

- a) The BSA Discipline Committee shall consist of the Discipline Chair – Vice President (or executive member replacement) plus 2 other board Members). One member will act as the recording secretary.
- b) The individual(s) may have up to and not exceeding, 3 people present at the Discipline Hearing (including themselves). If the individual(s) is a minor, they must be accompanied by an adult. The BSA Discipline Committee must be informed of and approve all attendees prior to the hearing.
- c) The individual(s) may provide witness statements of the incident, in writing a minimum of 24 hours prior to the Discipline Hearing.
- d) BSA may grant a postponement of any Discipline Hearing if reason(s) for the postponement are reasonable.

IV. Hearing Procedure

BSA will proceed with a Discipline Hearing, once all members/individuals are present, as follows:

- a) The BSA Discipline Committee Chair will introduce the Discipline Committee Members.
- b) The BSA Discipline Committee Chair will read aloud the Misconduct Report
- c) The individual(s) will be provided the opportunity to give their account of the incident(s) which took place and ask the BSA Discipline Committee any relevant question(s) pertaining to the report or complaints or concerns.
- d) The BSA Discipline Committee Members will have the opportunity to ask the individual(s) any question(s) they may need answered which are relevant to the report or the complaints/concerns.
- e) The individual(s) will be excused from the Discipline Hearing, the BSA Discipline Committee will review the documentation and all evidence provided by the individual(s) and render a decision prior to adjourning.
- f) The individual(s) will be notified by the BSA, in writing through email, of the decision of the BSA Discipline Committee within 2 business days of the Discipline Hearing.

V. Hearing Outcome

- a) On any misconduct proved to its satisfaction, the BSA Discipline Committee will have at its discretion, the authority to:
 - Suspend the individual(s) for a specific number of scheduled games or for a specified period of time
 - Refer the case to the LDSA or ASA for their involvement and follow their discipline policies
- b) In serious or extreme cases, the BSA Discipline Committee will have at its discretion, the authority to:
 - Suspend the individual(s) from any and all soccer activity, either permanently, indefinitely or for a specified period of time.
 - Refer the case to the LDSA or ASA for their involvement and follow their discipline policies
 - Have the individual(s) pay all expense(s) of the BSA Discipline Committee related to any hearing.

Complaints Process:

The Bonnyville Soccer Association takes the concerns of our members seriously and want to allow for the opportunity to address those concerns.

Should you have a concern with another member/staff member we require the following process to be followed:

1. Address your concerns directly with the person/people your concerns are with (ie: coach, parent, spectator).
2. Address your concerns to the Director in charge of your program.
3. Submit a Complaint Form to the executive of BSA.

Complaint Forms may be submitted by coaches, managers, parents/guardians and/or spectators. Prior to submitting the Complaint Forms, please ensure you have followed the steps as given above.

The Bonnyville Soccer Association will review each complaint and will follow up with consideration given to the BSA Code of Conducts and Ethics and the BSA Discipline and Complaints Policy. Each complaint will be dealt with on a case-by-case basis.

The review process will consist of the following:

1. Follow up with all parties within the complaint.
2. Review of history of all parties within the complaint, if any.
3. Address concerns as required based on review and severity of the concerns.
4. Escalate complaint to Discipline Chair as required.

The Discipline Chair will review the complaint further and will follow up with consideration given to the, BSA Code of Conducts and Ethics and the BSA Discipline and Complaints Policy and act within its authority.

