



Halifax Dunbrack Soccer Club

DISCIPLINE

POLICY STATEMENT

Halifax Dunbrack Soccer Club (HDSC) is committed to providing an environment in which all HDSC Stakeholders (from herein referred to as Stakeholders) are treated with respect. Irresponsible behavior can result in disrespect to Club Members and severe damage to the integrity of Halifax Dunbrack Soccer Club.

PURPOSE

HDSC is committed to providing an environment that is characterized by the values of fairness, integrity, open communication and mutual respect. Participation in HDSC 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. 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 are dealt with fairly and expeditiously.

PROCEDURE

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

Note: The Dispute Resolution processes shall not be used for soccer game-related discipline – the normal discipline and appeals processes shall be followed as published by Soccer Nova Scotia.

Reporting a Complaint

Any individual may report a complaint following the correct procedure. The complaint, in writing, must be signed and filed within ten (10) days of the alleged incident. Anonymous complaints may be accepted on the sole discretion of the Executive Director or their designate. A complainant wishing to file a complaint beyond ten (10) 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 ten (10) days period will be at the sole discretion of the Executive Director or their designate. This decision may not be appealed.

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



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If the incident is to be dealt with as a minor infraction, the Executive Director 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 Executive Director 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 relating to major infractions. This Policy will not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviors 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 behavior 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 HDSC is governed

All disciplinary situations involving minor infractions will be dealt with by HDSC. 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 Executive Director 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 HDSC
- 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 HDSC. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

Major infractions are instances of misconduct that result or have the potential to result, in harm to other persons or HDSC. Examples of major infractions include, but are not limited to:



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- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others
- Repeated conduct contrary to the ideals of respect such as an angry outburst or argument
- Repeated incidents of being late for or absent from HDSC events or activities at which attendance is expected or required
- Incidents of physical abuse
- Disregard for the rules and regulations under which HDSC training, events and programs are conducted
- Conduct which results in harm to the image, credibility or reputation of HDSC 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 behavior away from the playing field

Major infractions may be dealt with immediately, if necessary, by HDSC 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 seven (7) days of notifying the respondent of a complaint of a major infraction, this will be handled by the HDSC Disciplinary Committee, consisting of three HDSC members in good standing who are not Board members of HDSC.

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

The Panel will hold the hearing as soon as possible, but not more than fourteen (14) 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



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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 time-lines 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 HDSC within three (3) 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



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- Suspension from certain HDSC programs, events and/or activities
- Suspension from all HDSC activities for a designated period
- Expulsion from the Halifax Dunbrack Soccer Club
- Publication of the Panel's decision
- Other measures that 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 HDSC until such time as compliance occurs.

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

Serious Infractions

HDSC 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 HDSC that a HDSC Stakeholder has been charged with an offence under the Criminal Code or has been previously convicted of a criminal offence, HDSC may suspend the HDSC Stakeholder pending further investigation, a hearing or completion of the criminal proceedings.

Notwithstanding the procedures set out in the Policy, any HDSC 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 HDSC for a period of time corresponding to the length of the criminal sentence imposed by the court and may face further disciplinary action by HDSC in accordance with this Policy.

Time-lines

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 time-lines dictated in the policy, the Panel may direct that these time-lines be revised.

Appeal Process

To appeal any decision by Halifax Dunbrack Soccer Club, contact Soccer Nova Scotia.

Coming Into Force

The HDSC Discipline Policy came into force on November 29, 2024 and will be reviewed by the Board on an annual basis through the Governance Committee to ensure it remains consistent with the Board's objectives and responsibilities and may be amended, deleted or replaced, by Ordinary Resolution of the Board of Directors.