



POLICIES AND PROCEDURES MANUAL

Section Five | **Discipline Policy**

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1 Discipline Policy

1.1 Definitions

1.1.1 The following terms have these meanings in this policy:

- a) *"Canada Soccer Discipline Code (CSDC)"* – The disciplinary processes Canada Soccer and its members follow when the FIFA Laws of the Game, Canada Soccer Code of Conduct and Ethics, Canada Soccer Rules and Regulations, Canadian Anti-Doping Policy, FIFA Anti-Doping Regulations and any/all Canada Soccer Competition Regulations are breached.
- b) *"Case Manager"* – An individual appointed to oversee the management and administration of a formal complaint.
- c) *"Complainant"* – The party filing the complaint.
- d) *"Days"* – Days including weekends and holidays.
- e) *"Entity"* – Organizations such as clubs, zones, community associations, teams, etc, that fall under the authority of a Regular or Associate Member. Entities have no authority within the SSA Membership structure other than what is granted them by their MO.
- f) *"Event"* – An SSA-sanctioned, competition-related event (tournaments, championships, festivals, or events where timelines do not allow for the *Formal Complaints Policy* to be implemented fairly).
- g) *"Event Discipline Committee"* – A judicial body who shall rule on discipline matters within an event.
- h) *"Governing Body"* – The organization that has the authority to manage a judicial process as per the policies of the governing body. Governing body may refer to Canada Soccer, SSA, or Member Organizations, clubs/zones or entities that are members of SSA.
- i) *"Judicial Body"* – An individual adjudicator or panel of adjudicators organized to manage formal complaints resulting in dispute resolution, discipline and/or appeals.
- j) *"Judicial Process"* – The processes undertaken to manage formal complaints, discipline, dispute resolution and/or appeals.
- k) *"Legal Person"* – A human or non-human entity that is treated as a person as it relates to formal complaints.
- l) *"Match Official/Referee"* – Individuals who perform as referees, assistant referees, 4th officials, referee administrators, referee assignors, referee supervisors, referee mentors, referee leads, referee instructors and referee assessors during sanctioned soccer activities.
- m) *"Members"* – All members defined by SSA by-laws and for the purposes of this policy shall also include parents and guardians of individual members and spectators at SSA events and SSA sanctioned competitions.
- n) *"Natural Person"* – An individual as it relates to formal complaints. Terms referring to natural persons are applicable to all gender expressions. Any term in the singular applies to the plural and vice-versa.
- o) *"Organizer"* – Anyone performing an activity connected with soccer at a Member Organization or Entity, regardless of title, type of activity (administrative, sporting or any other) and duration of the activity. Includes all directors, officers, committee members, coaches, trainers, match officials, diversity officers, persons in charge of safety, and any other person responsible for technical, medical and/or administrative matters, members, clubs or leagues, as well as all other persons obliged to comply with SSA and Canada Soccer by-laws regardless of whether they are paid or volunteers.
- p) *"Parties"* – The complainant, respondent, and any other members, persons, or organizations affected by the judicial process.
- q) *"Referee Committee"* – The only judicial body with the authority to manage the judicial process regarding the misconduct of an official/referee. (10 20)
- r) *"Respondent"* – The party named in the complaint.
- s) *"SSA"* – Saskatchewan Soccer Association.

1.2 Jurisdiction

- 1.2.1 This policy applies to all members and governing bodies where it has first been determined that SSA or its Member Organizations have jurisdiction according to the *Formal Complaints Policy*.
- 1.2.2 As stated in the SSA By-laws, SSA Member Organizations are responsible to have bylaws, policies and regulations in place that meet the standards set by this policy; in the absence of such written policies, SSA members shall be bound by the principles and standards set out herein.

1.3 General Principles of the Disciplinary Process

- 1.3.1 Independence
 - a) Judicial bodies make their decisions entirely independently. They shall not receive instructions from any other judicial body.
 - b) An individual may not serve as chair of more than one judicial process simultaneously.
 - c) An individual who serves on a judicial body may not at the same time be a director or serve on any other committee of SSA.
 - d) An individual may not serve on a judicial body if that individual or an immediate family member is either employed or contracted by or holds any other official position with SSA.
- 1.3.2 As per SSA Conflict of Interest guidelines:
 - a) Members of judicial bodies must decline to participate in any matter in which they are in a real or perceived conflict of interest. Such instances include, but are not limited to:
 - i. If the member in question has a direct interest in the outcome of the matter
 - ii. If the member is associated with any of the parties
 - iii. If the member has already dealt with the case under different circumstances.
 - b) Members of judicial bodies who decline to participate in a meeting on any of the above grounds shall notify the case manager immediately.
 - c) The parties subject to any proceeding with the judicial bodies may also raise an objection to a member of a judicial body hearing the case that they believe to be biased. The chair of the judicial body shall decide on any such claim of bias. The chair's decision shall be final and binding.
 - d) Proceedings that have involved someone with whom the chair has ordered not to participate will be considered null and void.
- 1.3.3 Confidentiality
 - a) Members of judicial bodies shall ensure that everything disclosed to them during the course of their work including, but not limited to, the facts of the case, the content of their deliberations, and the decisions taken, remain confidential.
 - b) The content of written decisions provided to parties involved in the complaint may subsequently be made public at the discretion of SSA.
- 1.3.4 SSA is working to diligently eliminate all types of abuse in the game with a special focus on eliminating:
 - a) Abuse of match officials and organizers;
 - b) Actions which put the safety of minors into question;
 - c) Instances of racism, harassment, and bullying (in-person and online);
 - d) Violations of the *Code of Conduct and Ethics* that occur on social media.

- 1.3.5 Dismissed Proceedings
- a) Proceedings of any judicial process may be dismissed if:
 - i. All parties involved in the proceedings reach agreement;
 - ii. A party declares bankruptcy; or
 - iii. The proceedings become baseless in the discretion of the judicial body in their sole discretion.
- 1.3.6 Failure to Respect Decisions
- a) Any financial or non-financial decision that has been pronounced against a natural person by a judicial body, duly recognized by SSA, shall be enforced by the Member Organization of the judicial body that has pronounced the decision or by the natural person's Member Organization if the natural person has in the meantime registered with another Member Organization, in accordance with the principles outlined herein and in compliance with the applicable disciplinary regulations.
 - b) Any financial or non-financial decision that has been pronounced against a Member Organization of SSA by a judicial body, duly recognized by SSA, shall be enforced by the Member Organization of the judicial body that has pronounced the decision in accordance with the principles outlined herein and in compliance with the applicable disciplinary regulations.

1.4 Infractions

- 1.4.1 Infractions are punishable regardless of whether they have been committed deliberately or negligently and regardless of whether one is the instigator or an accomplice.
- 1.4.2 Infractions are instances of failing to achieve the expected standards of conduct as outlined in the *Code of Conduct & Ethics*, policies of SSA and/or Laws of the Game that result, or have the potential to result in harm to other persons, to SSA, or to the sport. Examples of infractions include, but are not limited to:
- a) Repeated minor infractions
 - b) Any incident of hazing
 - c) Pranks, jokes, or other activities that endanger the safety of others
 - d) Incidents of physical abuse
 - e) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
 - f) Any action which may put the physical, psychological or emotional safety of an individual at risk
 - g) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - h) Conduct that intentionally damages SSA's image, credibility, or reputation
 - i) Disregard for SSA's by-laws, policies, rules, and regulations
 - j) Significant or repeated violations of SSA's *Code of Conduct and Ethics*
 - k) Intentionally damaging SSA property or improperly handling SSA monies
 - l) Abuse of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
 - m) Any possession or use of banned performance enhancing drugs or methods
 - n) Inappropriate use of social media or other forms of communication
 - o) Assault of a match official or organizer
- 1.4.3 Infractions occurring within competition may be dealt with immediately according to SSA's *Event Discipline Procedure*.

1.5 Judicial Process

- 1.5.1 Upon acceptance of a complaint, the case manager will provide the notice of complaint to the respondent, which shall include:
- a) full details of the allegation and supporting materials related to the complaint,
 - b) options for resolving the matter,

- c) list of minimum sanctions,
- d) costs related to the judicial process.

- 1.5.2 Hearing Fee - if the respondent chooses to proceed by way of a hearing, they shall be levied a \$200 hearing fee at the conclusion of the complaint if the complaint is confirmed. (10 20)
- a) Individuals with financial barriers may request forgiveness of some or all costs related to the judicial process by providing rationale and supporting information for this request. The judicial body will review the request and make a final decision. This decision is not subject to appeal.
- 1.5.3 The respondent has two options in responding to the formal complaint:
- a) Admit the allegation(s) - if the respondent admits to the allegation and waives their right to a hearing and appeal, the minimum sanctions shall be applied to resolve the matter without further process.
 - i. Based on the circumstances of the complaint, at their sole discretion, the case manager may order a hearing to review complex circumstances or consider additional sanctions. In this case, the hearing fee will be waived.
 - ii. If respondent admits the allegation and waives their right to a hearing the fee is waived. (10 20)
 - b) Refute the allegation(s) - if the respondent refutes the allegations(s) or the sanction(s) to be applied, they must confirm, in writing, that they wish to proceed by way of a hearing. (10 20)
 - i. They will then set out, in writing, any submissions, witness statements, or other evidence that they wish the judicial body to consider.
 - c) Should the respondent fail to respond to the allegation(s) by the deadline, the minimum sanctions shall be applied to resolve the matter without further process.
- 1.5.4 If the matter is to proceed by way of a hearing:
- a) A judicial body shall be appointed by the case manager.
 - b) The timelines and format shall be determined and managed by the case manager.
 - c) Once a party has elected to proceed by way of a hearing, should they not meet the timelines, or fail to participate, the hearing will proceed in any event.
 - d) If a respondent does not give notice and fails to attend a scheduled personal hearing the respondent shall be levied a fine of up to \$500 and shall also be liable to repay costs related to the hearing for all parties. Sanctions will not be considered complete until the fine and costs are paid.
- 1.5.5 Judicial processes (hearings) will generally be managed by a single adjudicator and by document review.
- a) In fulfilling its duties, the judicial body may obtain independent advice and have the right to gather information relevant to the complaint in whatever format and by whatever means they deem necessary.
 - b) Based on the circumstances of the complaint, at their sole discretion the case manager may:
 - i. Appoint two additional individuals to serve on the judicial body; in such circumstances all decisions will be made by a majority vote.
 - ii. Order a personal hearing be held. A personal hearing may be conducted by telecommunications or in-person, or by a combination of these methods.
 - c) The decision on the make-up of the judicial body, format and timelines of the judicial process are not appealable.
- 1.5.6 Document Review - in conducting a hearing by document review, the judicial body:
- a) shall consider the information provided by the complainant and respondent prior to making a decision;
 - b) may review previous disciplinary sanctions against the respondent, in order to curb repeat negative behaviour, which shall not be considered precedent setting;
 - c) may exclude evidence that is unduly repetitious and may place weight on the evidence it deems appropriate.

1.5.7 Personal Hearings

- a) Personal hearings are closed to the public; only those invited by the judicial body shall be in attendance.
 - i. The parties may be accompanied by a representative, advisor, translator, or legal counsel at their own expense.
 - ii. The judicial body may request that any other relevant individual participate and give evidence at the hearing.
 - iii. The parties may call witnesses to submit written information, and appear at the hearing, if required.
 - a. Witnesses may only participate in the hearing if they have submitted information in the initial response.
- b) The chair shall:
 - i. Introduce the members of the judicial body and recording secretary (if any).
 - ii. Confirm the identity of all attendees for the record.
 - iii. Inform the attendees if the hearing is being recorded to ensure the accuracy of statements made at the hearing.
 - iv. Explain that all persons must be recognized by the chair before speaking at the hearing.
 - v. Read the complaint.
- c) The complainant or their representative shall be given an opportunity to comment on or to add any clarifications to the complaint, and/or call any witnesses to support their case.
 - i. The respondent shall be allowed to ask relevant questions to the complainant.
- d) The respondent or their representative shall be given an opportunity to comment on or add any clarifications to their response, and/or call any witnesses to support their case.
 - i. The complainant shall be allowed to ask relevant questions to the respondent.
- e) The judicial body may question the complainant, the respondent, and any other parties invited to participate.
 - i. The judicial body may review previous disciplinary sanctions against the respondent, in order to curb repeat negative behaviour, which shall not be considered precedent setting.
- f) The complainant and the respondent will be invited to make summary statements before the process is concluded.

1.6 Decision

- 1.6.1 After the hearing has concluded, the judicial body will determine whether an infraction has occurred and, if so, the sanctions to be imposed. The judicial body may issue a verbal or summary decision following the hearing's conclusion, but in all cases a full written decision with rationale shall be issued within fourteen (14) days and distributed to all parties.
- 1.6.2 Unless the decision specifies otherwise, any disciplinary sanction will begin immediately upon receipt of the decision.

1.7 Sanctions

- 1.7.1 The written decision must clearly outline:
 - a) the length of the disciplinary sanction and the jurisdiction the decision applies to; governing bodies may assess sanctions within their jurisdiction only, with the exception of infractions noted in Article 5, which shall automatically be applied province wide;
 - b) Any conditions related to the decision, as per 1.7.3, e.g. if the disciplinary sanctions will be applied and served within one league/program, or within their entire Member Organization.
 - i. Where a written decision does not explicitly state, disciplinary sanctions will be served and applied within the entire jurisdiction of the governing body managing the judicial process.

- 1.7.2 In all cases judicial bodies must adhere to, but are not limited by, the sanction requirements outlined in Article 5 of this policy which meet the minimum sanctions required by Canada Soccer and which are subject to amendment at any time without notice.
- 1.7.3 Unless otherwise specified, sanctions may be either one of, or a combination of, a fine and/or suspension. Sanctions and fines for any offense may be increased based upon the weight of the evidence presented and/or on the severity of the misconduct, however, they cannot be reduced. Both natural and legal persons are punishable by the following sanctions at the discretion of the judicial body hearing the case:
- a) Warnings - A warning is a reminder of the substance of a disciplinary rule allied with the threat of a sanction in the event of a further infringement.
 - b) Other Sanctions
 - i. An official written pronouncement of reprimand
 - ii. Verbal or written apology from one party to the other party
 - iii. Service or other voluntary contribution
 - iv. Mandatory participation in educational or upgrading opportunities
 - v. Removal of specified membership privileges
 - vi. Withholding or return of prize money or awards
 - vii. Suspension of funding from SSA or from other sources
 - viii. Any other sanction considered appropriate for the offense
 - c) Fines, Cost Recovery & Bonds - judicial bodies may impose monetary sanctions based on the minimum standards outlined in Article 5 in this policy. These fines may be increased based on the weight of evidence presented in the case.
 - i. The judicial body that imposes the fine decides the terms and time limits for payment.
 - a Member Organizations are jointly liable for fines imposed on participants under their jurisdiction. The same applies to teams/clubs in respect of their players and organizers. The fact that a natural person has left an organization does not cancel out joint liability.
 - ii. Performance bonds – a bond shall be posted by the respondent and shall be forfeited if unwanted behaviors, as specified in the decision, occur in the future.
 - iii. Re-payment of costs or repairs (e.g., costs related to missing a hearing or damage to property).
 - d) General Suspension – involves either a game suspension or a time suspension
 - i. Game Suspension - renders an individual ineligible to participate in a specific number of games.
 - ii. Time Suspension - renders an individual ineligible to participate for a set period of time.
 - iii. A suspended person must stay away from the field of play and may not be involved in team activities or interact with match officials or the opposition in any way, including:
 - a Involvement with the team before the game, during the game, at half time, or after the game (including the handshake);
 - b Completing or signing team rosters;
 - c Acting in any manner that may be deemed to be coaching, including either verbal or physical actions, texting, or cell phone contact.
 - d Unless otherwise directed in the disciplinary decision, a suspended individual may attend games as a spectator.
 - e) All Soccer Activity Suspension - includes all soccer related activity within a specified jurisdiction including, but not limited to, a ban from all playing, coaching, managing, organizing, practice or team training, and refereeing, and may also include specific limitations on interactions with youth and/or access to fields as a spectator and/or any other requirement as specified in the decision.
 - i. No player suspended provincially shall be eligible for membership in any other Member Organization within the province.

- f) Expulsion – results in a lifetime ban from all soccer related activity and termination of all rights and privileges of membership.
- g) Supplementary Discipline - while under suspension, should a suspended individual behave in a manner that does not adhere to the judicial decision or brings disrepute to the game at any time, they shall be subject to further judicial action.
- h) Misconduct against a minor by an adult - to protect the safety of minor participants, regardless of whether the minor is a player, team personnel, referee, or organizer, sanctions imposed against adults for infractions against a minor shall have a higher level of consequence than that of a similar offense imposed for infractions against another adult; an exception occurs when minors are competing in adult competitions where they are treated as an adult.

1.7.4 Member Organizations will immediately report all suspensions of one year or greater in length to Saskatchewan Soccer.

1.8 Appeals Procedure

1.8.1 A disciplinary decision may be appealed in accordance with the *Appeals Policy*.

1.9 Legal Action

1.9.1 Refer to SSA's By-laws for further information.

2 Event Discipline Procedure (EDP)

2.1 Purpose

- 2.1.1 SSA is committed to providing a game environment in which all members are treated with respect. This procedure outlines how alleged misconduct during an event will be handled.

2.2 Scope and Application of this Policy

- 2.2.1 The EDP is the judicial process used to manage discipline at tournaments & events and does not replace or supersede the *Formal Complaints Policy*. Instead, this procedure works together with the *Formal Complaints Policy* by outlining the procedure for taking immediate, informal, or corrective action in the event of a possible violation of the *Code of Conduct and Ethics* or the Laws of the Game.
- 2.2.2 EDP applies to all events.
- a) Changes to the EDP must be outlined in the event host's sanctioning request and approved by SSA prior to distribution to the participating clubs and teams in the event rulebook or invitation package.
- 2.2.3 If the event is being hosted by an organization beyond the jurisdiction of SSA, the event discipline and/or protests procedures of the host organization will replace this procedure.
- a) In such circumstances, incidents involving members connected with SSA must still be reported to SSA to be addressed under the *Formal Complaints Policy*, if necessary.
- 2.2.4 The EDP will not apply to sanctioned leagues who have their own discipline procedures; such discipline procedures will be applicable to their events, league games, tournaments and championships, according to the policies and procedures of the league's governing body.

2.3 Misconduct and Violations of the Laws of the Game during Events

- 2.3.1 All incidents that are alleged to violate SSA's *Code of Conduct and Ethics* and/or the *Laws of the Game*, which can occur during a match or away from the field but between parties connected to the event, must be filed as a formal complaint and reported to a designated person (usually the event organizer or on-site convener) responsible at the event before any action will be taken.
- 2.3.2 All incidents of assault of a match official or organizer shall fall under SSA's jurisdiction.
- 2.3.3 In general the principles of SSA's formal complaints and discipline policies shall remain in effect but have been modified as outlined herein to allow the event to continue within the timelines of the competition.
- 2.3.4 The designated person at the event shall use the following procedures to manage complaints:
- a) Upon receipt of a written formal complaint, shall notify the involved parties that there has been a complaint filed.
- b) Gather all relevant information to support the judicial process which may include but is not limited to:
- i. The game sheet
 - ii. The match official's report or special incident reports
 - iii. Spectator or eye witness testimony
 - iv. Video evidence
 - v. Any other information that is relevant to the process

- c) Convene a judicial body, which may include the designated person at the event and two other individuals who are free of conflict related to the complaint in question.
- d) The respondent shall be provided with an opportunity to make a statement which may be in writing or in person as directed by the judicial body
- e) The judicial body may interview and secure statements from any witnesses to the alleged violation
- f) If the violation occurred during a match, interviews be held with the match officials who conducted the match and/or with persons who can be verified as witnessed the event when necessary and appropriate
- g) The committee will render a decision which specifies the resulting sanctions, as guided by the sanctions outlined in Article 5 herein
- h) The chairperson of the committee will inform all parties about the committee's decision

2.3.5 Decisions made under this procedure are final and may not be appealed.

2.3.6 If a suspension is not fully served by the conclusion of the event, a full written report of the incident and the decision shall be submitted to SSA following the conclusion of the event. The report and the decision will be forwarded to the offending member's governing body to enforce until the suspension is fully served.

2.3.7 All event hosts should make every effort to resolve all complaints originating in their event prior to conclusion of the event. However, where the incident occurred in the final game of the event and if a hearing was not possible the event discipline committee shall provide a full written report of the incident to SSA following the conclusion of the event. The report will be forwarded to the offending member's governing body to execute the discipline process.

2.3.8 This procedure does not prohibit other members from reporting the same incident of misconduct to SSA to be addressed as a formal complaint under the *Formal Complaints Policy*.

3 Match Officials Procedure

3.1 Purpose

- 3.1.1 SSA is committed to providing match officials with procedures to appropriately manage sanctioned soccer activities. This procedure outlines how alleged misconduct with specific parties during sanctioned activities will be managed.
- 3.1.2 SSA Member Organizations are responsible to support match officials to enforce these standards and ensure that the use of their match officials' procedures and regulations are consistent with this policy.

3.2 Misconduct of Spectators

- 3.2.1 In the event of misconduct by a spectator during a sanctioned activity, the match official may stop the game and approach the team personnel of the team associated with the spectator.
 - a) The match official will instruct the team personnel to speak to the spectator and request that the individuals(s) in question cease and desist.
 - b) If requested, the team personnel must identify the spectator accused of misconduct.
 - c) If the team official refuses to identify and/or speak to the spectator, the match official shall inform the team personnel that the game will not proceed until these actions have taken place.
 - d) If the spectator is known to the teams, an official from the team designated as home shall request that the party cease and desist.
 - e) If the misconduct continues after the request to cease and desist, the match official may abandon the game.
- 3.2.2 In the event that a game is abandoned, the match official must submit a game report and special incident report to the governing body with jurisdiction over the event.
- 3.2.3 Misconduct including, but not limited to, not following the directives of the match official(s), entry into the match official(s)' changing room or personal space without invitation, and/or refusal to leave that space when directed, invasion of the field, objects being thrown, or other incidents which place any person in danger or bring the game into disrepute must be reported to SSA.
- 3.2.4 Governing bodies must have policies, procedures, rules and regulations to address a game abandoned due to misconduct by a spectator.

3.3 Misconduct by Team Personnel

- 3.3.1 Misconduct by team personnel including, but not limited to, not following the directives of the match official(s), entry into the match official(s)' changing room or personal space, and/or refusal to leave that space when directed, invasion of the field, objects being thrown, or other incidents which place any person in danger or bring the game into disrepute must be reported to the SSA.
- 3.3.2 In the event of misconduct by team personnel during a sanctioned event, the match official may request that the team personnel leave the field of play.
 - a) If the misconduct continues after the request to leave the field of play or the team personnel refuses to leave the field of play, the match official may abandon the game.
- 3.3.3 In the event that a game is abandoned, the match official must submit a special incident report and any necessary supplementary reports to the governing body holding jurisdiction over the event at which the misconduct took place within five (5) days of the incident.

- 3.3.4 Decisions made in the scope of this procedure are final and may not be appealed.
- 3.3.5 This procedure does not prohibit other members from reporting the same incident of misconduct to SSA to be addressed as a formal complaint under the *Formal Complaints Policy*.
- 3.3.6 SSA shall record and track all incidents reported to its office.

4 Misconduct of a Match Official Procedure

4.1 Jurisdiction

- 4.1.1 This policy applies to all members and match officials where it has first been determined that SSA and this policy has jurisdiction according to the *Formal Complaints Policy*.
- 4.1.2 Suspension Pending a Hearing (10 20)
- a) A match official accused of misconduct may be suspended, including from all soccer-related activities, pending a hearing at the sole discretion of the SSA Referee Committee. All soccer activity means playing, coaching, managing, organizing, training and refereeing.
- 4.1.3 The Referee Committee shall be the only judicial body with the authority to manage formal complaints regarding the misconduct of a match official in Saskatchewan. (10 20)
- a) A Referee, in consideration of their actions as a participant, may be dealt with in the normal course for any alleged misconduct pursuant to the Rules of Canada Soccer and the SSA in addition to having issues relating to the Registration as a Referee considered by Referee Committee in relation to the same behaviour. In such cases, a charge of Misconduct against them as a participant shall be considered before any matter relating to the issue of Registration is dealt with by the Referee Committee.
- 4.1.4 SSA shall appoint a case manager whose appointment is not appealable and who shall have such authority as required to support the Referee Committee with its responsibilities.

4.2 Scope and Application of this Policy

- 4.2.1 Misconduct by a match official within Saskatchewan shall fall under the jurisdiction of SSA, with the exception of misconduct by a match official on the national list, which shall be considered by Canada Soccer.
- 4.2.2 This procedure does not replace or supersede the *Formal Complaints Policy*. Instead, this procedure works together with the *Formal Complaints Policy*.

4.3 Misconduct of a Match Official

- 4.3.1 SSA shall have the power to act at any time in relation to the registration of a match official who has:
- a) Less than proficiently applied the Laws of the Game
- b) Committed a technical irregularity, where technical irregularity is defined as any failure by a match official to meet any requirement imposed on, or notified to, a match official by Canada Soccer or SSA (including, by not limited to, any failure to comply with administrative requirements imposed on a match official, such as the requirements to file reports, answer correspondence, attend match venues or disciplinary hearings or any breach of Regulation 10 (Conflicts of Interest) or 13 (Codes of Conduct) of the Canada Soccer Regulations for Registration and Control of Referees
- c) Proved to have been concerned as an agent for a club or a player in the transfer or attempted transfer and/or engagement of a player
- d) Willfully misstated his/her/their age or date of birth
- e) As a player or coach/team personnel, violated the Laws of the Game to such a degree that a SSA judicial body subsequently imposes a penalty of suspension from playing or coaching
- f) Been found to have committed an act of misconduct pursuant to the *Code of Conduct and Ethics*

4.4 The Complaint Process

- 4.4.1 Should a complaint be submitted alleging misconduct of a match official, the SSA Referee Committee shall:
- a) Determine if the complainant has provided sufficient evidence for the matter to proceed to a hearing and, if so, the match official (respondent) shall be advised in writing, of the allegation(s) and supporting facts.
 - b) Should the complaint not provide sufficient evidence for it to proceed it shall be dismissed at the sole discretion of the Referee Committee; this decision is not appealable.
- 4.4.2 The respondent shall respond within 14 days and may either:
- a) Deny the allegation(s), setting out a response document.
 - b) Request a hearing, in which case a fee of \$200 must accompany the request.
 - c) Admit the allegation(s):
 - i. A match official who admits the allegation(s) may submit any submissions which he/she wishes the Referee Committee to consider and may still request a hearing.
- 4.4.3 The respondent and any other party that the Referee Committee deems relevant will be required to attend the hearing at their own expense.
- 4.4.4 The hearing will be conducted according to the procedures set forth in the *Discipline Policy*, as well as *Canada Soccer's Regulations for the Registration and Control of Referees*.

4.5 Decision

- 4.5.1 After hearing the matter, the Referee Committee will determine whether an infraction occurred and, if so, the sanction to be imposed.
- a) Within fourteen (14) days of the hearing's conclusion, the Referee Committee's written decision, with rationale, will be distributed to all parties.
 - b) The Referee Committee may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Referee Committee.

4.6 Sanctions

- 4.6.1 Where the Referee Committee find the allegation(s) proved, it shall have the power to act in relation to the registration of the referee as it considers appropriate.
- 4.6.2 The Referee Committee may, at its sole discretion, consider previous decisions for similar infractions, but these are not precedent setting.
- 4.6.3 Article 5 – shall be used by the Referee Committee to enforce minimum sanctions.
- 4.6.4 Unless the Referee Committee decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a decision may result in supplementary discipline until such time as compliance occurs.

4.7 Confidentiality

- 4.7.1 The discipline and complaints process is confidential and involves only the match official, the Referee Committee, and any independent advisors to the Referee Committee. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

4.8 Records and Distribution of Decisions

- 4.8.1 Infractions that result in sanctions shall be recorded and maintained by SSA.
- 4.8.2 Other organizations may be advised of any decisions and, if there was an appeal, the appeal decision.
- 4.8.3 Decisions and appeals are matters of public interest and shall be publicly available with the names of the parties redacted. Names of parties disciplined may be disclosed to the extent necessary to give effect to any sanction imposed. The Referee Committee may determine that disclosing the party's identity would unduly violate the party's privacy and may decide that the decision, or part of the decision, shall be kept confidential.

4.9 Appeals Procedure

- 4.9.1 The decision of the judicial body may be appealed in accordance with this policy and the *Appeals Policy*.

5 Sanctions for Misconduct

Canada Soccer has established **minimum sanctions** within the Canada Soccer Discipline Code (CSDC). The CSDC applies to every match and competition organized by SSA and its members and to breaches of the FIFA Laws of the Game, SSA & Canada Soccer By-Laws, Rules and Regulations, Code of Conduct and Ethics and polices and directives in force. It also applies to breaches of SSA and Canada Soccer By-Laws, Rules and Regulations, Code of Conduct and Ethics and policies that do not fall under the jurisdiction of any other body.

All SSA Member Organizations must ensure that any discipline sanctions set forth under their jurisdiction meet the minimum standards of Canada Soccer.

This article outlines sanctions that will be applied for judicial processes under the jurisdiction of SSA. All sanctions listed herein meet or exceed Canada Soccer standards. SSA strives to ensure all participants experience a safe, welcoming, and inclusive sport environment; judicial processes and sanctions delivered consistently, province wide, will support the achievement of this goal. In order to improve consistency provide wide we encourage that all SSA Member Organizations use the sanctions for misconduct as described in the chart below as minimums.

Application of Sanctions:

Under the sanction column, if it indicates both a sanction and fine, and other conditions, then all must be applied.

When the list below indicates a fine and a sanction separately the judicial body may apply either or both.

5.1 Breaching the Code of Conduct and Ethics and SSA Policy

Name/Description of Misconduct	Fine	Sanction(s)
.1 Offensive Behaviour & Fair Play – anyone who insults someone in any way, using offensive gestures or language, who violates the principles of fair play	\$250	1 st offense – 30 days 2 nd offense – 45 days 3 rd offense – 60 days
.2 Discrimination/Harassment – Players or organizers	\$2500	All soccer related activity, province wide Player - 1 st offense – 5 matches 2 nd offense – 1 year + fine 3 rd offense – 5 years + \$5000 fine Organizer - 45 days; removal from position of authority, where appropriate MO/Entity - Fine Spectator - 6 month ban from entering any facility
	\$10,000	
	\$10,000	
	\$0	
.3 Forgery and Falsification	\$250	Province wide Player - 6 matches
	\$500	Organizer, match agent, or intermediary – 1 year
	\$1000	Entity – Expulsion from a competition and/or a transfer ban
.4 Corruption	\$10,000	All soccer related activity, province wide

		Expulsion and ban from entering any facility
.5 Unlawfully influencing match results (Match fixing)	\$10,000	All soccer related activity, province wide Complete ban on taking part in any soccer related activity; match suspension
.6 Doping	As defined in accordance with the CCES anti-doping regulations	As defined in accordance with the CCES anti-doping regulations
.7 Failure to respect decisions	Player/Organizer - \$250 Entity - \$500	Province wide Player or Organizer – 1 year
.8 Spitting at another person	\$300	All soccer related activity, province wide 1 st offense – 6 matches 2 nd offense – 1 year + fine 3 rd offense – 2 years + \$500 fine
.9 Inappropriate actions on social media or other forms of public communication	\$300	Player – 6 matches Organizer/Organization – fine
.10 Actions which bring or attempt to bring the game or organization into disrepute	\$300	Player – 6 matches Member/Organizer/Organization - fine
.11 Willfully making false claims (without foundation) against an individual or organization	\$300	Player – 6 matches Member/Organizer/Organization - fine
.12 Participating while under the influence	\$200	Player – 6 matches Coach/Team Personnel/Organizer – 6 months
.13 Willfully damaging property	\$200 + repayment of damages	Player – 6 matches + repayment of damages Coach/Team Personnel/Organizer – 6 months
.14 Failure to attend a discipline hearing without giving notice	\$500 + repayment of hearing costs	All soccer related activity, province wide Immediate suspension from all soccer activity pending completion of judicial process
.15 Violence or threats of violence occurring off the pitch	\$500	All soccer related activity, province wide Player – 6 matches + fine Organizer – fine Spectator – facility ban – 1 year

5.2 Serious Infringements of the FIFA Laws of the Game (Sending Off Offenses): Misconduct Against Opponents or Persons Other than Match Officials or Organizers

Name/Description of Misconduct	Fine	Sanction(s)
.1 Player: Serious foul play - including the use of excessive or brute force when challenging for the ball	As per competition regulations	1 st - 2 matches 2 nd - 5 matches 3 rd - 6 months
.2 Player: Violent conduct - including elbowing, punching, kicking, running the goalkeeper, or other acts deemed violent (except when against a match official)	As per competition regulations	1 st - 3 matches 2 nd - 6 months 3 rd - 1 year
.3 Player: Biting or spitting at an opponent or any other person (except when against a match official)	As per competition regulations	All soccer related activity, province wide 1 st - 6 matches 2 nd - 1 year 3 rd - 2 years
.4 Player: Denying the opposing team a goal or an obvious goal - scoring opportunity by deliberately handling the ball (except a goalkeeper within their own penalty area)	As per competition regulations	1 match
.5 Player: Denying a goal or an obvious goal-scoring opportunity to an opponent whose overall movement is towards the offender's goal by an offence punishable by a free kick	As per competition regulations	1 match
.6 Player: Using offensive, insulting or abusive language and/or gestures (except when against a match official)	As per competition regulations	1 st - 3 matches 2 nd - 6 matches 3 rd - 1 year
.7 Player: Receiving a second caution (yellow card) in the same match	As per competition regulations	1 st - 1 match 3 rd - 2 matches 5 th - 3 matches
.8 Team Personnel: Delaying the restart of play by the opposing team e.g. holding onto the ball, kicking the ball away, obstructing the movement of a player	As per competition regulations	1 match
.9 Team Personnel: Deliberately leaving the technical area to: show dissent towards, or remonstrate with, a match official; act in a provocative or inflammatory manner	As per competition regulations	1 st - 5 matches 2 nd - 6 months 3 rd - 1 year
.10 Team Personnel: Enter the opposing technical area in an aggressive or confrontational manner	As per competition regulations	1 st - 3 matches 2 nd - 6 months 3 rd - 1 year
.11 Team Personnel: Deliberately throwing/kicking an object onto the field of play	As per competition regulations	1 st - 1 match 2 nd - 5 matches 3 rd - 6 months
.12 Team Personnel: Entering the field of play to: confront a match official (including at half-time and full-time); and interfere with play,	As per competition regulations	1 st - 5 matches 2 nd - 6 months 3 rd - 1 year

an opposing player or a match official		
.13 Team Personnel: Physical or aggressive behaviour (including spitting or biting) towards an opposing player, substitute, team official, spectator or any other person (e.g. ball boy/girl, security or competition official etc.) (except when against a match official)	As per competition regulations	All soccer related activity, province wide 1 st - 8 matches 2 nd - 1 year 3 rd - 2 years
.14 Team Personnel: Receiving a second caution in the same match	As per competition regulations	1 st – 1 match 3 rd – 2 matches 5 th – 3 matches
.15 Team Personnel: Using offensive, insulting or abusive language and/or gestures (except when against a match official)	As per competition regulations	1 st - 3 matches 2 nd - 6 matches 3 rd - 1 year
.16 Using unauthorized electronic or communication equipment and/or behaving in an inappropriate manner as the result of using electronic or communication equipment	As per competition regulations	1 match
.17 Violent conduct	As per competition regulations	1 st - 5 matches 2 nd - 6 months 3 rd – 1 year

5.3 Misconduct against Match Officials and Organizers

SSA and its members are committed to eliminating abuse of match officials and organizers from the game at all levels.

Name/Description of Misconduct	Fine	Minimum Sanction(s)
.1 Using offensive, insulting or abusive language and/or gestures toward a match official or organizer.	\$300	1 st - 6 matches + Respect in Sport participation 2 nd - 12 matches + \$600 fine 3 rd - 12 months + \$2500 fine + \$1000 bond
.2 Failing to leave the field of play after dismissal, and/or delaying the restart of play due to negative reaction to referee sanctions, and/or refusing to comply with the directives of the match official.	\$300	6 matches
.3 Entering the match official change room/personal space without invitation to engage in discussion in a threatening or unwarranted manner.	\$300	All soccer related activity, province wide 1 st - 6 matches + fine + Respect in Sport participation 2 nd - 12 matches + \$600 fine 3 rd - 12 months + \$2500 fine + \$1000 bond
.4 Refusal to leave the match official change room/personal space in a timely manner after being dismissed or directed	\$300	All soccer related activity, province wide 1 st – 6 matches + fine + Respect in Sport participation 2 nd – 12 matches + \$600 fine

		3 rd – 12 months + \$2500 fine + \$1000 bond
.5 Assault – attempted deliberate physical contact or deliberate physical contact, or attempted violent conduct or violent conduct (e.g. striking, kicking, spitting, etc.) and/or verbal or physical threats toward a match official or organizer.	\$500	Immediate suspension from all soccer related activity, province wide, pending a hearing 1 st – 1 year + fine + \$1000 bond + Respect in Sport participation 2 nd - 2 years + fine + \$1000 bond 3 rd - Expulsion

5.4 Disorderliness at Matches and Competitions

Name/Description of Misconduct	Fine	Sanction(s)
.1 Inciting hatred and violence during a match (player or organizer)	\$2,500	All soccer related activity, province wide Player - 12 matches Organizer – 6 months - all soccer related activities; removal from a position of authority, where appropriate.
.2 Inciting hatred and violence (player or organizer) using mass and/or social media or if it takes place on a match day in or around a stadium	\$10,000	All soccer related activity, province wide Player - 12 matches Organizer – 6 months - all soccer related activities; removal from a position of authority, where appropriate.
.3 Provoking the general public during a match (player or organizer)	\$1,000	Player - 2 matches Organizer – 45 days - all soccer related activities; removal from a position of authority, where appropriate.

5.5 Team Misconduct

Name/Description of Misconduct	Fine	Sanction(s)
.1 Where a referee sanctions at least five (5) members of the same team during a match (caution or expulsion)	\$250 – Team/Club	As per competition regulations
.2 Where several players or team personnel of the same team threaten or harass match officials or organizer.	\$1000 – Team/Club	Immediate suspension from all soccer related activity, province wide, pending a hearing 1 st – 1 year + \$1000 bond + Respect in Sport participation 2 nd - 2 years + fine + \$1000 bond 3 rd - Expulsion
.3 Where two (2) or more players surround a match official to protest a decision.	\$250 – Team/Club	As per competition regulations
.4 Un-played match and/or abandonment	\$2500	Team/Club – match shall either be forfeited or replayed as per competition regulations
.5 Contributing to/participating in a brawl	As per competition regulations	Province wide 6 matches – for those found guilty of inciting or provoking the offence

.6 Inappropriate conduct of a team official(s) resulting in the abandonment of a game.	As per competition regulations	1 st – 2 matches 2 nd – 6 matches 3 rd – 1 season
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5.6 Participation while Ineligible, Un-registered or Under Suspension

Name/Description of Misconduct	Fine	Sanction(s)
.1 Player participation while ineligible, un-registered or under suspension		1 st – 2 games 2 nd – 6 games 3 rd – 6 months
.2 Team Personnel who acts in a manner that may be deemed to be coaching, managing or supporting the team while suspended		1 st – 2 games 2 nd – 6 games 3 rd – 6 months
.3 Any individual under suspension who, while attending a game as a spectator, behaves in a manner that brings disrepute to the game.		All soccer related activity, province wide 1 st – 6 months 2 nd – 1 year 3 rd – 2 years
.4 Referee acting in a sanctioned game without being properly registered.		All soccer related activity, province wide 1 st – suspension until registration has been completed 2 nd – review of membership status by Referee Committee 3 rd – 12 months from all soccer activity
.5 Any referee found to be officiating games for non-registered organizations, teams, and entities.		All soccer related activity, province wide 1 st – immediate suspension until review of membership status by Referee Committee + \$150 fine 2 nd – 1 year, \$300 fine 3 rd year – 2 years from all soccer activity + \$500 fine

5.7 Caution Accumulations

Name/Description of Misconduct	Sanction(s)
.1 Three cautions in the same competition during the same season.	1 match
.2 Five cautions in the same competition during the same season.	1 match
.3 Seven cautions in the same competition during the same season.	1 match for every subsequent caution