



POLICIES AND PROCEDURES

Discipline Policy

Effective: November 2017

1 Discipline Policy

1.1 Definitions

- 1.1.1 The following terms have these meanings in this Policy:
- a) “*Complainant*” – The Party filing the complaint
 - b) “*Days*” – Days including weekends and holidays
 - c) “*Governing Body*” – It refers to the organization that has the authority to manage a formal complaint per the policies of the Governing Body. Governing Body may refer to the Canadian Soccer Association, SSA, VSA, or Member Organizations, Clubs/Zones or Entities that are Members of the VSA.
 - d) “*Members*” – All Members defined by VSA Bylaws and for the purposes of this policy shall also include parents of Individual Members and spectators at VSA events and VSA sanctioned competitions.
 - e) “*Parties*” – The Complainant, Respondent, and any other Members, persons, or organizations affected by the complaint
 - f) “*Respondent*” – The Party named in the complaint
 - g) “*SSA*” – Saskatchewan Soccer Association
 - h) “*VSA*” – Valley Soccer Association

1.2 Jurisdiction

- 1.2.1 This Policy applies to all Members where it has first been determined that VSA and this Policy has jurisdiction according to the *Formal Complaints Policy*.
- 1.2.2 VSA Member Organizations are responsible to ensure that their Discipline Policy is consistent with this Policy. As such, the VSA recommends that Governing Bodies adopt similar processes as described within this Policy or adopt this Policy with the substitution of ‘VSA’ with the name of the Governing Body.

1.3 Application of this Policy

- 1.3.1 This Policy applies to all Members and Governing Bodies.
- 1.3.2 The Policies of Governing Bodies apply equally to all games (completed or abandoned) and other sanctioned soccer activities on and off the field.
- 1.3.3 This Policy does not prevent discipline from being applied, during a game or event, according to the VSA’s *Tournament Discipline Procedure*. Further sanctions may be applied according to this Policy.

1.4 Case Manager

- 1.4.1 As directed by the *Formal Complaints Policy*, the VSA will appoint a Case Manager to oversee the management and administration of this Policy and such appointment is not appealable.
- 1.4.2 As described in the *Formal Complaints Policy*; complaints that are to be resolved in accordance to this Policy will be according to the ruling of the Case Manager, who shall determine whether the complaint is a minor or major infraction.

1.5 Minor Infractions

- 1.5.1 Minor infractions are **single incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others, the VSA, or the sport. Examples of minor infractions can include, but are not limited to, a single incident of:
- Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
 - Disrespectful conduct such as outbursts of anger or argument
 - Conduct contrary to the values of the VSA or SSA
 - Being late for, or absent from, the VSA events and activities at which attendance is expected or required
 - Non-compliance with the VSA's policies, procedures, rules, or regulations
 - Minor violations of the VSA's *Code of Conduct and Ethics*
 - Conflict of interest
 - Tampering

1.6 Process for Minor Infractions

- 1.6.1 All situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved (see Formal Complaint 1.6.5). If applicable, the VSA's *Tournament Discipline Procedure* will be applied. The person in authority can be, but is not restricted to being the case manager, staff, directors, officials, coaches, judges, organizers, or the VSA's decision-makers.
- 1.6.2 The Respondent shall be made aware of the facts of the matter and shall be afforded an opportunity to respond and provide information, as determined by the person in authority.
- 1.6.3 Procedures for dealing with minor infractions will be informal and will be determined at the discretion of the person in authority.
- 1.6.4 Penalties for minor infractions, which may be applied singularly or in combination, include the following:
- Verbal or written reprimand from the VSA to one of the Parties.
 - Verbal or written apology from one Party to the other Party.
 - Service or other voluntary contribution to the VSA.
 - Removal of certain privileges of membership for a designated period.
 - Suspension from the current competition, activity, or event.
 - Fines.
 - Any other sanction considered appropriate for the offense.
 - Discipline specific to the VSA's *Tournament Discipline Procedure*, if applicable.
 - First offence minor infraction complaints shall include, as a minimum, a mandatory review and acknowledgement of the Code of Conduct by the offender (see Formal Complaint policy 1.13.4).
 - "He said, she said" complaints shall include a mandatory review and acknowledgement of the Code of Conduct by both parties (see Formal Complaint policy 1.13.5).

1.7 Major Infractions

- 1.7.1 Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to the VSA & SSA, or to the sport. Examples of major 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 the VSA's image, credibility, or reputation.
- i) Disregard for the VSA's bylaws, policies, rules, and regulations.
- j) Major or repeated violations of the VSA's *Code of Conduct and Ethics*.
- k) Intentionally damaging the VSA property or improperly handling of VSA 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.

1.7.2 Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. If applicable, the VSA's *Tournament Discipline Procedure* will be applied. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

1.8 Process for Major Infractions

- 1.8.1 The Case Manager shall notify the Parties that the complaint that the matter shall be dealt with as a major infraction. The Case Manager shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
- 1.8.2 The Case Manager will appoint a single third party Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager in collaboration with the adjudicator, a Panel of two persons may be appointed to hear the complaint. In this event, the Adjudicator will serve as the Chair.
- 1.8.3 If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Adjudicator or Panel will determine the appropriate sanction. The Adjudicator/Panel may still hold a hearing for the purpose of determining an appropriate sanction.
- 1.8.4 If a Party waives their right to participate in the hearing by notifying the Case Manager in advance of the hearing, or does not meet the timelines set out by the Adjudicator (or Panel) or Case Manager, the hearing will proceed in any event.

- 1.8.5 If the Respondent does not participate in the hearing without first waiving his/her right to participate, the hearing will proceed in any event, and the Respondent's sanction, if any, will only commence upon the Respondent attending a meeting with the VSA. For further clarity, the Respondent is suspended from all soccer activity until attending the meeting with the VSA.
- 1.8.6 The Case Manager in collaboration with the Adjudicator, will determine the format of the hearing.
- 1.8.7 The majority of cases will be determined by document review. In extraordinary circumstances the matter will be determined by telecommunications or in-person hearing, or a combination of these methods.
- 1.8.8 The decision on the format of the hearing is not appealable and the hearing will be governed by the procedures that the Case Manager deems appropriate in the circumstances, provided that:
- a) The Parties will be given appropriate notice of the day, time, and place of the hearing;
 - b) Copies of any written documents which the parties wish to have the Adjudicator/Panel consider will be provided to all Parties in advance of the hearing;
 - c) The Parties may be accompanied by a representative, advisor, translator, or legal counsel at their own expense;
 - d) The Adjudicator/Panel may request that any other individual participate and give evidence at the hearing;
 - e) The Adjudicator/Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate; and,
 - f) The decision will be by a majority vote of Panel members
- 1.8.9 If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision.
- 1.8.10 In fulfilling its duties, the Adjudicator/Panel may obtain independent advice. The Adjudicator/Panel has the right to gather information relevant to the complaint in whatever format and by whatever means they deem necessary. VSA Members must comply with all requests for information or request for attendance by the Adjudicator/Panel as described in this policy.
- 1.8.11 Decisions and appeals are matters of public interest and shall be publicly available with the names of the Members redacted. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed. The Panel may determine that disclosing the person's identity would unduly violate the person's privacy and may decide that the decision, or part of the decision, shall be kept confidential.

1.9 Decision

- 1.9.1 After hearing the matter, the Adjudicator/Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Adjudicator/Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the VSA. The Adjudicator/Panel 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 Adjudicator/Panel.

1.10 Sanctions

- 1.10.1 Governing bodies must clearly define the length and conditions of the disciplinary sanction(s).
- 1.10.2 The Adjudicator/Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:
- a) Verbal or written reprimand from the VSA to one of the Parties.
 - b) Verbal or written apology from one Party to the other Party.
 - c) Service or other voluntary contribution to the VSA.
 - d) Removal of certain membership privileges.
 - e) Suspension from certain teams, events, and/or activities.
 - f) Suspension from all the VSA's activities for a designated period.
 - g) Temporary Expulsion from the VSA.
 - h) Lifetime Expulsion from the VSA.
 - i) Withholding of prize money or awards.
 - j) Payment of the cost of repairs for property damage.
 - k) Suspension of funding from the VSA or from other sources.
 - l) Any other sanction considered appropriate for the offense.
- 1.10.3 The Summary of Recommended Disciplinary Sanctions and Misconduct of a Game Official may be used as a guide to the Adjudicator/Panel however each case is unique. The Adjudicator/Panel may consider previous decisions and guidelines for similar infractions. Any such review of previous decisions and guidelines is not precedent setting and may be considered at the sole discretion of the Adjudicator/Panel.
- 1.10.4 Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.
- 1.10.5 The Canadian Soccer Association prohibits the imposition of fines for youth players (any player under the age of 18).
- 1.10.6 A game suspension renders an individual ineligible to participate in a specific number of games.
- 1.10.7 A time suspension renders an individual ineligible to participate in all soccer-related activities for a set period of time. All soccer activity means at a minimum playing, coaching, managing, organizing, training and refereeing.

- 1.10.8 Depending on the details of the ruling, a suspended individual may be able to attend games from which he/she is suspended; however, must stay away from the field and may not be involved in team activities or interact with Game 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; and,
 - d) Should a suspended individual behave in a manner that brings disrepute to the game while attending a game as a spectator, he/she shall be subject to further disciplinary action.
- 1.10.9 Governing Bodies have the authority to determine disciplinary sanctions within their jurisdiction only.
- a) Disciplinary sanctions assessed by a Member Organization will apply within the jurisdiction of that Member Organization only.
 - i. Member Organizations must state in the written decision if the disciplinary sanctions will be applied and served within one league/program, or within the entire Member Organization.
 - ii. 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 Formal Complaint/Discipline.
 - b) If a Governing Body wishes to have the disciplinary sanction(s) apply at a higher level, then a Formal Complaint must be filed with the next level of Governing Body. Further sanctions may be applied within the policies and procedures of that Governing Body.

1.11 Timelines

- 1.11.1 If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Panel may direct that these timelines be adjusted.

1.12 Appeals Procedure

- 1.12.1 The decision of the Panel may be appealed in accordance with the VSA's *Appeal Policy*.

1.13 Legal Action

- 1.13.1 No action or legal proceeding will be commenced against the VSA or its Members, unless the VSA has refused or failed to provide or abide by its formal complaints processes and only after all rights of appeal and all rights and remedies have been exhausted.
- a) All VSA Member Organization, it's members, leagues, clubs, and players shall: not involve the aid of ordinary courts without first exhausting all available remedies within the VSA, SSA and CSA policies and processes to resolve any and all disputes or disagreements between them.
 - b) comply with the Code of Conduct and Ethics, and bylaws of the VSA, SSA and CSA.
 - c) comply with the principles of the Formal Complaints and Discipline policies of the VSA, SSA and the Disciplinary Code of the CSA.

1.14 Summary of Recommended Sanctions for Misconduct of a Game Official

Dismissal by a Referee	First Offense	Second Offense	Subsequent Offenses
Playing in a match while registered as a Game Official in the same league (without permission of both teams involved).	Reprimand	Two game suspension or one month suspension.	Six month suspension.
Registered official officiating unaffiliated/unsanctioned games.	Reprimand + fine of associated game fee.	Six month suspension.	Minimum one (1) year suspension.
Officiating matches in which a conflict of interest exists (against the SSA referee <u>Code of Ethics</u>).	Reprimand	One (1) month suspension.	Minimum one (1) year suspension.
Cancellation of match assignment within 48 hours of a scheduled match without a valid reason.	Reprimand	Fine of associated game fee.	Fine of associated game fee + \$50 and possible suspension.
Failure to submit official discipline and/or match report within 48 hours after a game.	Reprimand + fine of associated game fee.	One (1) month suspension and fine of associated game fee.	Minimum three (3) month suspension to maximum one (1) year suspension.
Failure to refrain from public criticism of players, fellow officials or team personnel.	Reprimand + fine of associated game fee to possible one (1) month suspension.	Six (6) month suspension.	Minimum one (1) year suspension to maximum lifetime suspension.
Failure to adhere to standards of ethical conduct (SSA and CSA Referee <u>Code of Ethics</u>).	Minimum one (1) month suspension to maximum six (6) month suspension.	One (1) year suspension.	Minimum one (1) year suspension to maximum lifetime suspension.
Use of profane, insulting, harassing or otherwise offensive language and/or behavior.	One (1) month suspension + fine of one (1) game fee.	Minimum one (1) month suspension to maximum six (6) month suspension.	Minimum one (1) year suspension to maximum lifetime suspension.
Deliberate or attempted deliberate physical contact (i.e. striking, kicking, spitting etc.)	Up to one (1) year suspension.	Minimum one (1) year to maximum (5) year suspension.	Minimum five (5) year suspension to maximum lifetime suspension.
Violent conduct or attempted violent conduct (i.e. striking, kicking, spitting, etc.)	Suspension of up to five (5) years.	Minimum five (5) to maximum (10) year suspension.	Lifetime suspension
Failure to ensure the safety of players and officials.	Reprimand + fine of associated game fee.	One (1) month suspension.	Minimum one (1) year suspension.
Discrimination/Harassment/Unprofessional conduct.	Minimum one (1) month to maximum six (6) month suspension.	Minimum six (6) month to maximum one (1) year suspension.	Lifetime suspension
Refereeing while under suspension.	Minimum six (6) month suspension to maximum one (1) year suspension.	Minimum one (1) year to maximum (5) year suspension.	Lifetime suspension

Any other offense that contravenes the VSA guide to discipline.	Sanction(s) as deemed appropriate by the SSA Referee Development Committee.	Sanction(s) as deemed appropriate by the SSA Referee Development Committee.	Sanction(s) as deemed appropriate by the SSA Referee Development Committee.
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1.15 Summary of Recommended Disciplinary Sanctions

Caution Accumulation	Recommended Sanction		
5 cautions in the same competition during the same season.	1 Game Suspension		
8 cautions in the same competition during the same season.	2 Game Suspension		
10 cautions in the same competitions during the same season.	5 Game or 30 Day Suspension		
11+ cautions in the same competition during the same season.	Discipline Hearing		
	A player receiving two cautions in the same match is consequently dismissed and the cautions shall <u>NOT</u> become part of the caution accumulation. The dismissal shall be addressed as such with recommended disciplinary sanctions included in the table. In the event that a player receives a caution and is subsequently dismissed for an offence punishable by dismissal, the first caution shall be included in the caution accumulation.		
Dismissal by a Referee	First Offense	Second Offense	Subsequent Offenses
Receives two cautions in one game	1 Game Suspension	2-4 Game Suspension	5 Game Suspension
Unethical / Unsporting Conduct			
- Uses offensive, insulting or abusive language and/or gestures NOT directed at a person.	1 Game Suspension	1-3 Game Suspension	5 Game Suspension
- Uses offensive, insulting or abusive language and/or gestures directed at a person (excluding a Game Official).	2 Game Suspension	3-4 Game Suspension	8 Game Suspension
Denies the opposing team a goal or obvious goal scoring opportunity.			
- By deliberately handling the ball.	1 Game Suspension	2 Game Suspension	5 Game Suspension
- To an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick.	1 Game Suspension	3 Game Suspension	6 Game Suspension
Serious Foul Play	2-5 Game Suspension	5-10 Game Suspension	1 Year Suspension
Violent Conduct	2-5 Game Suspension	5-10 Game Suspension	1 Year Suspension
Spitting at an opponent or other person.	5-8 Game Suspension	1 Year Suspension	2 Year Suspension
Repeated Dismissal (3 Red Cards in a 12 month period)	Up to 1 Year additional suspension (in addition to sanction(s) for offense(s) for which individual was originally dismissed the third time).		
Dismissal for actions against a Game Official			
Persistent protests against decisions by a Game Official.	2 Game Suspension	5 Game Suspension	6 Month Suspension
Uses offensive, insulting or abusive language and/or gestures directed at a Game Official.	5 Game or 1 Month Suspension	10 Game or 2 Month Suspension	1 Year Suspension

Fails to leave the vicinity of the field of play in a timely manner after being dismissed.	2 Game Suspension (in addition to suspension for offense for which individual was initially dismissed).	5 Game Suspension (in addition to suspension for offense for which individual was initially dismissed).	6 Month Suspension (in addition to suspension for offense for which individual was initially dismissed).
Assault of a Game Official			
Deliberate or attempted deliberate physical contact. Verbal Abuse (i.e. issuing threats, etc.). Threatening Actions or Behaviour.	1 Year Suspension	2-5 Year Suspension	5 Year – Lifetime Suspension
Violent conduct or attempted violent conduct (i.e. striking, striking with a ball or object, kicking, spitting, etc.).	2-5 Year Suspension	5-10 Year Suspension	Lifetime Suspension
Misconduct			
By a team official resulting in a misconduct report or complaint by a Game Official.	Reprimand and potential fine and/or suspension.	Minimum \$100.00 fine and Suspension.	\$500.00 Fine and 1 Year Suspension + report to VSA Judicial Body for Discipline.
By a team official resulting in the abandonment of a game.	Minimum \$100.00 fine and Suspension.	Minimum \$500.00 fine and 1 Year Suspension.	Review by VSA Judicial Body for Discipline.
Participation while under Suspension			
By a player in a game or soccer-related activity.	Minimum six (6) month suspension to be served following the completion of the current suspension.	Suspension and/or other sanctioned as deemed appropriate by the VSA Judicial Body for Discipline.	Suspension and/or other sanctioned as deemed appropriate by the VSA Judicial Body for Discipline.
By a team official who acts in a manner that may be deemed to be coaching or managing.	Minimum six (6) month suspension to be served following the completion of the current suspension.	Suspension and/or other sanctioned as deemed appropriate by the VSA Judicial Body for Discipline.	Suspension and/or other sanctioned as deemed appropriate by the VSA Judicial Body for Discipline.
By any individual who, while attending a game as a spectator while under suspension, behaves in a manner that brings disrepute to the game.	Minimum six (6) month suspension to be served following the completion of the current suspension.	Suspension and/or other sanctioned as deemed appropriate by the VSA Judicial Body for Discipline.	Suspension and/or other sanctioned as deemed appropriate by the VSA Judicial Body for Discipline.

2 Tournament Discipline Procedure

** This Tournament Discipline Procedure does not supersede or replace the VSA's Formal Complaints Policy **

2.1 Definitions

- 2.1.1 The following terms have these meanings in this Policy:
- a) *"Governing Body"* – It refers to the organization that has the authority to manage a discipline complaint per the policies of the Governing Body. Governing Body may refer to the Canadian Soccer Association, SSA, VSA or Member Organizations, Clubs/Zones or Entities that are Members of the VSA.
 - b) *"Members"* – All Members defined by VSA Bylaws and for the purposes of this policy shall also include parents of Individual Members and spectators at VSA events and VSA sanctioned competitions.
 - c) *"Tournament"* – A VSA-sanctioned event (tournaments, championships or where timelines do not allow for the *Formal Complaints Policy* to be implemented fairly, this policy will apply).

2.2 Purpose

- 2.2.1 The VSA 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.

2.3 Scope and Application of this Policy

- 2.3.1 This Procedure will be applied to all Events unless the Event host states any modifications to this Procedure (and the reasons for those modifications) in the Event's invitation package (if any) that is distributed to all participating clubs and teams. Changes to this Procedure must also be outlined in the event host's sanctioning request and approved by the VSA prior to distribution in the Event invitation package.
- 2.3.2 If the Event is being hosted by an organization beyond the jurisdiction of the VSA, the Event Discipline and/or Protests procedures of the host organization will replace this Procedure. Incidents involving Members connected with the VSA (such as the VSA athletes, coaches, members, and directors and officers) must still be reported to the VSA to be addressed under the VSA's *Formal Complaints Policy*, if necessary.
- 2.3.3 This Procedure does not replace or supersede the *Formal Complaints Policy*. Instead, this Procedure works in concert 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 VSA's *Code of Conduct and Ethics* or the Rules of the Game.
- 2.3.4 This Policy will not apply to VSA Leagues who have their own discipline procedures which such discipline procedures will be applicable to their league games.

2.4 Misconduct during Events

- 2.4.1 Incidents that violate or potentially violate the VSA's *Code of Conduct and Ethics*, which can occur during a match or away from the field but between parties connected to the Event, shall be reported to a designated person (usually the tournament organizer or on-site convener) responsible at the Event.
- 2.4.2 Incidents which violate the VSA *Rules of Play* which occur before, during or after a match, shall be reported to a designated person (usually the tournament organizer or on-site convener) responsible at the Event.

- 2.4.3 The designated person at the Event shall use the following procedure to address the incident that violated or potentially the VSA's *Code of Conduct and Ethics* and/or *Rules of Play*:
- a) Notify the involved parties that there has been an incident that violated or potentially violated the *Code of Conduct and Ethics Policy* and/or *Rules of Play*.
 - b) Convene a committee of three people (one of whom shall be designated the Chairperson), who shall not be in a conflict of interest, to determine whether the *Code of Conduct and Ethics Policy* has been violated. The designated person at the Event may serve on the committee.
 - c) The committee may interview and secure statements from any witnesses to the alleged violation.
 - d) If the violation occurred during a match, interviews will be held with the officials who conducted the match and with the coaches and captains of each team when necessary and appropriate.
 - e) The committee will render a decision and determine a possible penalty.
 - f) The Chairperson of the committee will inform all parties about the committee's decision.
 - g) File a report to VSA office.
- 2.4.4 The penalty determined by the committee may include any of the following, singularly or in combination:
- a) Oral or written warning.
 - b) Oral or written reprimand.
 - c) Suspension from future matches at the Event.
 - d) Ejection from the Event.
 - e) Other appropriate penalty as determined by the committee.
- 2.4.5 If a suspension is not fully served by the conclusion of the tournament, a full written report of the incident and the committee's decision shall be submitted to the VSA following the conclusion of the Event. The decision will be enforced until the suspension is fully served. Further discipline may then be applied per the *Formal Complaints Policy* if necessary.
- 2.4.6 Where the incident occurred in the final game of the tournament and a hearing is not held with the Tournament Discipline Committee, a full written report of the incident shall be submitted to the VSA following the conclusion of the Event. The VSA will then execute the discipline process.
- 2.4.7 Decisions made in the scope of this Policy may be appealed in accordance with the VSA Appeals Policy.
- 2.4.8 This Procedure does not prohibit other Members from reporting the same incident of misconduct to the VSA to be addressed as a formal complaint under the *Formal Complaints Policy*.
- 2.4.9 The VSA shall record and track all incidents reported to its office.

3 Game Officials Procedure

3.1 Definitions

- 3.1.1 The following terms have these meanings in this Policy:
- “Game Official” – 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
 - “Governing Body” – It refers to the organization that has the authority to manage a discipline complaint per the policies of the Governing Body. Governing Body may refer to the Canadian Soccer Association, SSA, VSA or Member Organizations, Clubs/Zones or Entities that are Members of the VSA.
 - “Members” – All Members defined by VSA Bylaws and for the purposes of this policy shall also include parents of Individual Members and spectators at VSA events and VSA sanctioned competitions
 - “Respondent” – The alleged infracting Party

3.2 Purpose

- 3.2.1 The VSA is committed to providing game officials with procedures to appropriately manage sanctioned soccer activities. This Procedure outlines how alleged misconduct with specific parties during sanctioned activities will be managed.
- 3.2.2 VSA Member Organizations are responsible to ensure that their Conflict of Interest Policy use and regulations are consistent with this Policy. As such, the VSA recommends that Governing Bodies adopt similar processes as described within this Policy or adopt this Policy with the substitution of ‘VSA’ with the name of the Governing Body.

3.3 Scope and Application of this Policy

- 3.3.1 If the Event is being hosted by an organization beyond the jurisdiction of the VSA, the Tournament Discipline and/or Protests procedures of the host organization will replace this Procedure. Incidents involving Members connected with the VSA (such as the VSA athletes, coaches, members, and directors and officers) must still be reported to the VSA to be addressed under the VSA’s *Formal Complaints Policy*, if necessary.
- 3.3.2 This Procedure does not replace or supersede the *Formal Complaints Policy*. Instead, this Procedure works in concert 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 VSA’s *Code of Conduct and Ethics* or the Rules of the Game.

3.4 Misconduct of Spectators

- 3.4.1 In the event of misconduct, in the opinion of the Game Official, by a spectator during a sanctioned activity, the Game Official may stop the game and approach the team official(s) of the team associated with the spectator.
- 3.4.2 The Game Official will instruct the team official to speak to the spectator and request that he/she cease and desist.
- 3.4.3 If requested, the team official must identify the spectator accused of misconduct.
- 3.4.4 If the team official refuses to identify and/or speak to the spectator, the Game Official shall inform the team official(s) that the game will not proceed until these actions have taken place.

- 3.4.5 If the spectator is known to the teams, an official from the team designated as home shall request that the party cease and desist.
- 3.4.6 If the misconduct continues after the request to cease and desist, the Game Official may abandon the game.
- 3.4.7 In the event that a game is abandoned, the Game Official must submit a game report to VSA and any necessary supplementary report to the Governing Body holding jurisdiction over the event at which the misconduct took place.
- 3.4.8 Extreme misconduct, including but not limited to invasion of the field, objects being thrown, or other incidents which place any person in danger must be reported to the VSA.
- 3.4.9 Governing Bodies must have policies, procedures, rules and regulations to address a game abandoned due to misconduct by a spectator.

3.5 Misconduct of Team Officials

- 3.5.1 Extreme misconduct by a Team Official, including but not limited to invasion of the field, objects being thrown, or other incidents which place any person in danger must be reported to the VSA.
- 3.5.2 In the event of misconduct, in the opinion of the Game Official, by a team official during a sanctioned event, the Game Official may request that the Team Official leave the field of play.
- 3.5.3 If the misconduct continues after the request to leave the field of play or the team official refuses to leave the field of play, the Game Official may abandon the game.
- 3.5.4 In the event that a game is abandoned, the Game Official must submit a Special Incident Report to VSA and any necessary supplementary reports to the Governing Body holding jurisdiction over the event at which the misconduct took place within three days of the incident.
- 3.5.5 Decisions made in the scope of this Procedure are final and may not be appealed.
- 3.5.6 This Procedure does not prohibit other Members from reporting the same incident of misconduct to the VSA to be addressed as a formal complaint under the *Formal Complaints Policy*.
- 3.5.7 The VSA shall record and track all incidents reported to its office.

4 Misconduct of a Game Official Procedure

4.1 Definitions

- 4.1.1 The following terms have these meanings in this Policy:
- a) *“Game Official”* – 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.
 - b) *“Governing Body”* – It refers to the organization that has the authority to manage a formal complaint per the policies of the Governing Body. Governing Body may refer to the Canadian Soccer Association, SSA, VSA or Member Organizations, Clubs/Zones or Entities that are Members of the VSA.
 - c) *“Members”* – All Members defined by VSA Bylaws and for the purposes of this policy shall also include parents of Individual Members and spectators at VSA events and VSA sanctioned competitions.
 - d) *“Respondent”* – The alleged infracting Party

4.2 Jurisdiction

- 4.2.1 This Policy applies to all Members and Game Officials where it has first been determined that VSA and this Policy has jurisdiction according to the *Formal Complaints Policy*.

4.3 Scope and Application of this Policy

- 4.3.1 Misconduct by a Game Official within Saskatchewan shall fall under the jurisdiction of the SSA, with the exception of Game Officials on the National List, which shall be considered by the CSA.
- 4.3.2 The SSA Referee Development Committee shall investigate all allegations of misconduct by a Game Official.
- 4.3.3 This Procedure does not replace or supersede the *Formal Complaints Policy*. Instead, this Procedure works in concert with the *Formal Complaints Policy*.

4.4 Misconduct of a Game Official

- 4.4.1 The VSA shall have the power to act at any time in relation to the registration of a Game 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 Game Official to meet any requirement imposed on, or notified to, a Game Official by the CSA or SSA or VSA (including but not limited to any failure to comply with administrative requirements imposed on a Game 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 CSA 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 age or date of birth.
 - e) As a player or coach, violated the Laws of the Game to such a degree that a VSA Judicial Body for Discipline subsequently imposes a penalty of suspension from playing or coaching.
 - f) Been found to have committed an act of misconduct pursuant to the VSA Code of Conduct.

4.5 Suspension Pending a Hearing

- 4.5.1 A Game Official accused of misconduct may be suspended from all soccer-related activities pending a hearing at the sole discretion of the SSA Referee Development Committee. All soccer activity means at a minimum playing, coaching, managing, organizing, training and refereeing.

4.6 The Hearing Process

- 4.6.1 Where a Game Official is accused of misconduct, the VSA shall advise the Game Official, in writing, of the relevant allegation(s) and supporting facts and state that the matter will be considered by the Committee as outlined by this Policy and the CSA Regulations for Registration and Control of Referees.
- 4.6.2 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 \$100 must accompany the request.
 - c) Admit the allegation(s):
 - i. A Game Official who admits the allegation(s) may set out any submissions which he/she wishes the Referee Development Committee to consider when considering what, if any, action to take.
 - ii. In admitting the allegation(s), the Game Official may also request a hearing.
- 4.6.3 The Respondent and any other party that the Referee Development Committee deems relevant will be required to attend the hearing at their own expense.
- 4.6.4 The hearing will be conducted according to the procedures set forth in the *Discipline Policy* under Major Infractions, as well as the *CSA's Regulations for the Registration and Control of Referees*.

4.7 Decision

- 4.7.1 After hearing the matter, the Referee Development Committee will determine whether an infraction occurred and, if so, the sanction to be imposed. Within fourteen (14) days of the hearing's conclusion, the Referee Development Committee's written decision, with reasons, will be distributed to all Parties, the Case Manager, SSA, and the VSA. The Referee Development 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 Development Committee.

4.8 Sanctions

- 4.8.1 Where the Referee Development 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. This may include, but is not limited to:
- a) Censure
 - b) A period of remedial training
 - c) Suspension
 - d) Removal of Registration
- 4.8.2 The Summary of Recommended Disciplinary Sanctions and Misconduct of a Game Official may be used as a guide to the Referee Development Committee however each case is unique. The Referee Development Committee may consider previous decisions and guidelines for similar infractions. Any such review of previous decisions and guidelines is not precedent setting and may be considered at the sole discretion of the Referee Development Committee.

- 4.8.3 Unless the Referee Development Committee decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Referee Development Committee may result in supplementary discipline until such time as compliance occurs.

4.9 Confidentiality

- 4.9.1 The discipline and complaints process is confidential and involves only the Game Official, the Referee Development Committee, and any independent advisors to the Panel. 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.

4.10 Records and Distribution of Decisions

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

4.11 Appeals Procedure

- 4.11.1 The decision of the Panel may be appealed in accordance with the SSA's *Appeals Policy*.
- 4.11.2 No action or legal proceeding will be commenced against the VSA, SSA or its Members, unless the VSA or SSA has refused or failed to provide or abide by the resolution processes set out in its Policies.