**Vermilion Roar Lacrosse**

**ASSOCIATION**

**DICIPLINE MANUAL**

**December 2019**

Table of contents

Zero tolerance Standard Page 3

Introduction/Overview Page 4

Definitions Page 5

Duties of the Discipline Director/Discipline committee Page 7

Discipline Procedures Page 7

Expectations of Parent Page 11

Expectations of Coach Page 14

Expectation of Player Page 16

Expectation of Executive member Page 19

Team and Player Discipline Page 20

Social media Page 21

Appendix A: Code of Ethics and Behavior incident form Page 22

Appendix B –Penalty’s Page 24

Appendix C Hearing notice letter Page 25

Appendix D Sample Verbal warning Confirmation letter Page 26

Appendix E Written Warning Letter Page 27

Appendix F Termination of Membership Letter Page 29

Appendix G Disciplinary appeal letter Page30

Appendix H Discipline Tracking Form Page 31

Vermilion Roar Association Disciplinary Document Page 32

**Zero Tolerance Standard**

Issues of inappropriate behavior in minor lacrosse is a growing concern. These

guidelines are designed to remind all players, coaches, officials, league officials,

parents and spectators to maintain a sportsmanlike and respectful atmosphere

before, during and after all lacrosse related events.

Working together we can minimize these negative behaviors. Coaches, team

managers, parents and spectators can be positive role models by setting an example

for others.

Violators may be subject to disciplinary action by the VRLA Discipline Committee.

Inappropriate or disruptive behavior shall include, but are not limited to

1) Use of obscene or vulgar language in a boisterous manner to anyone at any

time;

2) Taunting of players, coaches, officials, or other spectators by means of

baiting, ridiculing or threat of physical violence;

3) Any actions that inhibits the viewing pleasure of other spectators;

4) Throwing of any object in the spectators’ viewing area, player’s bench,

penalty box or on the playing surface, directed in any manner as to create a

safety hazard; or

5) Unwarranted or unwanted physical contact.

Sanctions may be placed on any offending individual that could include game or

seasonal suspensions, educational or referee training courses.

You, and only you, are responsible for your actions. If you feel yourself crossing the

line take action by removing yourself from the situation.

**Introduction**

 This paper details the Vermilion Roar Lacrosse Association internal disciplinary procedures. It complements the VRLA Bylaws and Policies and procedures.

**Overview**

The general approach to discipline is outlined in the Vermilion Roar Lacrosse Association Bylaws section 9 and The Vermilion Roar Lacrosse Association Policies and Procedures Directive 13.

**Code of Conduct**

All Members, Players, Managers, Officials, Executive, Committee members, Managers, Coaches, Volunteers and Parents/Guardians shall:

1. At all times refrain from behavior which may discredit or embarrass the VRLA or the game of lacrosse.
2. Show respect for cultural, social, religious and political values of all participants in the game of lacrosse
3. Always be courteous and objective when dealing with other members of the Association
4. Support the concept of fair play and sportsmanship
5. As a guest in a foreign country, other provinces or other associations abide by the laws of the host and adhere to any social customs concerning conduct.
6. Refrain from criticism of members or representatives of the VRLA.

 The purpose of the code of conduct is to clarify the standards of behavior and values expected from anyone involved with the Vermilion Roar Lacrosse Association to uphold the Creators Game.

Conduct of executive

When the conduct of a member of the executive is subject to a formal complaint, they shall step down from the executive until the complaint is resolved. This will not preclude the VRLA President from convening an urgent meeting of the executive, should they consider it advisable.

**Bylaw section 9 Discipline**

The rules of Natural Justice will apply to VRLA discipline issues. (As stated in Bylaw 4.5 below)

**Bylaw 4.5 “RULES OF NATURAL JUSTICE”**

Rules of Natural Justice has been described as having two parts

1. The duty to give persons affected by a decision a reasonable opportunity to present their case.
2. The duty to reach a decision untainted by bias.
	1. The Association through its elected or appointed officials has the authority to discipline any players, team officials, team followers, parent/guardian or member.
	2. The Director of Discipline shall ensure that written policy or regulations exist with respect to the application of discipline which ensures that each disciplinary incident is:
3. dealt with by a committee not less than three people
4. That the right of appeal is extended to every individual.
5. That all correspondences are in writing.
6. That the integrity and stature of the game officials is respected.
7. That fairness and consistency is maintained on both sides.
	1. All discipline issues including appeals are to be directed to the discipline chair in writing directly from the complainant or their parents/guardians.

**DIRECTIVE 13: DICIPLINE ISSUES/COMPLAINTS/PROPER PROTOCOLAL**

 DISCIPLINE ISSUES MUST BE REPORTED IN WRITING TO THE DIRECTOR OF DISCIPLINE TO BE CONSIDERED.

Players, parents and members shall conduct themselves according to the VRLA Code of Conduct at all times. Failure to adhere to this code may result in suspensions or removal from VRLA and/or its governing bodies

**Discipline Procedure**

* 1. Meeting of the Discipline Committee to assess the discipline required. Minutes of any such meeting will be held in confidence and made available only to the parties involved.
	2. A written report with the incident along with a written discipline order and any conditions that arise from the meeting of the Director of Discipline/Committee.
	3. Follow up by the Director of Discipline
	4. Release report from the Director of Discipline/Committee to the executive, after all conditions have been met. Final Reports are to be filed with VRLA Board documents.
	5. Ongoing monitoring of the file by the Director of Discipline if required, or file closure.

**Definitions**

**Director of Discipline**- means the person in charge of the Discipline committee.

**Discipline committee** – means a committee of at least three executive members including the Director of Discipline who are responsible for discipline of all. They are also responsible for hearing appeals.

**Minor infractions** – **Minor infractions carry a penalty of a one (1) week suspension from all practices, games, and/or any team activity** and means any infraction that is less serious than a major infraction and is subject to discipline by the VRLA discipline committee; At their discretion, a coach may take immediate action against a player for Minor Infractions of this policy. **The coach will be required to document the incident and provide a copy to the Discipline Committee within 5 days of the occurrence.**

**Major infraction** – **Major Infractions carry a penalty of a thirty (30) day suspension from all practices, games, and/or any team activity** and means all infractions of the most serious nature and is subject to discipline by the VRLA discipline committee.

**Gross Misconduct Infractions- Gross Misconduct Infraction carry a penalty of a one (1) year minimum suspension from the program to permanent termination from the VRLA organization** and means all infractions of the most serious nature and is subject to discipline by the VRLA discipline committee and possible charges from the RCMP.

**Financial Penalty** – means moneys paid by individual(s) or team for damages.

**Appeal** -means todispute the infraction. If you wish to do so you may write a letter detailing the grounds for your appeal to the Director of Discipline and the Disciplinary Committee with your appeal within 10 days of receiving a letter, any appeal will not halt your infraction or complaint but, if it is upheld you will be reinstated in your position. The Disciplinary Committee will meet to discuss your appeal within 7 days of receiving your letter; you will be notified within 7 days from the meeting date of the Disciplinary Committees decision regarding the appeal, and once rendered, is final.

**Policy on Sports Conduct-** means coaches**/** players and parents/guardians will be informed of this Policy on Sports Conduct before the start of the season. Coaches/Parents/guardians are required to acknowledge (by signature) that they received a copy of the Policy before their child may participate in any Lacrosse Practices/games/ Events etc.

**Duties of the Director of Discipline**

* Report to the Executive.
* Present a report of incidents.
* Chair all discipline committee meetings, maintain all records of correspondence, and record all minutes of the discipline committee meetings, President or Vice President, Referee Liaison and up to two other directors is on this committee
* Responsible for player, coach, parent discipline within the VRLA
* Be the VRLA liaison with WLA discipline chair
* Tournament Discipline – provide a discipline template to the Discipline chair (Failure to supply reports to the ALA will result in a $500.00 fine to the host organisation)
* All Tournaments are to have a Discipline chair and Referee in Chief
* Non-members (Official, Coach, Player, Manager or other) report discipline within 48 hours of receipt forward a copy to suspended parties local Governing Body

**Discipline Committee**

The Discipline Committee is a standing committee in accordance with the Bylaws and policies of the Vermilion Roar Lacrosse Association; the committee handles and decides on disciplinary matters involving members of the Vermilion Roar Lacrosse Association. The Discipline Committee, consisting of three (3) or (5) members of the executive including the President or Vice President, the Director of Discipline, and, at minimum one other executive member.

 Chairperson - Director of Discipline

 Vice Chair –

 Secretary –

 Director –

 Director -

**Discipline Procedures**

Any Coach, player and their parent(s)/guardian have the right to lodge a complaint about an Association member. To do so please make all correspondences in writing with a name or send by email to the Director of Discipline at roardiscipline@gmail.com . If further information or a witness a statement is available please include them with the incident information. Complaints that are not dated and signed will not be accepted.

Once the incident form has been received by the Director of Discipline; the offending party will be contacted for information concerning the incident. The Discipline committee will then meet with the individual and give them a chance to explain their rendition of the event(s). The Discipline committee will then make a decision on the best course of action and then the Director of Discipline will notify the offending individual.

Formal Complaints

•A formal complaint may be made by any person with knowledge of the incident.

•The complaint must be in writing, addressed to the VRLA Board or Director of Discipline, and signed by the person or persons making the complaint.

•The complaint will include the names of any witnesses to the alleged conduct.

•The complaint will be submitted to the Director of Discipline within seven (7) days of the incident and will be reviewed. Immediate temporary suspensions may be imposed by the VRLA Board depending on the circumstances.

•The Discipline Committee will provide the complainant with a description of the written submission subject to confidentiality.

•The Discipline Committee will convene a meeting solely for the purposes of hearing the evidence and learning of the circumstances of the suspension. The hearing shall take place at the meeting within seven (7) days following notice to the Member or to the parents of the player, advising of the meeting and giving the Member or the parents of the player an opportunity to attend the meeting and make submissions to the Discipline Committee. Players under the age of 18 must be accompanied by a parent or guardian over the age of 18.

•The Discipline Committee shall determine whether the Member or the player has acted improperly, has acted in a manner unbecoming or endangering the interest or reputation of the Association, or has committed a breach of the Association’s policy on Sports conduct, Code of conduct, Social media policy, Harassment policy or Zero tolerance standard, or has committed a breach of the provisions of the Bylaws of the Association.

•The Discipline Committee shall determine whether or not to continue the suspension for a definite period of time, or expel the Member or player permanently from membership in the Association. Such determination shall be hand delivered to the resident address of the suspended Member or player, as the case may be, within forty-eight (48) hours following the conclusion of the hearing.

Penalties cannot be set out for every possible scenario. The judgment of the Disciplinary committee will be based on the severity of the incident and also take into account mitigating circumstances and any other penalties applied previously.

Composition

* The Board of Directors shall appoint no less than three and no more than five individuals to be members of the disciplinary committee; at least one member must be from the Executive committee, the President or Vice President, The Director of Discipline and up to two other directors. The Director of Discipline will be elected at the AGM; however if the position is vacant the Executive board will appoint an interim Director.
* These meetings will be held as determined by the various Disciplinary incidents and will be chaired by the Director of Discipline. The President or Vice President, and up to two other Executive shall be members.
* Members of the Discipline committee are appointed for (two terms) with a total of four calendar years in accordance with VRLA bylaws and policies. See by-laws for exceptions.
* There shall be no spouses or common law partners on the committee due to conflict of interest.

Confidentiality

* Member of the Discipline Committee are bound by confidentiality in accordance with VRLA bylaws and policies. Failure will result in Disciplinary action taken by the VRLA board of directors.

Remuneration for meetings

* The Members of the Discipline committee shall not receive remuneration

Proceedings in the Disciplinary committee

* The Chair shall prepare and present matters to be handled by the committee as well as institute the proceedings in the committee.
* If a matter to be handled by the Discipline committee concerns a member of the discipline committee. The committee in that case will have the member excluded and may appoint another member for handling the matter.
* The disciplinary committee may on the initiative of itself or another party declare a member disqualified. If he or she disqualified to handle the matter as a judge or for other factors that for justifiable reasons may be deemed to endanger his or her impartiality and independence.

Proceedings before the Disciplinary Committee

* The disciplinary committee shall commence the proceedings of the disciplinary matters without delay. The Director of Discipline Chair or in a case where the Chair is prevented from doing so the President/Vice President shall convene the committee. The appointed director shall act as the secretary and assist the committee in its duties.
* If the matter in question does not fall within the competence of the Disciplinary committee or the proposed matter is evidently unfounded, the Chairperson of the committee may dismiss the proposal immediately and pass the matter to the proper authority. (example WLA, RIC, ALA, or RCMP)
* The meetings and the documents and other records handled or prepared by the Vermilion Roar Lacrosse Association Disciplinary Committee shall not be public.
* The handling of all disciplinary matters shall be carried out in writing. The Disciplinary Committee may however, authorise a party to express views orally.
* The right for the Disciplinary committee to obtain the necessary information shall be governed by the Vermilion Roar lacrosse Association Bylaws and policies.

Decision Making

* The Disciplinary committee shall have quorum when a majority of the members are present. One of those present must either be the Chair or the Vice Chair. Each member shall have one vote at the meeting of the committee. The opinion supported by the majority of votes is the decision of the committee. In the Case of a tie the Chair shall have the casting vote.
* The Disciplinary committee are required to inform the Vermilion Roar Lacrosse Association Executive board of Directors of any disciplinary procedures and decisions issued.

Appeals

Any Coach, player and their parent(s)/guardian have the right to appeal a decision of the Discipline Committee. If you wish to do so you may write to the Director of Discipline and the Disciplinary Committee with your appeal within 10 days of receiving a letter, detailing the grounds for your appeal. Any appeal will not halt your infraction or complaint but, if it is upheld you will be reinstated in your position. The Disciplinary Committee will meet to discuss your appeal within 7 days of receiving your letter; you will be notified within 7 days from the meeting date of the Disciplinary Committees decision regarding the appeal, and once rendered, is final.

Such determination shall be hand delivered to the resident address of the suspended Member or player, as the case may be, within forty-eight (48) hours following the conclusion of the hearing.

 **Vermilion Roar Lacrosse Association Expectations of Parents Policy**

Players and parents will be informed of this Policy on Sports Conduct before the start of the season. Parents/guardians are required to acknowledge (by signature) that they received a copy of the Policy before their child may participate in any Lacrosse Practices/games/ Events etc. Each parent is expected to be familiar with these values and their place in the Association. Vermilion Roar Lacrosse Association is dedicated to introducing the game of Lacrosse to individuals and their families. We expect appropriate sports behavior and respect for every individual as described in the various Lacrosse codes of conduct.

* Children participate in organized sports for their enjoyment. Make it fun and support them. Winning is a consideration, but not the only one, nor the most important one. Remember, players are involved in lacrosse for fun and enjoyment.
* Encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other sports event.
* Encourage your child to play by the rules. Remember, children learn best by example, so applaud good plays of both teams.
* Emphasize skill development and practices. De-emphasize games and competition in the lower age groups.
* Know and study the rules of the game, and support the officials on and off the floor. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
* Recognize the value and importance of volunteer coaches. They are important to the development of your child and the game of lacrosse. Communicate with them and support them. Without them children do not play sports.
* Remember the game is for the children, not the adults.
* VRLA, consistent with the Canadian Lacrosse Association Zero Tolerance Policy, requires all parents/spectators to maintain sportsmanlike behavior and preserve the educational atmosphere before, during and after all Lacrosse games and VRLA events (practices, meetings, etc.).
* Being a spectator at your child’s games and practices is a privilege not a right.

I have read and understand the above statements and have discussed them with my child.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Infractions**
Minor Infractions carry a penalty of a one (1) week suspension from all practices, games, and/or any team activity. The suspension begins when the Discipline Committee has reached a decision on the issue; however the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.
Minor Infractions include, but are not limited to:

* Use of obscene or vulgar language or gestures to anyone at anytime
* Abusive language (toward players, coaches, parents, officials, other players, and spectators)
* Taunting of players, coaches, officials, or spectators by means of baiting, or ridiculing
* Addressing a coach, official, player or volunteer in an unsportsmanlike, discourteous, or threatening manner
* Questioning the coach(s) coaching during or after practices or games
* Questioning the referees during or after games
* Approaching a coach or referee immediately following a game to voice a complaint

Major Infractions carry a penalty of a thirty (30) day suspension from all practices, games, and/or any team activity. The suspension begins when the Discipline Committee has reached a decision on the issue; however the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.
Major Infractions include, but are not limited to:

* Threats of physical violence towards any player, coach, parent, official, VRLA volunteer, or spectator
* Throwing of any object in the spectators viewing area, players bench, penalty box, in the locker room, or on the ice surface, that in any manner creates a safety hazard
* Intentionally shoving or striking a player, coach, or official during any VRLA function, whether in the locker room, on the playing surface, or at any time the team is getting together
* Public disparagement of other members (allegations found to be false)
* Major infractions of the same offense or third or subsequent Major Infractions.

Gross Misconduct Infraction carry a penalty of a one (1) year minimum suspension from the program to permanent termination from the VRLA organization. The suspension begins when the Discipline Committee has reached a decision on the issue; however the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete. For misconduct infractions; penalties will require ratification by a 2/3 majority of the Board of Directors, at a meeting where there is a quorum of the Board.

Gross Misconduct Infractions include, but are not limited to: Use of alcohol or drugs at the arena or official team function (this does not apply to consumption of alcohol at a restaurant, hotel, or home after scheduled games or practices). Physical abuse of a player, coach, parent, official, VRLA volunteer, or spectator. Activities that violate Laws which create a safety risk to any member of the Association. Major infraction or penalties of the same offense or third or subsequent infractions.

**Parent Notification**

Parents will be informed of this Policy on Sports Conduct before the beginning of the season. Parents/guardians are required to acknowledge (by signature) that they received a copy of the Policy before their child may participate in any VRLA games.

* Right to Appeal
* Any parent has the right to appeal a decision of the Discipline Committee. The appeal is to be made in writing to the VRLA Discipline Committee within 10 days of the infraction letter date. The VRLA Discipline Committee will render a decision regarding the appeal within 7 days and once rendered, is final.
* Reporting to the Director of Discipline in writing (contact information can be found on the VRLA web site www.vermilionroarlacrosse.com)

The President of the VRLA will deliver an annual report to the Association at the Annual General Meeting stating such particulars as number of Policy incidents.

**Parents**
VRLA wants the Lacrosse experience to be rewarding for your child. As a parent, you can help to ensure that it is in many ways.

* Volunteer to help with the many tasks required to make our programs successful.
* Be sure that your child wears CSA approved and proper fitting equipment.
* Ensure that your child strives to attend all practices and games.

**Finally, VRLA strongly encourages you to embrace and observe the Parent Code of Conduct.**

**Vermilion Roar Lacrosse Association Expectations of Coaches Policy**

Working with young people is both a responsibility and a privilege; the importance of this position of authority and leadership cannot be under estimated. Coaches will be informed of this Policy on Sports Conduct prior to the beginning of the season. Coaches are required to acknowledge (by signature) that they received a copy of the Policy before they may participate in Vermilion Roar Lacrosse games. Each coach is expected to be familiar with these values and their place in the Association. Vermilion Roar Lacrosse Association is dedicated to introducing the game of Lacrosse to players and their families. We expect appropriate sports behavior and respect for every individual.

* Winning is a consideration, but not the only one, nor the most important one. It is important to care more about the child playing than winning the game. Remember, players are involved in lacrosse for fun and enjoyment. Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.
* Coaches are responsible for knowing, understanding, and following all rules of the game.
* Coaches are responsible for the conduct of their players. Whenever a player exhibits unsportsmanlike behavior on their own, it is the responsibility of the coach to address the behavior and put an end to it.
* Game officials (on and off the playing surface) shall at all times be treated in a professional and courteous manner. It is the responsibility of the host coach to insure the safety and well-being of these officials in the host facility.
* Maintain an open line of communication with your player's parents. Explain the goals and objectives of the Association and the team.
* VRLA, consistent with lacrosse Zero Tolerance Policy, requires all coaches maintain sportsmanlike behavior and preserve the educational atmosphere before, during and after all Lacrosse games and VRLA events (practices, meetings, etc.).
* All coaches will abide by the standards contained in the Coaches Policy on Sports Conduct and Responsibilities. If the standards are violated, the coach may be subject to immediate suspension or dismissal as a coach. Coaching is a privilege and not a right.
* All coaches must have a valid NCCP number for either Community Development or Competitive Introduction. Coaches will be reimbursed the cost of one coach's clinic, per year. All coaches must have a criminal background check valid for two years with the Association.
* I have read and understand the above statements.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Infractions**
Minor Infractions carry a penalty of a one (1) week suspension from all practices, games, and/or any team activity. The suspension begins when the Discipline Committee has reached a decision on the issue; however the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Minor Infractions include, but are not limited to:

* Use of obscene or vulgar language or gestures to anyone at anytime
* Abusive language (teammates, coaches, parents, officials, other players, and spectators)
* Taunting of players, coaches, officials, or spectators by means of baiting, or ridiculing
* Addressing a player, another coach, official, or volunteer in an unsportsmanlike, discourteous, or threatening manner

Major Infractions carry a penalty of a thirty (30) day suspension from all practices, games, and/or any team activity. The suspension begins when the Discipline Committee has reached a decision on the issue; however the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Major Infractions include, but are not limited to:

* Threats of physical violence towards any player, coach, parent, official, VRLA volunteer, or spectator
* Throwing of any object in the spectators viewing area, players bench, penalty box, in the locker room, or on the ice surface, that in any manner creates a safety hazard
* Intentionally shoving or striking a player, coach, or official during any VRLA function, whether in the locker room, on the floor, or at any time the team is getting together
* Public disparagement of other members (allegations found to be false)
* Major infractions of the same offense or third or subsequent Major Infractions.

Gross Misconduct infractions carry a penalty of a one (1) year minimum suspension from the program to permanent termination from the VRLA organization. The suspension begins when the Discipline Committee has reached a decision on the issue; however the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete. For Gross Misconduct Infractions penalties will require ratification by a 2/3 majority of the Board of Directors, at a meeting where there is a quorum of the executive.

Gross Misconduct infractions include, but are not limited to:

* Use of alcohol or drugs at the arena or official team function
* Physical abuse of a player, coach, parent, official, VRLA volunteer, or spectator
* Activities that violate Provincial Laws which create a safety risk to any member of the organization
* Major infractions of the same offense or third or subsequent Major infractions.

**Vermilion Roar Lacrosse Association Expectations Player Notification**

Players will be informed of this Policy on Sports Conduct prior to the beginning of the season. Players are required to acknowledge (by signature) that they received a copy of the Policy before they may participate in Vermilion Roar Lacrosse games.

**Expectations of Players**
Each player is expected to be familiar with these values and their place in the Association. Vermilion Roar Lacrosse Association is dedicated to introducing the game of Lacrosse to individuals and their families. We expect appropriate sports behavior and respect for every individual as described in the various Lacrosse codes of conduct.
VRLA, consistent with Zero Tolerance Policy, that requires players maintain sportsmanlike behavior and preserve the educational atmosphere before, during and after all Lacrosse games and VRLA events (practices, meetings, etc.)

**Infractions and Penalties**
At their discretion, a coach may take immediate action against a player for Minor Infractions of this policy. A coach may bench the offending player during a game, or even ask them to leave the playing surface for the remaining duration of a practice or game. After the practice or game ends, the coach will discuss the incident with the player and the parents**. The coach will be required to document the incident and provide a copy to the Discipline Committee within 5 days of the occurrence.**Minor infractions carry a penalty of a one (1) week suspension from all practices, games, and/or any team activity. The suspension begins when the Discipline Committee has reached a decision on the issue; however the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete. This time will count towards the overall suspension period.

Minor Infractions include, but are not limited to:

* Use of obscene or vulgar language or gestures in a boisterous manner to anyone at anytime
* Use of abusive or disrespectful language (teammates, coaches, parents, officials, other players, and spectators)
* Taunting of players, coaches, officials, or spectators by means of baiting, or ridiculing
* Addressing a coach, official, or volunteer in an unsportsmanlike, discourteous, or threatening manner
* Active or passive refusal of a player to follow a direct, reasonable instruction from the coach with regard to games and practices

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date:

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Major Infractions include, but are not limited to:

* Threats of physical violence towards any player, coach, parent, official, VRLA volunteer, or spectator
* Throwing of any object in the spectators viewing area, players bench, penalty box, in the locker room, or on the ice surface, that in any manner creates a safety hazard
* Intentional shoving or striking another player, coach, or official during any VRLA functions, whether in the locker room, on the ice, or at any time the team is getting together.
* Public disparagement of other members (allegations found to be false)
* Major infractions of the same offense or third or subsequent Major infractions.

**Gross Misconduct Infractions carry a penalty of a one (1) year minimum suspension from the program to permanent termination from the VRLA.** The suspension begins when the Discipline Committee has reached a decision on the issue; however the Discipline Committee has the authority to immediately suspend the offender until the investigation is complete**. For Misconduct penalties will require ratification by a 2/3 majority of the Executive, at a meeting where there is a quorum of the Executive.**Gross Misconduct infractions include, but are not limited to:

* Use of alcohol, tobacco, or drugs at the arena or official team function is not permitted
* Physical abuse of a player, coach, parent, official, VRLA volunteer, or spectator
* Activities that violate Laws which create a safety risk to any member of the organization
* Major infractions of the same offense or third or subsequent Major infractions.
* **Right to Appeal**
any player and their parent(s)/guardian have the right to appeal a decision of the Discipline Committee. If you wish to do so you may write to the Director of Discipline and the Disciplinary Committee with your appeal within 10 days of receiving a letter, detailing the grounds for your appeal. (contact information can be found on the VRLA web site www.vermilionroarlacrosse.com) or a letter can be mailed to Vermilion Roar Lacrosse Association

Any appeal will not halt your infraction or complaint but, if it is upheld you will be reinstated in your position. The Disciplinary Committee will meet to discuss your appeal within 7 days of receiving your letter; you will be notified within 7 days from the meeting date of the Disciplinary Committees decision regarding the appeal, and once rendered, is final.

**Mailing Address**

Vermilion Roar Lacrosse Association

5815-51 Avenue

Vermilion, Alberta

T9X 1R4

**Reporting**
The President of the VRLA will deliver an annual report to the Association at the Annual Meeting stating such particulars as number of Policy incidents.

**Vermilion Roar Lacrosse Association Executive Member Policy on Sports Conduct**

VRLA Executive members are expected at all times to uphold the highest standards of behavior at all functions related to minor Lacrosse. They should not only be intently aware of the Code of Conduct but should lead by example. Any Executive Member found to be in violation of any these codes will be asked to relinquish their position on the Executive and be subject to disciplinary action.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team and Player Discipline**

Coaches are responsible for player discipline and upholding the decisions of the officials. Coaches and managers must ensure that all automatic penalties are served and that no player or team official returns or plays prior to the completion of the suspension. Coaches and team officials have the authority to suspend a player or players. All disciplinary actions must be accompanied by an incident report completed and presented to the Division Director. Incident reports will then be reviewed by the Division Directors. If coaches or team officials, suspensions that go beyond one game are necessary; the circumstances will be communicated to the VRLA Board of Directors. **The coach will be required to document the incident and provide a copy to the Discipline Committee within 5 days of the occurrence.**

Coaches are responsible for the discipline of the players on their team. A coach may suspend a player for one game for a violation of team rules. When a player is assessed a Gross Misconduct or Match Penalty, the automatic minimum suspensions set out by ALA will be applied. Coaches must ensure that assessed suspensions are fulfilled.

For Any player who receives 5 major penalties, in regular 12 game season, a 1 game automatic suspension will be issued. If a player receives 7 major penalties, in a regular 12 game season, a discipline committee will have a hearing to decide how to proceed.

Any player or coach fined by the Wheatland Lacrosse Association or the Alberta Lacrosse Association as a result of their behaviour will pay the fine themselves. The fine will not come out of Team funds or be paid by the Association under any circumstance.

Specific disciplinary actions with respect to exhibition games and/or tournaments shall be administered by the VRLA, WLA, RMLL, ALA, CLA and the Discipline Committee.

Players are expected to act responsibly and be ambassadors of their sport. Players participating in an event or activity while representing the VRLA or their sponsors wearing team jerseys, tracksuits, or jackets, are expected to behave in a manner consistent with good sportsmanship, respect for their peers and respect for community members. Failure to do so will result in reprimand and possible suspension from play as determined by the VRLA Discipline Committee.

The use of illegal drugs or alcohol by a Vermilion Roar player will result in indefinite suspension pending a timely review by the Discipline Committee. If a player is suspended for violating the VRLA Alcohol and drug policy, the Director of Discipline will specify the terms of the suspension in writing. Each case will be reviewed individually by the VRLA Board Discipline Committee who has the authority to suspend the player for the entire season. Repeat violations may result in expulsion from the Vermilion Roar Lacrosse Association Program. In case of expulsion, VRLA will not refund any money back to the player.

**Social Media Policy penalties**

Factors that can be considered when dealing with social media violations include:

* The intent of the violator
* Whether harm, physical or otherwise, resulted from the violation
* The circumstances of the violation
* The effect the violation had upon its recipient, the recipient’s family, the team, the Association, or the Association membership
* Any previous documented social media violation history

**Violations and Infractions**

* Implicit or implied threats of death or serious bodily harm:

Gross Misconduct Indefinite suspension, referral to VRLA Director of Discipline for investigation and punishment (also refer to RCMP)

* Encouraging someone to do themselves serious harm: indefinite suspension

Referral to VRLA Director of Discipline for investigation (also report to RCMP)

* Posting of pictures of a threatening nature: indefinite suspension

Referral to VRLA Director of Discipline for investigation and punishment (also report to RCMP)

* Slurs against someone’s race, religion, sex, or sexual orientation. Slurs against another or their family: warning letter, Major suspension (Depending on investigation findings also may refer to RCMP)
* Posting comments and/or pictures of self of an implied sexual nature: short suspension - Posting comments and/or pictures of someone else of an implied sexual nature: Gross misconduct indefinite suspension, referral to VRLA Director of Discipline for investigation and punishment (also may refer to RCMP)
* Gossip-Posting or sending cruel gossip to damage a person’s reputation and relationships with friends, family, and acquaintances: warning letter or minor suspension (Depending on investigation findings may also report to RCMP)
* Breaking into someone’s e-mail or other online account and sending messages that will cause embarrassment or damage to the person’s reputation and affect his or her relationship with others: Gross misconduct indefinite suspension, referral to VRLA Director of Discipline for investigation and punishment (also refer to RCMP)
* Posting or sending unwanted or intimidating messages:

Minor or major Suspension (Depending on investigation findings may also report to RCMP))

* Tricking someone into revealing secrets or embarrassing information, which is then shared online: Minor or major suspension ( Depending on investigation findings may also report to RCMP)
* Negative or derogatory comments about Team, etc.: Warning letter or short suspension (Depending on investigation findings)

**Appendix A: Vermilion Roar Lacrosse Association Incident Form**

|  |  |
| --- | --- |
| 1. **Your name:**
 | 1. **E-mail:**
 |
| 1. **Address:**
 | 1. **Contact number(s):**
 |
| 1. **Is the complaint being made by you as an individual or on behalf of an Organisation? Please check circle one**

**Myself or Completing on behalf of Organisation (Club, Association etc.)****Your Name:****Name of (Club, Association etc.):** |
| 1. **Does this incident relate to a complaint against an individual or the Association?**

**Individual Association****Name(s) of the individual(s) or Organisation (Club, Association etc.) to whom the complaint is being made:** |
| **7. What part of the code of conduct do you feel has been breached?** | **8. On what date(s) did the alleged incidents occur?** | **9. Was anyone under the age of 18 involved in the incident?** **Yes/No** |
| **10. Please provide details of the alleged incident, giving as much information as possible including venue, time names of other people involved, provide witness statement sect continue on separate sheets of paper if necessary** |
| **11. Please record any action you have already taken as a result of this incident, including names, dates and times. Please continue on a separate sheet if necessary.**  |
| **12. DECLARATION: 1. The contents of this form are correct to the best of my knowledge and belief and I understand that a copy of this form will be sent to the individual(s) Organisation(s) against whom the complaint is being made.****Signature (of complaint):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_** |

Please submit this form to the Director of Discipline

Appendix B Vermilion Roar Lacrosse Disciplinary penalties

|  |  |
| --- | --- |
| Penalty | Notes |
| Verbal warning (Written documentation required) | Given by Association President or Director of Discipline A template Appendix C |
| Warning letter | A template Appendix D |
| Withdraw of responsibility | Committee will offer post for election |
| Minor Infraction | One week 7 days. The discipline committee will decide the dates |
| Major Infraction | One month 30days The discipline committee will decide the dates |
| Gross Misconduct Infraction | 1 year suspension(removal from the Association) |
| Financial Penalty  | Reimbursement of costs |
| Termination of Membership | For up to two seasons or indefinitely from the Association  A Template Appendix E |

**Penalties cannot be set out for every possible scenario. The judgment of the Disciplinary committee will be based on the severity of the incident and also take into account mitigating circumstances and any other penalties applied previously.**

Appendix C

Example Hearing notice DATE:

Private and Confidential

Dear NAME

This letter is to advise you a hearing will be held on DATE, TIME, LOCATION regarding the incident report received regarding your conduct, on DATE, PLACE, TIME. You were contacted on DATE by the Director of Discipline regarding information concerning the incident and were provided with a description of the written submission subject to confidentiality.

The Vermilion Roar Lacrosse Association Discipline Committee encourages you to attend the meeting to explain the rendition of the event(s). You may choose to be accompanied at the meeting or chose not to have anyone accompany you. (Note if you are under the age of 18 you must be accompanied by a parent or guardian over the age of 18).

This meeting is solely for the purposes of hearing the evidence and learning of the circumstances. The hearing shall take place at the meeting within seven (7) days following notice to the Member or to the parents of the player, advising of the meeting and giving the Member or the parents of the player an opportunity to attend the meeting and make submissions to the Discipline Committee.

The Discipline committee will then make a decision on the best course of action and then the Director of Discipline will notify the offending individual(s). The decision shall be hand delivered to the resident address of the suspended Member or player, as the case may be, within forty-eight (48) hours following the conclusion of the decision.

Penalties cannot be set out for every possible scenario. The judgment of the Disciplinary committee will be based on the severity of the incident and also take into account mitigating circumstances and any other penalties applied previously.

This letter confirms that in accordance with the Vermilion Roar Lacrosse Association

Discipline procedure you were given notice of the hearing date, time and location. A note of this will be kept on file.

Yours sincerely

roardiscipline@gmail.com

**Appendix D: Sample** Letter confirming Verbal warning

Private and Confidential DATE:

Dear NAME

Regarding our meeting held on DATE, which was held to discuss your conduct, on DATE, PLACE, TIME, I write to inform you of the discussion and confirm the outcome.

NAMES were present at the meeting. You were accompanied at the meeting by NAMES or chose not to have anyone accompany you at the meeting. You were informed by the Disciplinary Committee of the dissatisfaction with your conduct. You will recall that we discussed STATE THE COMPLAINT, MINOR/MAJOR INFRACTION, GROSS MISCONDUCT, FINANCIAL PENALTY ECT... INCLUDE ANY REFERENCES TO ANY PREVIOUS DISCUSSION.

You said in response STATE WHAT THE INDIVIDUAL SAID IN THERE DEFENCE.

I informed you the Disciplinary Committee requires you to STATE SUGESSTIONS, HOW THIS MIGHT THIS BE ACHIEVED, and HOW OR WILL THE ASSOCIATION PROVIDE ANY ASSISTANCE. Your conduct will be closely monitored over the next STATE TIMELINE and a review will take place on DATE.

This letter confirms that in accordance with the Vermilion Roar Lacrosse Association

Discipline procedure you were given a verbal warning. A note of this Verbal Warning will be kept on file, but will be considered “spent” for disciplinary purposes after period of (24) months. Should your conduct not meet the required improvement by the date or if while this warning is live there is any further misconduct or cause of complaint of a similar nature further disciplinary action will be taken which could lead you to receive a written warning.

As documented in the Policies and procedures with the Vermilion Roar Lacrosse Association you have the right to appeal against this decision. If you wish to do so you may write to me the Director of Discipline and the Disciplinary Committee with your appeal within 10 days of receiving this letter, detailing the grounds for your appeal. The Disciplinary Committee will meet to discuss your appeal within 7 days of receiving your letter; you will be notified within 7 days from the meeting date of the decision. The Discipline Committee will render a decision regarding the appeal, and once rendered, is final.

Yours sincerely

Roardiscipline@gmail.com

NAME/TITLE

Appendix E: Sample Written Warning Letter

Private and Confidential DATE:

Dear (NAME)

As you are of course aware there was an incident on (DATE) in relation to (DETAILS OF THE INCIDENT). Following this a complaint that was received it fully discussed by the Vermilion Roar Lacrosse Discipline Committee on (DATE). The allegation was (FURTHER DETAILS OF THE INCIDENT/COMPLAINT).

You were informed by the Disciplinary Committee of the dissatisfaction with your conduct. You will recall that we discussed STATE THE COMPLAINT, MINOR/MAJOR INFRACTION, GROSS MISCONDUCT, FINANCIAL PENALTY ECT... INCLUDE ANY REFERENCES TO ANY PREVIOUS DISCUSSION. You said in response STATE WHAT THE INDIVIDUAL SAID IN THERE DEFENCE. I informed you the Disciplinary Committee requires you to STATE SUGESSTIONS, HOW THIS MIGHT THIS BE ACHIEVED, and HOW OR WILL THE ASSOCIATION PROVIDE ANY ASSISTANCE. Your conduct will be closely monitored over the next STATE TIMELINE and a review will take place on DATE.

The Vermilion Roar Lacrosse Association code of conduct and Bylaws are clear on these issues. The Discipline Committee takes the view that your actions were (SUMMARY OF COMMITTEE DISCUSSION HERE). No matter what mitigating circumstances were involved. As documented in the Policies and procedures with the Vermilion Roar Lacrosse Association you have the right to appeal against this decision. If you wish to do so you may write to me the Director of Discipline and the Disciplinary Committee with your appeal within 10 days of receiving this letter, detailing the grounds for your appeal. Any appeal will not halt your infraction or complaint but, if it is upheld you will be reinstated in your position. The Disciplinary Committee will meet to discuss your appeal within 7 days of receiving your letter; you will be notified within 7 days from the meeting date of the Disciplinary Committees decision regarding the appeal, and once rendered, is final.

It is important that the Vermilion Roar Lacrosse Association maintain and uphold the objectives of the Association and it was felt this formal warning letter be issued to yourself as a practical reminder of the impact of your actions. Clearly any further similar incident could lead to greater repercussions such as immediate suspension. A note of this Warning will be kept on file for disciplinary purposes. Should your conduct not meet the required improvement outline above or if while this warning is live there is any further misconduct or cause of complaint of a similar nature further disciplinary action will be taken which could lead to charges by the RCMP and you to receiving a termination of membership letter.

Please make arrangements to return any property that belongs to the Vermilion Roar Lacrosse Association to me Director of Discipline.

In conclusion, I am personally available to discuss any issues that you may feel you want to raise with this letter, and I hope that we can now put this behind us and look forward to maintaining the Association.

Yours sincerely

Director of Discipline

roardiscipline@gmail.com

Vermilion Roar Lacrosse Association

Appendix F Sample Termination Letter

Private and Confidential DATE:

Dear (NAME)

As you are of course aware there was an incident on (DATE) in relation to (DETAILS OF THE INCIDENT). Following this a complaint that was received it fully discussed by the Vermilion Roar Lacrosse Association Discipline Committee on (DATE). The decision has been made to end your position for breaching the Vermilion Roar Lacrosse Association Code of Conduct

The allegation was (FURTHER DETAILS OF THE INCIDENT/COMPLAINT/ witnesses submissions).

The Vermilion Roar Lacrosse Association code of conduct and Bylaws are clear on these issues. The Discipline Committee takes the view that your actions were (SUMMARY OF COMMITTEE DISCUSSION HERE). No matter what mitigating circumstances were involved.

The committee also recognizes your right to appeal against this decision you have 10 days to do so, please write to myself the Director of Discipline giving your full reasons for contesting the decision. Any appeal will not halt your infraction complaint but, if it is upheld you will be reinstated in your position. The Disciplinary Committee will meet to discuss your appeal within 7 days of receiving your letter; you will be notified within 7 days from the meeting date of the Disciplinary Committees decision regarding the appeal, and once rendered, is final.

It is important that the Vermilion Roar Lacrosse Association maintain and uphold the objectives of the Association and it was felt this formal letter be issued to yourself as a practical reminder of the impact of your actions. This termination of membership letter will be kept on file for disciplinary purposes.

Please make arrangements to return any property that belongs to the Vermilion Roar Lacrosse Association to Me Director of Discipline.

Yours sincerely

Director of Discipline

roardiscipline@gmail.com

Vermilion Roar Lacrosse Association

Appendix G: Sample Appeal Letter

Private and Confidential Date:

To: Mr. /Mrs./Miss/

Director of Discipline

roardiscipline@gmail.com

Vermilion Roar Lacrosse Association

5815-51 Avenue

Vermilion, Alberta

T9X 1V8

I am herby writing this letter to appeal against the disciplinary action taken by the Vermilion Roar Lacrosse Association Disciplinary Committee against me NAME on DATE. Regarding DESCRIBE EVENTS THAT LED TO ACTION. I AGREE/ DON’T AGREE to the complaints/Infraction against me. EXPLAIN WHY.

I understand I have 10 days to submit my appeal to the Director of Discipline and the Vermilion Roar Lacrosse Association Disciplinary Committee at which point The Disciplinary Committee will meet to discuss my appeal within 7 days of receiving this letter; I will be notified within 7 days from the meeting date of the Disciplinary Committees decision regarding my appeal, and once rendered, the decision is final.

Thank you

Name:

Position:

Address:

Phone:

E mail:

Appendix H Discipline Tracking Form

|  |
| --- |
| INFORMATION |
| Name: | Phone: |
| Address: | Email: |
| Position: | Date: |

|  |
| --- |
| DISCIPLINARY ACTION TAKEN |
| Verbal warningDate issued: | Withdraw of responsibilityDate : |
| Warning LetterDate Issued | Major infractionDate Issued: |
| Financial PenaltyDate Issued: | Gross MisconductDate Issued: |
| Minor InfractionDate Issued: | TerminationDate |

|  |
| --- |
| DETAILS |

List other details that are relevant to this case.

|  |
| --- |
| APPEAL |

List details of the Appeal.

**Vermilion Roar Lacrosse Association Disciplinary Document**

**Document Control**

**Authority**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorised by** | **Name** | **Signature** | **Date** |
| **Director of Discipline** |  |  |  |
| **Vice President** |  |  |  |
| **Referee Liaison** |  |  |  |
| **Director** |  |  |  |
| **Director** |  |  |  |

|  |
| --- |
| **Approved by** |
| **Vermilion Roar Lacrosse Association Executive Board** |

**Planned Control**

|  |  |
| --- | --- |
| **Production** |  |
| **Date Produced** |  |
| **Last updated by** |  |
| **Review due** |  |

**Document Amendment History**

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