



## **Discipline Policy**

The fundamental goal of the Association is to provide a positive soccer experience for the BVSS community. But despite the efforts of our volunteer coaches and referees and valued support from our member families, at times the conduct of individuals can result in incidents and conflicts negatively impacting the soccer experience. The purpose of this policy is to describe our efforts to informally resolve those issues, and the process for addressing them formally when necessary.

### **Automatic Discipline**

Game behaviour by participants will result in automatic disciplinary action as follows:

- a red card shall result in an automatic suspension for the next game;
- two yellow cards during a game or three accumulated through multiple games will also result in an automatic one game suspension;
- if more than one suspension is issued to a player in a season then the Referee Coordinator shall submit a complaint to the President of the Association to initiate the formal discipline process, and the player shall be notified that he/she is not permitted to resume playing, even in the subsequent season, until after a recommendation of the Discipline Committee.

### **Informal Discussions**

Issues related to team management, coaching, player conflicts, and spectator behaviour have the potential to grow and worsen over time. BVSS believes that concerns are best addressed directly as they arise.

Any issue or concern that cannot be resolved through discussions by and with the parties involved *following an initial 24 hour cooling-off period*, should be brought to the attention of the President of the Association. The President will notify the appropriate BVSS Coordinator to contact the parties and attempt to work cooperatively with them to resolve the matter informally to the satisfaction of all.

### **Formal Complaints**

In the event that informal cooperation facilitated by the Coordinator cannot resolve an issue or concern, the President of the Association may assign to the Discipline Committee the disciplinary investigation of any team official, player, parent, supporter or referee in connection with their activities associated with BVSS, whether in the Bulkley Valley or elsewhere.

Formal processes will be triggered by the submission of a letter or e-mail by the complainant, to the President of the Association, including the following details:

- (1) the relevant date, time and field location,
- (2) the teams/clubs involved,



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- (3) the names of individuals involved,
- (4) a brief description of the incident being reported, and
- (5) any other information that might be relevant.

### Discipline Committee

The Discipline Committee shall:

- be chaired by the Referee Coordinator of the Association and the President as the alternate;
- include the Vice President and two other members of the Board; a quorum will be all members of the committee;
- be responsible to review, impose probation, suspend, expel from membership, or take other disciplinary actions that may be deemed necessary if BVSS members do not abide by the laws, policies and rules adopted by the association,.

Any committee member may recuse himself or herself from consideration of any incident due to familiarity with the persons involved or similar reasons. In the event of a recusal, the President will designate another Board member to serve on the committee.

The Discipline Committee may conduct a hearing, if necessary, to obtain relevant facts and information. The hearing shall be held within ten days of the complaint. If the complaint cannot be resolved, both the complainant and the respondent shall be interviewed and the following principles of procedural due process shall apply:

- fair hearing, non-biased, and with no conflict of interest;
- respondent must be informed of all details of the complaint;
- relevant information must be available to all parties; and
- the complainant and the respondent will have the right to a written decision, have the right to appeal, and will be provided with the appeal process in writing.

Unless invited by the committee, no one other than committee members and the president of the Association shall be permitted to attend committee meetings or to participate in committee deliberations. BVSS appreciates the sensitive nature of reported incidents and complaints and will make every effort to ensure that information received by the Discipline Committee is kept confidential, except to the limited extent necessary to evaluate and respond to reported incidents.

The written notice of decision shall provide a summary of any action taken or to be taken by the association, and shall be provided to the parties within three business days after the decision is made. The Committee shall provide a summary of findings and the decision to the Board of Directors at its next scheduled board meeting.



## **Appeals Committee**

A complainant or respondent who is dissatisfied with the decision of the Discipline committee may initiate an appeal within seven days of written notice of the decision of the Discipline Committee, based on any of the following criteria:

- new evidence not used at the hearing is brought forward which might affect the decision that was made;
- evidence is brought forward that due process was not followed; or
- the decision of the Discipline Committee is asserted to have been too severe.

The notice of appeal must be in writing and include grounds for appeal, the facts in support of the appeal and \$100 cash or certified cheque payable to BVSS. If the appeal is upheld, the deposit is forfeited to the Association. If the decision of the Discipline committee is overturned or modified, the deposit is returned. The Appeals Committee shall:

- (1) be chaired by the Coach Coordinator and the President shall be the alternate;
- (2) consist of three members of the association, appointed by the President, where quorum will consist of all members of the committee;
- (3) be responsible to evaluate whether the appeal has merit and if so, conduct a hearing and provider a decision on the appeal.

If sufficient grounds for appeal are found, a notice of hearing shall be delivered to the complainant and the respondent within seven days of the appeal hearing. The principles described for hearings of the Discipline Committee shall also apply to an appeal hearing.

Once the Appeals Committee has made a decision it will notify the parties of its decision within three business days. If sufficient grounds are not found for appeal, the committee will dismiss the appeal and notify the parties in writing of the decision. Any penalty or sanction imposed by the Discipline Committee will remain in effect pending the results of the Appeals Committee.