

## **DISCIPLINE POLICY**

**Scope** The purpose of this policy is to provide guidance and direction to Yukon Soccer Association board of directors in dealing with discipline concerns within the organization

**Policy** This Discipline Policy applies to all affiliates of Yukon Soccer Association (YSA) and the Yukon Striker Soccer Club teams when they are participating in team activities including practices, games and tournaments, in the Yukon or away from home. This includes all teams sanctioned by YSA.

Athletes, coaches, team managers and chaperones are expected to adhere to the Yukon Soccer Association Code of Conduct. Anyone who does not meet this standard of behaviour risks losing the many privileges that come with being a team member. All members of the team must make sure that they understand the Code of Conduct.

This Discipline Policy is in addition to the Yukon Soccer Association rules regarding on-field/floor behaviours and discipline, and works in tandem with the YSA Harassment Policy and Appeals Policy.

**Team Officials (coaches, managers, chaperones) are responsible for the supervision and conduct of their athletes on and off the field of play.**

### **Background**

#### **A. Types of Infractions**

##### **Minor Infractions:**

- use of tobacco products, including snuff and chewing tobacco, by minors;
- a minor disturbance or disruption after quiet time in the athletes living quarters;
- disrespectful behaviour;
- unsportsmanlike conduct, such as arguing;
- being late for or absent from team functions;
- failing to follow the dress code for official functions.

### Major Infractions:

- repeated minor infractions;
- unsportsmanlike conduct, such as fighting;
- curfew violations;
- use of alcohol by a minor at any time;
- major disruptions after 11 p.m.;
- intoxication at any time;
- activities or behaviours which disrupt competition;
- harassment, including pranks, jokes or other activities which endanger the safety of others;
- offensive, abusive, racist or sexist comments;
- criminal activities;
- discriminatory practices;
- other actions looked upon as bringing an unfavourable impression of Yukon Strikers Soccer Club.

### Disciplinary Sanctions

The following are examples of disciplinary sanctions which may be applied. The head coach and discipline committee are not limited to choosing from the examples below and may combine two or more sanctions in their decision. In general, the severity of any disciplinary sanction(s) should compare to the severity of the infraction. Factors to be considered in the decision making shall include the severity of the offence, any earlier pattern of inappropriate behaviour, risk to the safety of the offender and other players, the degree to which there has been breach of trust, alternative means to repair any harm done, and precedents within the Club.

- earlier curfew,
- a verbal or written reprimand,
- a verbal apology,
- a hand-delivered written apology,
- team service or other voluntary contribution to Yukon Strikers Soccer Club,
- removal of certain team or host society privileges,
- confined to residence,
- suspension from team activities (e.g., opening/closing ceremonies),

- suspension from one or more competitions,
- suspension from competition for the remainder of the tournament,
- a letter to the Yukon Soccer Association recommending additional suspensions upon return to Yukon,
- take away team uniform or accreditation,
- send home, at the individual's expense,
- notify authorities (e.g., host society, police) of an infraction and alleged perpetrator(s).

## Procedure/ Guideline

### 1. Four Levels of Discipline Procedure

- First Level: The head coach is responsible for dealing with all minor infractions. Note that all issues involving harassment will be dealt with as a “major infraction”.
- Second Level: The discipline committee is responsible for responding to all major infractions.
- Third Level: The Yukon Soccer Association appeals committee is responsible for deciding whether appeals have grounds to be heard and for responding to all accepted appeals.
- Fourth Level: The Yukon Soccer Association may enforce further discipline after the tournament.

### 2. Roles and Responsibilities for Discipline

#### Coaching Staff

The head coach is responsible for dealing with all minor infractions and deciding on a response using the guidelines for sanctions outlined in this policy. The coach is encouraged to involve one or more other adults who have responsibilities with the team (e.g. assistant coach, manager, chaperone) if needed.

#### Discipline Committee

The discipline committee is responsible for considering all major infractions and imposing disciplinary sanctions. The discipline committee is comprised of three reps. For games and tournaments in Yukon, there is a standing discipline committee comprised of three representatives designated by the Yukon Soccer Association.

For tournaments outside of the Yukon, the discipline committee is comprised of:

- a. Chair: Yukon Soccer Association (YSA) representative
- b. Head coach
- c. One other adult with the team at the tournament

The chair of the discipline committee will be one of the following:

- a. The YSA representative at the tournament; OR, if there is no YSA rep at the tournament,
- b. An individual at the tournament designated ahead of time by the YSA; OR
- c. An individual in Yukon designated by YSA and available by telephone; OR
- d. If the alleged infraction involves harassment, a designated harassment officer.  
(See YSA Harassment Policy.)

The team manager must ensure that these designations are made prior to leaving for

the tournament.

In cases where several individuals are the subject of a disciplinary hearing arising from a related incident, the discipline committee may choose to deal with the individuals as a group, individually, or by some other combination as they see fit.

If the individual being disciplined is a head coach or an adult with team responsibilities, the YSA representative shall choose another adult to participate on the discipline committee.

#### Appeals Committee

The person or persons who were disciplined can make an appeal pursuant to the YSA Appeals Policy. If the alleged infraction involves harassment, the complainant may file a written complaint with the YSA Harassment Officer pursuant to the YSA Harassment Policy.

#### Athlete's Advocate

An athlete has the right to get the help and advice of an athlete's advocate. The role of the athlete's advocate is to tell the athlete about his or her rights, to provide support and, if requested, to speak on behalf of the athlete. An athlete's advocate may be a parent or other person who is asked by an athlete to be his or her advocate, and who is willing and able to serve as an advocate.

### 3. Discipline Procedures

#### Minor Infractions

All minor infractions shall be reported to the head coach. The head coach will then decide on the disciplinary sanctions using the guidelines outlined in this policy. Before deciding how the person will be sanctioned, the head coach will give the person being disciplined a chance to explain his or her side of the story. Discipline should be progressive (e.g. verbal warning, then if not heeded, benching) and proportionate to the offence. Discipline should be applied fairly, reasonably and consistently within the team.

The coach will always ensure that a player is told exactly why he/she is being disciplined, naming the behaviour that is at issue.

#### Major Infractions

- a) All major infractions must be reported as soon as possible to the head coach who will then contact the YSA discipline committee chair (see above) as soon as possible. The head coach may take immediate action to suspend an athlete from further competition and/or all team activities until the discipline committee determines otherwise.
- b) The person who is accused of the infraction ("subject") will be informed of the procedures outlined in this policy and, if the person is an athlete, of the right to talk with an athlete's advocate. If he or she wishes, the subject will be given a

chance to submit a written report.

- c) As soon as possible after the incident is reported, the discipline committee shall meet. The following principles must be observed:
- The subject is given reasonable notice of the meeting and has an opportunity to address the discipline committee, present any explanation, rebuttal or defense, including identifying others who may vouch for their defense. The subject is also given reasonable time to contact his or her parent before the discipline interview.
  - The subject may be accompanied by the athlete's advocate, or any other adviser.
  - The interview is held in private.
  - The discipline committee seeks out evidence and information and invites witnesses to present evidence at the meeting.
- d) The discipline committee shall determine appropriate sanctions using the guidelines outlined in this policy. The committee's decision shall be given to the subject in writing, with reasons. The subject will also be informed of his or her right to an appeal, the procedure to be followed and the deadline for submitting an appeal. The decision of the discipline committee shall take effect immediately. Where the committee determines that a major infraction has occurred which warrants an athlete to be sent home from a tournament, the YSA representative or delegate must contact the athlete's parents/guardians informing them of the situation.

#### D. Appeals

The subject may appeal the decision in accordance with the Yukon Soccer Association Appeal Policy. If the matter involves harassment, the complainant may ask the YSA Harassment Officer to review the matter within 30 days of the event.

#### E. Confidentiality

Every effort must be made to keep all information, including written documents, confidential. All communication of disciplinary matters to outside parties shall be handled by the YSA representative. All other persons involved in a disciplinary matter, including the person(s) being disciplined, shall not disclose the details of the matter to outside parties.

#### F. Yukon Soccer Association

The president of the Yukon Soccer Association shall receive a report on the infraction and sanction upon the team's return from the tournament.

Team members should be aware that the Yukon Soccer Association has the right to

impose further disciplinary actions following the tournament.

Infraction Process  
 Discipline Committee

Steps	In Attendance
1. Review of Infraction Report	Discipline Committee (DC)
2. Presentation of facts by witnesses	Discipline Committee, Witness
3. Questions to witnesses	Discipline Committee, Witness
4. Statement by the subject or the athlete's advocate	Discipline Committee, Subject, Athlete's Advocate
5. Opportunity to question the subject.	Discipline Committee, Subject, Athlete's Advocate
6. Discipline may choose to recall witnesses	Discipline Committee, Witness
7. Committee will discuss the infraction and determine what action is fair	Discipline Committee
8. The decision will be written in a report form and delivered to the subject of the review and YSA President.	Discipline Committee

Infraction Process  
 Discipline Committee

Name of Person Under Review:

Date:

Decision:

Basis for Decision:

Discipline Committee Signatures:

For Office Use

Date Delivered:

Time Delivered:

Infraction No.: