



# **LASALLE MINOR SOCCER ASSOCIATION**

## **DISCIPLINE POLICY AND ADMINISTRATION - June 19, 2023**

### **Section I - GENERAL PROVISIONS**

#### **1. DEFINITION OF THE DISCIPLINARY COMMITTEE**

1.1.1. The Discipline Policy of the LaSalle Soccer Club deals with misconduct and complaints concerning team officials (category director, coach, assistant and manager), players, Club personnel, members of the Board of Directors or any other members or associated individuals of the Soccer Club.

### **Section II - DISCIPLINE COMMITTEE**

#### **2. COMPOSITION OF THE DISCIPLINARY COMMITTEE**

2.1.1. The Discipline Committee is composed of 3 members appointed by the Board of Directors.

2.1.2. Committee members must include a member of the Board of Directors, a member of the LaSalle Soccer Club and a referee.

2.1.3. The Club's General Manager and President may attend meetings.

#### **3. OPERATION OF THE DISCIPLINARY COMMITTEE**

3.1.1. For each meeting, the Hearing Committee appoints a chairperson from among the members present.

3.1.2. The presiding officer will chair the meeting and address the parties directly.

3.1.3. The Chairman of the meeting will ensure the smooth running of the committee and the meeting.

3.1.4. The Chairman of the meeting shall ensure the proper functioning of the meeting as prescribed by the rules of the LaSalle Soccer Club.

3.2.1. Members of the Discipline Committee are appointed annually by the Board of Directors.

3.2.2. Members of the Discipline Committee may not be held liable for any act, word or decision made by them in the performance of their duties.

3.2.3. Committee members must recuse themselves from a hearing if they find themselves in a situation of apparent conflict of interest or bias. They must be replaced by a member of the Board of Directors.

#### **4. JURISDICTION**

4.1.1. The LaSalle Soccer Club Discipline Committee hears all complaints lodged under the LaSalle Soccer Club Code of Conduct and Ethics.

4.1.2. The Discipline Committee hears all complaints under the LaSalle Soccer Club Code of Conduct and Ethics.

4.1.3. The Discipline Committee hears all complaints concerning the persons mentioned in the definition of the Discipline Committee in section 1.1.1.

4.1.4. LaSalle Soccer Club will judge the importance of the complaint before presenting it to the Discipline Committee.

4.2.1. Complaints concerning a competition, match, tournament or referee must be sent to the appropriate organization. As a member of the Lac St-Louis Regional Soccer Association and the Fédération de soccer du Québec (FSQ), the LaSalle Soccer Club is subject to clearly defined regulations regarding all events occurring during competitions.

4.2.2. The disciplinary regulations of the ARS Lac St-Louis and the FSQ can be consulted directly on their websites.

#### **5. LODGING A COMPLAINT**

5.1.1. The complainant must formulate his/her complaint in writing, sign it and forward it to the General Manager of LaSalle Soccer Club within fourteen (14) days of the incident. If the complaint is submitted after 14 days the committee reserves the right to void the complaint based on the severity and date of the incident.

5.1.2. The complaint must contain the name of the person against whom it is made, the name(s) of the witness(es), the nature of the alleged offence and a summary of the circumstances of the place and time of the alleged offence. This must include all material mater pertinent to the case.

5.1.3. The complaint may be lodged against any person against whom a sanction may be applied.

5.1.4. The complaint is not admissible if the complainant has not duly identified the persons involved and/or if the document is not duly completed and signed.

#### **6. COMPLAINT HANDLING**

6.1.1. The General Manager of the LaSalle Soccer Club verifies the complaint and ensures that it is in order. If she deems the complaint to be non-compliant, she will return it to its author, indicating the reasons for refusal. If it deems the complaint admissible, it sets the date, place and time of the hearing and convenes the complainant and offending party.

6.1.2. The complaint document is forwarded to the members of the Disciplinary Committee so that they can read the complaint before the hearing.

6.1.3. The General Manager of LaSalle Soccer Club sends a copy of the complaint to the offender.

6.2.1. The offender may acknowledge having committed the alleged offence by notifying the General Manager of LaSalle Soccer Club.



6.2.2. The offender may call witnesses. The offender must send the list of witnesses to the General Manager of LaSalle Soccer Club three (3) working days prior to the hearing.

6.2.3. The General Manager must forward the list of the offender's witness(es) to the Discipline Committee.

## **7. HEARING OF THE COMPLAINT**

7.1.1. The hearing is held in camera and is not open to the public.

7.1.2. Both parties will be heard in turn. Neither party may intervene during the other's hearing.

7.1.3. First, the Disciplinary Committee will hear the complainant's plea. It then hears the offender's evidence.

7.1.4. Witnesses may not be present during the parties' pleas.

7.1.5. Witnesses will be heard and received in turn. Once heard, the witness(es) may not intervene during other interventions.

7.2.1. The complainant and the offender are obliged to attend the hearing.

7.2.2. When a party is unable, for serious reasons, to attend a hearing, it must notify the General Manager of LaSalle Soccer Club no later than two (2) working days prior to be valid. Any request to postpone the hearing received after this deadline will not be considered, except for exceptional reasons or reasons that could not have been known at the time of the aforementioned deadline.

7.2.3. A postponement of an audition may be granted if the person in charge or the committee deems that the reasons invoked are serious.

7.2.4. If the duly summoned complainant fails to appear at the hearing or to justify his absence in accordance with article 7.2.2, or if the request for a postponement of the hearing is not granted, the Committee may reject the complaint and impose hearing costs. Costs can be up to 250\$ per audition.

7.2.5. If the duly summoned offender fails to appear at the hearing or to justify his absence in accordance with article 7.2.2, or if the request for postponement of the hearing has not been granted, a decision may be rendered against him without further notice or delay.

## **8. RULES OF EVIDENCE**

8.1.1. Hearsay evidence is not admissible. Hearsay is the act of a person reporting the testimony of a person does not present before the Disciplinary Committee.

8.1.2 It is the responsibility of the parties to ensure the presence of their witness.

## **9. COMMITTEE DECISIONS**

9.1.1. The Discipline Committee shall render its decision in writing within ten (10) working days of the hearing date, unless the parties agree in writing at the hearing to grant an extension.

9.1.2. The Discipline Committee shall ensure that a copy of the decision is sent to both parties to the complaint within five (5) working days of the date the decision was rendered.

9.1.3. Decisions rendered by the Disciplinary Committee are final.

## **10. IMPOSITION OF SANCTION**

10.1.1. Any infraction brought before the Committee for which no specific sanction is provided or for which no amount of fine is mentioned is punishable by a fine and/or a maximum suspension of ten (10) years.

10.1.2. The Committee may suspend any sentence it would otherwise have pronounced against the offender.

10.1.3. The Committee may establish deadlines for the payment of any fees, fines or bonds, and may apply additional sanctions in the event of non-compliance with established deadlines.

## **11. EFFECTS OF SANCTIONS**

11.1.1. The Committee may decide that a sanction is to be served according to the terms and conditions it determines. Reasons must be given in the decision.

11.1.2. Unless otherwise stipulated in the regulations, if the sanction imposed by the Committee includes a suspension, it must be imposed for the duration to be specified.

11.1.3. The suspension imposed on a person prevents him/her from taking part in any soccer activity managed or sanctioned by the organization to which the committee imposing the suspension reports. In addition, an organization may ask other organizations to recognize a suspension and apply it in their areas of jurisdiction.

11.1.4. Any suspended affiliate has the right to be present or represented at meetings of his or her RSA and the Federation; however, he or she loses the right to vote and speak and is not eligible to stand for elective office.

## **12. EXECUTION**

12.1.1. All decisions of the Committee are enforceable notwithstanding any appeal.

12.1.2. Any person who fails to comply with or enforce a decision rendered by a Discipline Committee shall be brought before the Regional and/or Provincial Discipline Committee and, if found guilty, may be subject to additional sanctions and/or a fine in accordance with the Administrative Policy on Costs and Fines and/or a maximum lifetime suspension.

## **Section III - INFRACTIONS AND PENALTIES**

### **13. ABUSES, PREJUDICE AND FALSE TESTIMONY**

13.1.1. Any person who causes prejudice to soccer, who uses his or her position for personal ends or who demonstrates flagrant negligence in the application of the statutes, regulations and ethics of the Federation, an RSA or a soccer league shall be brought before the Disciplinary Committee which has jurisdiction in the matter and may receive a maximum lifetime suspension.

13.1.2. Any person who gives false testimony or incites others to give false testimony is brought

before the disciplinary committee having jurisdiction in the case and may be suspended for a maximum of one (1) year for the first offence, five (5) years for the first subsequent offences and ten (10) years for any subsequent offences.

#### **14. INJURIES, PHYSICAL VIOLENCE AND VERBAL ABUSE**

14.1.1. Anyone who injures or causes bodily harm to an official is brought before the Disciplinary Committee and, in addition to a fine, may be suspended for up to life.

14.1.2. Anyone who spits, pushes, shoves, voluntarily and without authorization touches an official or uses physical violence towards an official, or attempts to do any of these, is brought before the provincial Discipline Committee and may be fined and also suspended for a maximum of one year for the first offence, five (5) years for the first repeat offence and ten (10) years for any other repeat offences.

14.1.3. Anyone who uses verbal abuse, including threats to harm the security of the person, or makes observations, jokes with improper intentions, comments, insinuations or sarcasm related to illicit motives on the appearance, body, dress, age, race, religion, or sexual orientation is brought before the LaSalle Soccer Club Discipline Committee and, in addition to a fine, may be suspended for a maximum of one year for a first offence, three (3) years for a second offence and five (5) years for any subsequent offences.

14.1.4. Anyone involved in a fight will be brought before the LaSalle Soccer Club Discipline Committee and may be fined in accordance with the Administrative Policy on Costs and Fines and/or suspended for a maximum of ten (10) years.

14.1.5. Anyone who uses physical abuse against a player, officer, coach or instructor duly affiliated with the Federation shall be brought before the LaSalle Soccer Club Discipline Committee and may, in addition to a fine, be sentenced to a maximum suspension of one year for the first offence, three (3) years for the first subsequent offence and five (5) years for any subsequent offences.

14.1.6. Anyone charged under articles 14.1.1, 14.1.2 and 14.1.3 is suspended from all soccer activities until the Disciplinary Committee having jurisdiction rules on the case.

14.1.7 Subject to the CST Discipline Regulations, anyone who uses verbal abuse or who makes hostile, sexist, homophobic or racist remarks towards a player, an official, a coach or an instructor duly affiliated with the Federation will be brought before the Discipline Committee having jurisdiction in the matter.

#### **15. FRIVOLOUS COMPLAINT**

15.1.1. Any person who files a frivolous complaint or who, by his conduct, brings an action before a disciplinary committee in a dilatory manner shall be brought before the committee and may be subject to a suspension of up to five (5) years and/or a fine.

#### **16. HOSTILE COMMENTS**

16.1.1. Any person who uses hostile or defamatory language, who is insubordinate or who questions the honesty of the LaSalle Soccer Club or any of its members shall be brought before



the Disciplinary Committee and may be subject to a suspension of up to five (5) years.

## **17. FINAL PROVISIONS**

17.1.1. The offences and penalties provided for in the present by-laws in no way preclude any recourse that may be taken against offenders before the ordinary courts.

17.1.2. Any offence committed prior to the coming into force of the present regulations shall be governed in accordance with the previous regulations.

17.1.3. A juvenile offender may not be fined following a decision by a disciplinary committee.

## **18. SPECIAL CASES**

18.1.1. Any case not provided for in the Discipline Regulations may be referred to the LaSalle Soccer Club Discipline Committee.