



AUSTRALIND SENIOR SOCCER CLUB DISCIPLINARY POLICY AND PROCEDURES

REVISION	DATE	MEETING	CHANGES
V2021	07/12/2021	2021 Executive Committee Meeting	New Document

SCOPE

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The disciplinary Policy and Procedures are to be considered in conjunction with the Australind Soccer Club Code of Conduct and Ethics.

The purpose of this Disciplinary Policy and Procedures document is to provide a uniform approach for the ASSC to deal with and on or off field behaviour by any.

- Player that acts inappropriately in relation to the expectations of the club in line with the Code of Conduct and Ethics.
- Official, Parent, Spectator, Coach or Player that causes gross offence to either any other person within the ASSC or an official, parent, spectator, coach, or player from an opposition club.
- Player that receives a caution or dismissal by a match official, in relation to the ASSC Code of Conduct and Ethics.

These Procedures and Code of Conduct and Ethics will be available to all club members/players on the website and issued to all players prior to the season to ensure they are aware of its contents.

DISCIPLINARY PANEL

The Australind Soccer Club will appoint a Disciplinary Panel for all hearings in relation to breaches of the Code of Conduct and Ethics.

The Disciplinary Panel will be made up of any 3 individuals, including a designated chairman from the Executive Committee (which includes the President, Vice President, Treasurer and Secretary).

If a person from the Executive Committee is related to or is the person under investigation, then they will be exempt from sitting on the Panel.

In this case it is the responsibility of the highest sitting executive committee member to appoint another person from the General Committee to replace the exempt person.

This also applies to any Disciplinary Hearing where Executive Committee Members are unavailable do to leave or other commitments.

The Disciplinary Panel Chairman must notify the penalty to the Player, Officials, Parent, Spectator or Coach in writing within 7 days of the hearing.

All hearings and appeals are to remain confidential.

APPEALS PROCESS

To ensure that the football club maintains a fair, balanced, and reasonable position in all disciplinary matters, any disciplinary penalty imposed will be open to an appeal process. It is the duty of the Executive Committee (President, Vice President, Secretary and Treasurer) to appoint an Appeals Panel and Chairman.

The appeals panel will be made up of 3 individuals from the General committee. If a person from the General Committee is related to or the person under investigation, then they will be exempt from sitting on the Panel.

In this case it is the responsibility of the highest sitting executive committee member to appoint another person from the General Committee to replace the exempt person.

Any appeal must be made in writing to the Disciplinary Panel Chairman within 14 days of the date of the penalty letter being received, and the Executive Committee will establish an Appeals Panel and Appeals Chairman.

The Appeals Panel Chairman will advise the club secretary who will notify the person making the appeal, a time, date and venue for an appeal to be held.

The conclusions reached by the Appeals Panel are final and binding and will be notified to all, including the Executive and General Committees within 7 days of the hearing.

All hearings and appeals are to remain confidential.

COMPLAINTS PROCESS

Any person involved with the club, including Players, Officials, Coaches, Parents and Spectators has the ability to make a complaint against another person, including Players, Officials, Coaches, Parents and Spectators if they feel that they have been harassed, bullied, discriminated, abused or believe the conduct/behaviour of a person breaches the ASSC Code of Conduct and Ethics.

The following personnel within the club can be approached to instigate a complaint.

- Executive Committee Member
- General Committee Member
- Coach
- Captain

It is the responsibility of the above personnel to ensure that all complaints are raised immediately (within 48 hours) with the Executive Committee to ensure a thorough process of investigation is carried out in relation to the offense.

The person making the complaint can ask the club member who they raised the matter with to act as a mediator during the process, if they have a relationship formed in helping resolve the matter.

No person should feel threatened or feel like they cannot approach the club to help resolve a matter they feel in breach of the Code of Conduct and Ethics.

The club must ensure that it acts professionally within its own guidelines and provide support to those making a complaint to help resolve any issues as quickly as possible and ensure the welfare of the persons involved is not affected.

If a complaint is made and no further action is wanted from the person making a complaint, then details of the issue are to be recorded within the club in case of further issues arising in the future, unless the conduct of the other party is in breach of the Code of Conduct and Ethics.

If the person breaching the Code of Conduct and Ethics is a member of the Executive Committee or General Committee then they shall be informed of the complaints made against them and will be withdrawn from the investigation and disciplinary process.

DISCIPLINARY PROCEDURES

Upon receiving a complaint or being made aware of a breach of the Code of Conduct and Ethics, the club approved personnel is to notify, in writing, the Executive Committee within 48 hours.

The appointed person is to report on the incident/issue as they have seen it and ensure that all details of the incident/issue are included in any report. This can include, but not limited to.

- Names of persons involved
- Names of any witnesses present at the time
- Dates/Times of incident
- Any statements collected (either in writing or verbal)
- Screenshots of text messages/social media posts or any other forums online

The appointed person must not include personal opinions or assumptions in their report and must keep all reports to factual information for the basis of a clear and impartial investigation and hearing.

It is the role of the Executive Committee and Disciplinary Hearing to ensure that all information provided is scrutinised to ensure impartiality.

Once a report has been issued to the Executive Committee, a Disciplinary Panel must be setup as per the process above and held within 48 hours. The Disciplinary Panel has the discretion to request the accused person to attend the hearing regarding the incident that has alleged to have taken place.

The actions and or penalties that the Disciplinary Panel may impose include.

- No further action required
- Verbal or written warning about future conduct
- Internal suspension from attending matches (including playing, spectating, coaching or officiating)
- Internal suspension from participating in Club activities
- Permanent exclusion for the Australind Senior Soccer Club
- Written letters of apology to all parties concerned.

Or any combination of the above as deemed necessary or appropriate, depending on the nature of the offense.

It is up the discretion of the Disciplinary Panel on the actions and penalties imposed on a Player, Coach, Spectator, Parent or Official.

The Disciplinary Panel Chairman must notify the penalty or action taken to the involved person within 7 days as per the above process.

An appeal can be requested upon being provided a decision but must do so within 14 days of the penalty decision as per the above process.

This procedure is not limited to Players, but also includes all stakeholders within the club, including, Spectators, Parents, Coaches and Officials.

FOR CODE OF CONDUCT, SEE ASSC CODE OF CONDUCT AND ETHICS

