

# Winchester Youth Soccer League Organizational Policy

## Complaints, Discipline and Appeals

### 1. Purpose

This policy establishes:

- Section 2.** Persons subject to the WYSL discipline policy
- Section 3.** Behaviors that will result in disciplinary action
- Section 4.** Complaint Process
- Section 5.** Disciplinary Action Process
- Section 6.** Disciplinary Action Appeal Process
- Section 7.** Disciplinary actions available to the Board Of Directors
- Section 8.** Records retention

### 2. Persons subject to the WYSL discipline policy

This policy applies to WYSL coaches, referees, players and parents/spectators. It applies to these members while they are participating in WYSL sanctioned activities such as practices, scrimmages, games, tournaments and meetings. This policy also applies to coaches and players while they are participating in activities sponsored by Kentucky Youth Soccer Association or other KYSA affiliated organizations. Provisions in this policy apply to members of visiting organizations while they are attending WYSL events.

### 3. Behaviors that will result in disciplinary action

A list of unacceptable behaviors that are subject to disciplinary action is in Attachment 1. The list is not meant to be all-inclusive and the BOD will determine the appropriate discipline for any other reported and confirmed behavior judged by the Disciplinary Action Committee to jeopardize player safety, demonstrate poor sportsmanship, or damage the reputation of the WYSL.

### 4. Complaint Process

- A. Persons who witness what they consider unacceptable behavior should report that behavior to the WYSL BOD. The WYSL BOD will not take action on any complaint until it receives a written report identifying a complaint or incident.

- B. The person making the report will submit it to the WYSL vice-president. The report may be submitted as an e-mail.
- C. The report should contain the following information:
  - 1. Name, address and phone number of person/team filing the complaint;
  - 2. Date and location where incident was observed;
  - 3. Description of the incident. Be specific about what was done, by whom, to whom;
  - 4. Names of those persons/teams involved, if they are known, and;
  - 5. Names and phone numbers of witnesses, if they are known.
- D. Complaints brought before the BOD by a BOD member must be submitted in accordance with this policy.
- E. The BOD may refuse to hear any complaint/report that is not filed within a reasonable time of the incident being reported.

## **5. Disciplinary Action Process**

Disciplinary action may be taken only after incidences of the behaviors identified in paragraph 3 have been reported and confirmed. The following procedures constitute the disciplinary action process.

- A. Establishing a Disciplinary Action Committee
  - 1. Upon receipt of the report, the vice-president will distribute it to the BOD. The President will appoint a Disciplinary Action Committee to investigate the reported incident and recommend appropriate disciplinary action, as necessary.
  - 2. The Disciplinary Action Committee will consist of four members of the BOD.
    - a. If the complaint involves a coach, team or individual player, the committee will include the Vice-President, Secretary, Director of Coaching and the appropriate Age Group Representative.
    - b. If complaint involves a referee, the committee will include the Vice-President, Secretary, Director of Referees and an additional member selected by the President.
    - c. If the complaint involves a parent/spectator, the committee will include the Vice-President, Secretary and two additional members selected by the President.

B. Investigating the reported incident and determining whether or not disciplinary action is required

Members of the Disciplinary Action Committee will accomplish the following actions:

1. Investigate the reported incident. The committee will review the written report, contact any other persons who may have witnessed the incident, contact the subject of the complaint was made, and request statements from them.
2. Review the records of disciplinary action to determine if previous disciplinary action has been taken against the subject of the complaint
3. Document the relevant facts uncovered by their investigation.
4. Using all of the information gathered, determine whether or not disciplinary action is required.
5. Submit a report of findings to the WYSL president. The report will include all of the information gathered during the investigation and the Disciplinary Action Committee's determination as to whether or not disciplinary action is required.
6. The Secretary will file all records from the Disciplinary Action Committee process in a disciplinary action file (see Paragraph 8.).

C. Determining, approving and applying the appropriate disciplinary action

1. Upon receipt of the Disciplinary Action Committee's report of findings, the WYSL President will have 5 days to convene a meeting of the BOD to review the report of findings and vote to approve or reject the committee's determination. The Secretary will document the proceedings of the meeting.
2. The BOD may approve or reject a determination that disciplinary action is required by a unanimous vote.
  - a. If the BOD approves disciplinary action, it will then determine the appropriate disciplinary using the guidelines in Attachment 2. The Secretary will draft a notice of disciplinary action to the person/team being disciplined. This letter will identify the behavior/incident for which the action is being taken, the disciplinary action being imposed and instructions for appeal (see Paragraph 5). The secretary will also draft a letter to the person who originated the complaint that identifies the BOD's response to the complaint.
  - b. If the BOD rejects a determination that disciplinary action is required, the Secretary will draft a letter to the person/team against whom the complaint was made notifying them of the nature of the complaint, the Disciplinary Action Committee's findings and the BOD's decision that no disciplinary action is warranted. The secretary will also draft a letter to the person who originated the complaint that identifies the BOD's response to the complaint.

3. The BOD will finalize all required letters and the Secretary will send them to the person/team being disciplined and the originator of the complaint.
4. The Secretary will file all records from the BOD review in a disciplinary action file (see Paragraph 8.).

D. Receipt of complaints/reports from other organizations.

1. Members from other KYSA affiliated organizations may file complaints with WYSL about the behavior of WYSL persons/teams both at the WYSL complex and at any other location where WYSL teams are competing.
2. Any board member who is contacted by members from an outside organization about filing a complaint will instruct them to submit a written complaint as described in Section 4.A.
3. The BOD will make a reasonable attempt to follow this policy to resolve outside complaints subject to the availability of information from sources within and outside the WYSL who may have witnessed the incident being reported.

F. Receipt of complaints/reports about members from other organizations.

1. Members of the WYSL may file complaints about members from organizations outside of the WYSL.
2. The BOD will investigate complaints against members from organizations outside of the WYSL through a disciplinary action committee just as it does for internal complaints. In this instance, the committee will attempt to confirm or disprove the complaint.
3. The BOD will formally report confirmed complaints to the offending member's home organization. Confirmed complaints of a serious nature may also be reported to KYSA.
4. While the BOD has no authority to discipline members of other organizations, at its discretion, the board may notify other organizations that their coaches, teams or spectators may no longer be allowed to enter the WYSL facility. In this instance, WYSL coaches will not be allowed to schedule games with teams from that organization.

## **6. Disciplinary action appeal process.**

- A. The person/team who receives a notice of disciplinary action may appeal the action. The appeal must be written and must be received by the board within ten days of the date of the notice.
- B. The appeal may include supporting information such as written testimony from persons who witnessed the incident. The person who received the notice of disciplinary action may request to appear before the board and may present information and/or witnesses to the incident at this meeting. The Secretary will document the proceedings of the meeting.

C. The BOD will, within five days of the date of the appeal, review the written appeal and any supporting information and will make a final decision to:

1. Let the disciplinary action stand;
2. Modify the disciplinary action, or;
3. Dismiss the disciplinary action.

D. The Secretary will draft, and the BOD will finalize, a letter to the person who submitted the appeal notifying them of the BOD's decision. The decision will be final and will not be subject to further appeal.

E. The Secretary will file all records from the Disciplinary Action Appeal process in a disciplinary action file (see Paragraph 8.).

## **7. Disciplinary actions available to the WYSL BOD**

The WYSL BOD may impose the following disciplinary actions on its members:

1. Letters of reprimand (players, coaches, and spectators)
2. Suspension for a specified number of games (players and coaches)
3. Suspension for a season (players and coaches)
4. Indefinite suspension (players and coaches)
5. Banning from complex (duration to be determined by BOD) (players, coaches and spectators)

## **8. Retention of Records**

A. The WYSL Secretary will be responsible for maintaining a disciplinary action file.

B. All documents generated in the Complaint, Disciplinary Action and Disciplinary Action Appeals processes will be filed in a disciplinary action file and retained by WYSL for a period of two years, with the following exceptions:

1. Records of disciplinary action that bans a member (WYSL or other organization) from the WYSL complex will be retained indefinitely.
2. Records of disciplinary action resulting in indefinite suspension will be retained for two years after the suspension is lifted, otherwise indefinitely.

## **Attachment 1**

### **Behaviors subject to disciplinary action**

- a) Physical abuse of another member
- b) Harassing, abusing or berating a coach before, during or after a match
- c) Harassing, abusing or berating a referee before, during or after a match
- d) Use of foul or abusive language at another member
- e) Entering the field of play without the referee's permission
- f) Use of alcohol or tobacco products within the soccer complex
- g) Unauthorized use of fields
- g) Violation of registration or team formation policies, and
- h) Any other behavior judged by the Disciplinary Action Committee to jeopardize player safety, demonstrate poor sportsmanship, or damage the reputation of the WYSL.