

POLICY FOR CRYSA DISCIPLINE COMMITTEE PROCEDURES



GENERAL PRINCIPLES

a. Committee

1. The committee shall be made up of the Chair and two members of the Board of Directors (BOD) as determined at the BOD meeting following the Annual General Meeting.
2. In the event that a member cannot fulfill their duties or must recuse themselves, the President may appoint someone to fulfill this position.

b. The Duty to Act Fairly

1. All individuals and organizations have the right to and/or must provide the right to:
 - i. A process free of bias: the members of the Committee are unbiased, in that they are impartial and unprejudiced, and are reasonably perceived to be unbiased;
 - ii. Prior notice: advance access to relevant information that identifies the allegations and contains sufficient information for respondents to respond to the allegations and participate meaningfully in the process.

c. Confidentiality

Members of the Committee shall ensure that everything disclosed to them during the course of their work, including but not limited to the facts of the case, the contents of their deliberations, and the decisions taken, remains confidential.

d. Conflict of Interest

1. Members of the Committee must decline to participate in any meeting concerning a matter in which they are in a real or perceived conflict of interest. Such instances include, but are not limited to the following:
 - i. If the member in question has a direct interest in the outcome of the matter;
 - ii. If the member is associated with any of the parties
2. Members of the Committee who are in a real or perceived conflict must inform the Chair immediately.

e. Closed Proceedings

Proceedings of the Committee will be closed to individuals who are not party to the proceedings, unless all parties involved in the proceedings agree to admit the individual(s).

COMPLAINTS PROCEDURE

a. Complaints must be submitted in writing to the Chair of the Discipline Committee care of the CRYSA Administrator;

1. The CRYSA Administrator will forward the complaint to the Chair;
2. The Chair of the Discipline Committee notifies the President of CRYSA;



3. The Chair will inform the BOD at the next scheduled meeting that a complaint has been lodged;
 4. Document.
- b.** Within five (5) business days, the Chair of Discipline Committee and the President of CRYSA will review each complaint received. Upon review, the Chair may:
 1. Investigate or assign an independent investigator to examine a complaint;
 2. Determine the complaint does not have merit;
 3. Determine the complaint has merit;
 4. Document.
 - c.** If the Chair of the Discipline Committee and the President deem that the case has no merit, or that the nature of the conduct is not sufficiently serious to warrant formal action, they shall close the case. The Complainant will be advised, in writing, of the decision. Document.
 - d.** If the complaint has merit, in keeping with BC Soccer jurisdiction guidelines, the Chair shall convene the Committee within fifteen (15) business days of the determination of merit. Both the Complainant and the Respondent shall be provided a copy of the complaint being put forward to the Committee. Document.
 - e.** Parties to a complaint are obliged to assist in establishing the facts. As a result, they must comply with requests for information received from the Committee. Failure to comply with such requests for information in a timely manner may result in the dismissal of the complaint or a default judgement.
 - f.** If establishing the facts as in "e" above, involves in-person attendance, the process will be conducted in a closed session with the Committee and the attendee.
 - g.** Types of evidence that may be presented include, but are not limited to:
 1. Reports from Referees, Assistant Referees, Match Commissioners;
 2. Reports from other officials or affiliated organizations;
 3. Testimony, declarations or statements from the parties and/or from witnesses;
 4. Material evidence;
 5. Social media, news reports, pictures;
 6. Past history;
 7. Expert opinions;
 8. Audio and/or video recordings;
 9. Document.
 - h.** Once the Committee has reviewed all the evidence, the following potential outcomes are:
 1. **Inappropriate conduct is not substantiated.** Follow internal policies. No further action necessary but CRYSA may choose to take the opportunity to remind all coaches/volunteers of CRYSA's Behavior Expectations documents;
 2. **Inappropriate conduct is substantiated.** Next steps will depend on severity of the conduct, the nature of the information gathered during internal follow-up, and other relevant circumstances (such as past inappropriate conduct of a similar



nature). Varying levels of disciplinary action may be appropriate. For example, it may be prudent for CRYSA to report concerns to child welfare or law enforcement.

3. **Inconclusive.** Next steps will need to be carefully considered and depend on the nature of the information gathered during the internal follow-up. Work through options, assess risk and consult professionals as needed.
- i. The Committee will use the BC Soccer Penalties following the Judicial Code and Policies of BC Soccer - Sanctioning Policy to establish penalty.
- j. Once the Committee has reviewed all evidence and made a decision, the Chair will;
 1. Inform both the Claimant and Respondent, in writing, of the decision;
 2. Inform the Executive that a decision has been made;
 3. The Chair will inform the BOD that a decision has been made;
 4. Members of the Executive, BOD, and Administrator, who may have heard of details of the complaint during the process, will adhere to the confidentiality clause noted above in this procedure;
 5. Document.
- k. Adequately supervise and monitor the respondent to ensure sanctions and internal policies are being followed. Document.
- l. In the event the Complainant wishes to appeal the decision, the Complainant can contact the Judicial Chair of BC Soccer and pursue the complaint through that avenue.
- m. The collective documents of the investigation should be collated and formally filed with CRYSA.