



CUFC Disciplinary Policy

All Chestermere United FC players, coaches, volunteers, staff and parents are to be treated fairly and with respect at all times. No member shall at any time bring the Club into disrepute. When an individual's behaviour is deemed to require redress from the Club, the matter will progress through the steps of the CUFC Disciplinary Procedure with support given to resolve the issue along the way. All parties must be given adequate opportunities to correct their behaviour.

When a breach of CUFC Policies, Procedures, or Code of Conduct is alleged to have taken place, a Club Incident Report, detailing the incident, must be submitted to the CUFC Office within forty-eight (48) hours by e-mail at info@chestermereunited.com or in writing in person. Incident Reports advise the Club of matters of concern and create a record required to ensure that any issues are handled appropriately and that the best outcome is achieved in the short- and long-term.

While the following statements refer to player misconduct, please note that the Disciplinary Policy applies to all CUFC members, including parents, coaches, staff and volunteers. Matters will initially be dealt with at the team level when possible. For example, parents coaching their own or other children from the sidelines are in breach of the CUFC Code of Conduct and should be asked by coaching staff to cheer rather than coach. (For more information, see the CUFC Code of Conduct.) Repeated breaches or major misconduct will result in an Incident Report being submitted.

Incident Reports can be submitted by any concerned Club member. Each reported situation will be reviewed by the CUFC Executive Director and handled in a manner deemed appropriate for the individual circumstances.

Minor issues will be dealt with at the team level by the coaching staff. Players are to be informed immediately if their behaviour is unacceptable and/or contrary to the CUFC Code of Conduct or other Policies or Procedures and must be informed of the penalty, if one is to be given.

Many first offences can be resolved at this level. Coaches are encouraged to seek assistance/ advice from the Assistant Director of Coaching if they need ideas on how to deal with an issue.

When a behaviour occurs repeatedly or escalates, the parents must be notified of the issue and an Incident Report must be submitted to the Club Office. Parents should be aware of any on-going problems with their child and can often help to make it clear to a player that a behaviour is unacceptable. When parents contribute to the issue, like regularly bringing a child late to

practice, they may solve the problem once they understand that it affects the team and is contrary to the Code of Conduct.

When the behaviour in question negatively affects or endangers another individual, an Incident Report must be submitted to the Club Office immediately and measures must be put in place to protect all parties while the issue is dealt with.

Major misconduct or repeated minor misconduct requires that an immediate Incident Report be submitted to the CUFC Office. Each matter will be reviewed by the CUFC Disciplinary Committee and all parties involved will be contacted to address the issue, which may include a hearing to reach resolution.



CUFC Disciplinary Procedure

Minor Misconduct

Minor misconduct includes, but is not limited to, misbehaving at practice, continually arriving late, non-attendance at practices or games without informing coaching staff, lack of respect or mistreatment of coaches, club officials, teammates, etc.

1. Player is to be informed immediately if their behaviour is unacceptable and/or is contrary to the CUFC Code of Conduct or other Policies or Procedures, and must be advised of the penalty if one is to be given.
2. Penalties may increase if the behaviour or a pattern of misbehaviour continues.
3. Player is to be informed of misbehaviour each time that it occurs, in order to be consistent and give the player a chance to recognize and correct it.
4. Successful attempts by the player to correct the behaviour should be recognized by the coaching staff to reinforce that effort.
5. When the player does not correct the behaviour, coaching staff must inform the parents or guardians to make them aware of the issue and gauge their support in resolving the matter. When parents will not assist in solving the misbehaviour, an Incident Report must be submitted to the CUFC Office.
6. When attempts to work with the parents to resolve the issue are unsuccessful or when the problem continues, an Incident Report must be submitted to the CUFC Office and steps will be taken as detailed under "Major Misconduct".

Corrective actions are coach-specific and could consist of push-ups, sit-ups or burpees, and will include a verbal reprimand. Running (laps) **MUST NEVER** be used as a penalty, and the style and duration of any penalty must be appropriate to the age, gender and ability of the player(s) concerned.

Corrective actions can also be coach-directed removal from activity for a determined time period. This gives the player a chance to refocus. (Stop, breathe, think.) Dismissal from practice may be required dependent upon the circumstances. In this case, parents or guardians must be called to collect their player. Players **MUST NOT** be allowed to leave without being thus collected.

Players may be informed that they are to sit out a portion of the present or a subsequent game, dependent upon the severity or length of the misbehaviour. Game benching must not be longer than half a game. If a player is to sit out a portion of a game and subsequently does not attend, the penalty will be carried forward to the next game, with increased duration up to the

half game limit. Parents of the player(s) in question **MUST** be informed prior to the “Benching” wherever possible and immediately after if not.

Major Misconduct

Major misconduct includes, but is not limited to, bullying, theft, vandalism and assault. Players who have been given adequate opportunity to correct their minor misconduct and continue to misbehave will also be dealt with according to the following steps.

1. Player is to be informed immediately if their behaviour is unacceptable and/or is contrary to the CUFC Code of Conduct. Parents **MUST** be informed and an Incident Report must be submitted immediately.
2. A meeting with the parents, the Executive Director and the coaching staff may be held to clarify the circumstances and attempt to resolve the situation. Notes of this meeting will be taken and included as part of the incident file, and will be forwarded to the CUFC Disciplinary Committee prior to a Disciplinary Hearing, if one is needed.
3. The Disciplinary Committee, made up of the CUFC Executive Board Members, will review the Incident Report and determine the most appropriate way to proceed.
4. A formal Disciplinary Hearing with the involved parties will then be held by the CUFC Disciplinary Committee. All involved parties will be notified of the Hearing by e-mail at least forty-eight (48) hours before the Hearing.
5. Subsequent findings of the Committee will determine the severity of the penalty incurred, which could result in suspension or expulsion from the Club. Decisions of the Committee require a seventy-five percent (75%) majority vote in favour. The decision from a hearing will be recorded in the file and e-mailed to the affected parties within forty-eight (48) hours of the hearing.
6. Gross misconduct which violates criminal statutes may be referred to local authorities.

Appeals

1. An appeal of a decision of the CUFC Disciplinary Committee Hearing may be submitted in writing to the CUFC Board of Directors within seven (7) days of the hearing decision.
2. The full CUFC Board will review the file, including the details of the Appeal, and may communicate with involved parties for clarification. The CUFC Board will then review the decision of the Disciplinary Committee and make a final decision on the matter. The Board decision requires a seventy-five percent (75%) majority vote in favour. The final decision will be recorded in the file and e-mailed to the affected parties within the forty-eight (48) hours of the decision.
3. A further appeal to an expulsion may be submitted to our District, Canal Links Soccer Federation, for their subsequent review within seven (7) days of the CUFC Full Board decision.
4. A final appeal may be submitted to the Alberta Soccer Association. (ASA) within seven (7) days of the CLSF District decision.

CUFC Incident Reports

Incident Reports should be used to inform the Club of any issues of concern. While they are required for misconduct, they must also be used to report damaged equipment or facilities, serious injury, etc.

Coaches are encouraged to submit Reports when incidents occur, but anyone can submit an Incident Report.

The CUFC Incident Report can be found at www.chestermereunited.com, under Forms & Documents. Reports can be submitted by e-mail at info@chestermereunited.com or in writing in-person.

CUFC Recognition

In keeping with the Chestermere United FC spirit of community, growth and fun, we want to recognize the good work – big and small – that people contribute to our Club and beyond.

Please take a moment to share a “Pat on the Back” in recognition for all of the CUFC members whom you notice giving their time, putting in extra effort, making a player feel great, volunteering to make our Club run smoothly...It can be anything positive! Let's remind each other that all of the little things matter!

CUFC Recognition occurrences should be emailed to the Club, the parents of the player(s) concerned and may appear on our website to show off our great members!