



Discipline Procedure Policy

Club Discipline Procedure

1. A formal report has to be filed by the complainant within 60 days of the incident.
2. In verbal abuse cases, once a complaint is reported and there is substantiated evidence to support the alleged incident, the Club's Discipline Panel may take any and all immediate and necessary actions to limit and contain the damage caused by the respondent until the Discipline Panel investigates the incident within 14 days.
3. In sexual or physical abuse cases, immediate actions shall apply as point 2 in addition to notifying the Peel Regional Police.
4. A notice of complaint will be sent to the respondent notifying them that a complaint against them has been submitted and that investigation shall take place and will get back to them with outcome and next steps.
5. The Club's Discipline Panel shall conduct an investigation that includes, but not limited to, interviews with the respondent, the complainant (plaintiff) and with witnesses to gather the evidence. The objective is to evaluate whether there are grounds for a disciplinary hearing.
6. Once the Discipline Panel deems a Disciplinary Hearing is necessary, a formal Notice of Hearing shall be sent out seeking confirmation of Hearing date between the parties. The Discipline Panel shall send all parties:
 - a. The details of the alleged charges
 - b. The possible outcome
 - c. All supporting documents and evidence must be submitted via email in PDF format to the Club Discipline Panel no later than 5 days before the hearing. No further evidence shall be admitted post this date.
 - d. Discovery: any documents submitted will be made available to both parties before the Hearing.

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7. The Hearing date is required to be scheduled within 14 days from the Notice of Hearing date.
8. The parties have the right for one postponement date for the hearing.
9. Failure to attend the alternate date shall result in suspension from the membership of the Club until a request is made in writing to attend the next available Hearing.
10. The Club abides by [Section 12 of Ontario Soccer's Discipline Policy](#).
11. The respondent has the right to appeal under [Section 13 of Ontario Soccer's Appeals Rules and Regulations](#).