



# POLICIES

## SCSA Discipline Procedure

### **Scope**

This policy is intended to process all complaints in relation to a breach of the code of conduct policies.

### **Intent**

Our process is intended to be as responsive as reasonably possible while respecting all individuals who may form part of the process. Should any sanctions arise through this process, our intent is to seek solutions that are rehabilitative in nature where possible. Although our goals are rehabilitative in nature, it does not preclude SCSA from imposing formal restrictions up to and including removal from SCSA. This process is confidential and all participants will be required to maintain confidentiality.

### **Process**

All formal complaints shall be submitted in written form to SCSA to the First Vice President or designate. Within seven calendar days the complainant will be provided confirmation of the receipt of the complaint. The First Vice President or designate may handle complaints or form a discipline committee that shall have full control over the process and our approach to complaints will in all cases attempt to minimize any impact on players when conducting the investigation of complaints involving our youth. Normally, all complaints shall be responded to within 30 calendar days, but if necessary, the complainant will be kept apprised of any extensions to the normal 30 day timeline.

### **Appeal**

Following a formal response to the complaint, the complainant will have 14 calendar days from receipt of the response to file an appeal with the President of SCSA. The President or his designate shall strike an appeal committee or rule independently on the matter. Any committee formed shall not include any officials who participated in the initial complaint process. The appeal shall be responded to within 30 calendar days from the receipt of an appeal. If an extension of the 30 calendar timeline is necessary the parties shall be kept apprised of the timeline. The results of the appeal are final and binding.



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## **Retention of Documents**

All documentation shall be retained for no less than 12 months from the end of the Complaint and/or Appeal process.

All documentation should be sent to:

**SCSA administrative office c/o First Vice President**  
**admin@stcharles-soccer.com**  
**L02-1311 Portage Ave.**  
**Winnipeg, MB**  
**R3G0V3**