



Procedure: Apply Corrective Actions and Discipline for Violating Club Expectations

Purpose

Define the framework for enforcing Club Rules and Policies to maintain a safe and respectful environment.

Application

- Applies to all Club Members with respect to Calgary Rangers Soccer Club (CRSC) Code of Conduct, Policies, Standards and Procedures and Rules of Play.
- Matters outside the scope of CRSC requirements will be reported/referred to the appropriate body, which have their own rules and policies regarding discipline:
 - > Calgary Minor Soccer Association (CMSA)
 - > Alberta Soccer Association (ASA)
 - > Calgary Women's Soccer Association (CWSA)
 - > Calgary United Soccer Association (CUSA)
 - > Police – acts of violence or abuse and other activities that could be criminal in nature

Roles & Accountabilities

External Discipline Committee:

- Carry out appropriate investigations and hearings, when required, before applying discipline.
- Ensure discipline is applied fairly, consistently and in accordance with:
 - > The CRSC Code of Conduct, By-Laws, and Policies
 - > Rules of Play
 - > Requirements of CMSA, ASA and Canada Soccer
 - > Contractual and employment requirements
- Report/refer/partner with other organizations where required (CMSA, ASA, Other Associations, Police).
- Report to CRSC Staff and Board Members regarding applied discipline and, if applicable, any recommendations
- CRSC must follow all disciplinary actions taken by the discipline committee

Definition:

Discipline – is a process for dealing with club-related behavior that does not meet expected and communicated performance standards, through the Code of Conduct, Policies, Standards and Procedures and the Rules of Play. The primary purpose for discipline is to assist the club member to understand that a behavior problem or opportunity for improvement exists.

Procedure

Tasks	Steps	Resources/Notes
Develop and Implement Corrective Actions	1. Develop Corrective Actions based on investigation findings, considering whether: <ul style="list-style-type: none">• Leadership is appropriate and consistent• Standards and Procedures are adequate	

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Tasks	Steps	Resources/Notes
	<ul style="list-style-type: none"> • Training is effective in informing parties of the requirements and building necessary skills to execute consistently <p>2. Implement Corrective Actions, considering:</p> <ul style="list-style-type: none"> • The specific circumstances • Systems issues that need to be addressed across club activities to make the changes sustainable. 	
<p>Apply Progressive Discipline</p>	<p>Serious Offences – may lead directly to serious penalties up to and including suspension/ expulsion from the club.</p> <p>Less serious offenses will generally consider the following steps. More serious offences and/or escalation of behaviors could by-pass some steps:</p> <ol style="list-style-type: none"> 1. Verbal Warning – first warning <ul style="list-style-type: none"> • Clearly explain what is expected versus what was observed • Lay out a clear corrective action plan • Document conversation and add to club member’s file 2. Written Warnings – second offense <ul style="list-style-type: none"> • Clearly explain what is expected versus what was observed, in writing • Lay out a clear corrective action plan • Explain consequences if not corrected • Add letter to club member’s file 3. Suspension – third offence <ul style="list-style-type: none"> • Set the suspension relative to the severity of the issue and the behavior • Written letter explaining the duration of the suspension and conditions for returning to the club and the consequences for failing to commit to changing behavior. • Add letter to club member’s file 4. Expulsion from the club – fourth offence <ul style="list-style-type: none"> • Immediately terminate the relationship with the club. • Provide written termination notice. • Add notice to club member’s file 	<p>Note: Discipline should only be applied after an appropriate investigation to determine if the individual(s) was appropriately trained and was knowingly and willfully disregarding Club Policies/Standards/ Procedures</p> <ul style="list-style-type: none"> ✓ Examine Influences in the club member’s environment to make sure expected behaviors are being positively reinforced by leaders and other club members. ✓ Even though you are giving warnings, be creative in creating positive consequences that will influence individual to become involved and truly understand why the rules are important.