



## **Section VI. FSC Code of Conduct Policy And Disciplinary Action Procedure**



### **1.0 FSC Goals.**

The following are two primary goals of the Fishers Soccer Club (FSC):

- To develop and maintain a youth soccer club that encourages physical and mental growth while emphasizing good citizenship.
- To nurture good sportsmanship and sense of fair play in a competitive environment.

### **2.0 Code of Conduct.**

Players, parents, coaches, team managers, and trainers shall pledge to support the above stated goals. Such individuals shall encourage good sportsmanship by demonstrating positive support and respect for all participants, coaches, officials (including their calls during the games), Board Members, staff, and opposing teams at all times. They shall refrain from any negative, hostile, threatening, vulgar, or inappropriate language/behavior while participating in, or watching, any club sponsored game/practice/event. They shall respect the fact that FSC is structured for children/young adults and shall not engage in any personal conduct that is inappropriate given that context.

Players, parents, coaches, team managers, and trainers shall acquaint themselves with club rules and support the coaching staff in regards to those rules. They shall conduct themselves in a calm, civilized manner when doing so. They shall abide by these underlying FSC principles: the players shall play, the coaches shall coach, the officials shall referee, and the spectators shall be spectators. Further, all players, parents, coaches, team managers, and trainers shall recognize that the FSC Code of Conduct Policy was developed in recognition of the Indiana Youth Soccer (IYS) conduct guidelines, and, by participating in FSC, a member club, they shall agree to abide by the spirit of the IYS guidelines. They shall also recognize that FSC is a member league of the SPORTS organization, and understand that the SPORTS Code of Conduct provisions therefore apply to individuals associated with FSC.

#### **2.1 Acknowledgement Required.**

All players, parents, coaches, team managers, and trainers shall read the FSC Code of Conduct policy and, by signing the acknowledgement form, agree to abide by the terms of this policy. Those who sign the acknowledgement form accept responsibility for their own conduct and the conduct of their guests.

### **3.0 Complaint Filing Procedure.**

Complaints involving alleged violations of the Code of Conduct by FSC players, parents, coaches, team managers and trainers shall be filed via a central intake system utilizing the Code of Conduct complaint link on the FSC website. One standard form shall be used for all complaints. The following information shall be included on the complaint form: date/time/event/location/who was present/description of what happened. All complaints will be



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automatically forwarded to the two investigators, the Referee Assignor, the three Disciplinary Committee members, the two alternates, and the FSC President.

### **3.1 Time Limit for Filing Complaints.**

All complaints must be submitted within seven days of the date of the alleged incident in order to be considered.

### **4.0 Complaint Investigation Procedure.**

Each complaint will be investigated by a complaint investigator. In the process of performing the investigation, the investigator must contact the complainant, the person who is the subject of the complaint, and persons who may be able to substantiate the complaint. Additional persons may be contacted if the investigator determines that additional information is needed. The investigator shall document the facts on the investigation section of the complaint form. The investigator shall not make a recommendation regarding whether disciplinary action shall be taken.

#### **4.1 Contacting the Person who is the Subject of the Complaint.**

The subject of the complaint shall be considered “contacted” if the investigator reaches the individual and attempts to discuss the incident. The subject of the complaint shall also be considered “contacted” if the investigator attempts to reach the individual three times, leaves a message each time requesting a response, and does not receive a response.

##### **4.1.1 Delay of Process Triggered if the Subject of the Complaint cannot be Reached.**

If the investigator is not able to reach the individual who is the subject of the complaint by the Tuesday immediately following the receipt of the complaint, the one week delay in process under Section 4.4 is automatically triggered. If a response is still not received during this extended time period, the investigator shall complete his/her report and note that three attempts to contact the individual were made.

#### **4.2 Contacting the Complainant.**

The investigator shall make at least three attempts to reach the complainant. If the investigator attempts to reach the complainant three times, requests a response each time, and does not receive a response, the investigator can decide to proceed with the completion of the investigation report if he/she determines that sufficient information is available. If the investigator determines that additional inquiry is needed, the investigator may invoke the one week delay in process under Section 4.4.

##### **4.2.1 Anonymous Complainants not Required to be Contacted.**

The investigator is not required to attempt to contact an anonymous complainant.

#### **4.3 Substantiation Required.**



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Each complaint must be substantiated by two additional persons present at the time of the alleged infraction. Complaints not substantiated by a minimum of two parties present shall be considered not corroborated, and therefore not subject to further action. In order to assure that the investigator is able to inquire further into the incident, the investigator must make verbal contact with the individuals who are the substantiating witnesses. Written substantiations can be used as further evidence to support the complaint; however, written reports shall not be used in lieu of the requisite verbal substantiations.

### **4.3.1 Exception for Substantiating Witnesses who are Hearing Impaired.**

An exception to the verbal contact requirement shall be made in situations where a substantiating witness is hearing impaired, the investigator determines that verbal inquiry would either be not possible or not beneficial, and other individuals are not identified and/or available to act in this capacity. In order for an exception to be granted under this subsection, the hearing impaired substantiating witness must submit a written report stating what he/she observed, and the investigator must use electronic communication to inquire further regarding the witness' observations

### **4.3.2 Third Substantiation Required for Anonymous Complaints.**

Complaints that are filed anonymously must be substantiated by at least three witnesses.

### **4.4 Time Frame for Investigation Process.**

The investigator shall complete the form and submit it to the Disciplinary Committee by the Tuesday immediately following the receipt of the complaint. In cases where the investigator documents that, for reasons beyond the investigator's control, adequate information could not be ascertained within this period of time, the investigator may document that a one week delay in the process is warranted. As per the provisions of Section 4.1.1, the one week delay in process is automatically triggered if the investigator is not able to reach the individual who is the subject of the complaint.

### **4.5 Appointment of Complaint Investigators.**

The Board of Directors shall appoint Travel and Rec complaint investigators each year. If the applicable investigator is not available, the Chairman of the Disciplinary Committee may appoint the other investigator to perform the investigation responsibilities. If neither of the investigators is available, the FSC President shall appoint a Board Member to complete the investigation.

### **5.0 Disciplinary Committee Review and Determination Procedure.**

A three-member Disciplinary Committee shall review the investigator's report. The Disciplinary Committee shall make a determination of what disciplinary action, if any, shall be taken. In determining whether a violation of the Code of Conduct occurred, the Disciplinary Committee shall use the preponderance of the evidence standard as the standard of proof.

### **5.1 Time Frame for Disciplinary Committee Review.**



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The Disciplinary Committee shall review the facts and make a disciplinary action determination by the Wednesday immediately following the receipt of the investigator's findings.

### **5.2 Determinations Regarding Code of Conduct Violations.**

The following shall constitute minor violations of the Code of Conduct:

- Repeatedly yelling out complaints/negative comments about the coaches, officials, players, or spectators.
- Vulgar language/behavior or public profanity.
- Conduct that is inappropriate for the context of a youth event.

The following shall constitute major violations of the Code of Conduct:

- Hitting or touching a player, spectator, or official inappropriately or in a hostile manner.
- Threatening language/behavior.

#### **5.2.1 Exceptions for Special Circumstances.**

If the conduct falls within the definition of a minor, or major, violation, but the Disciplinary Committee determines, based upon the circumstances of the incident or other extenuating circumstances, that the conduct does not rise to the level of a violation of the Code of Conduct, or that the conduct should more appropriately be characterized as a different level violation, the Disciplinary Committee shall have the authority to make such a determination.

##### **5.2.1.1 Special Procedural Requirements for Such Determinations.**

Before the Disciplinary Committee may determine that the conduct should be characterized differently than as defined in Section 5.2, the Disciplinary Committee shall review disciplinary action determinations from within the past twelve months to ensure that disciplinary actions are applied consistently. Further, when making a determination authorized under Section 5.2.1, the Disciplinary Committee shall provide written justification documenting the rationale for invoking this provision.

### **5.3 Special Procedural Requirements for Determinations that Impose Suspensions and Expulsions as Penalty.**

Decisions to impose a suspension or expulsion must be made by unanimous vote of the Disciplinary Committee and then ratified by a majority vote of the Board of Directors.

### **5.4 Documentation of Actions before the Disciplinary Committee.**



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All actions by the Disciplinary Committee shall be documented utilizing a standard form and standard procedure. All complaints considered by the Disciplinary Committee shall be recorded in a Disciplinary Action Binder that is maintained by the Disciplinary Committee Chairman or her/her designee.

### **5.5 Appointment of Disciplinary Committee Members.**

The Vice President of the Board shall serve as the Chairman of the Disciplinary Committee. Two other members and two alternates shall be appointed each year by the Board of Directors. If three Disciplinary Committee members are not available to review a complaint and investigation report and make a disciplinary determination during the requisite time period, the FSC President shall appoint Board Members as necessary to fulfill this responsibility. If the Vice President is not available to serve as the Chairman of the Disciplinary Committee, the President, or the President's designee, shall serve in this capacity.

### **6.0 Penalties.**

If the Disciplinary Committee determines that a violation of the Code of Conduct has occurred, the Disciplinary Committee shall impose a penalty on the offender.

#### **6.1 Penalty for Minor Violations.**

Verbal reprimand/warning shall be used as the penalty for minor violations.

##### **6.1.2 Additional Penalty for Repeat Warnings.**

Two warnings in one season shall require that a game suspension be imposed.

#### **6.2 Penalty for Major Violations.**

A game suspension shall be used as the penalty for major violations. Upon the return to the next game, there shall also be a Board Member present to monitor the behavior of the individual who had been suspended.

##### **6.2.1 Additional Penalty for Repeat Suspensions.**

Two game suspensions in one season shall result in expulsion for remainder of season.

#### **6.3 Additional Penalty for Noncompliance.**

If a penalty has been assessed by the FSC Disciplinary Committee and the violator does not abide by the terms of the penalty imposed, it may result in additional disciplinary action. For violations that occur under the Travel program, this could include pulling the player card of the offender, or the player card of the player associated with the offender, until such time that FSC determines that the offender is in compliance with the penalty imposed. If a player card is pulled, the player will not be permitted to participate in any FSC games/practices/events. For violations that occur under the Rec program, the offender, or the player associated with the



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offender, could lose their right to participate in any FSC games/practices/events until such time that FSC determines that the offender is in compliance with the penalty imposed.

### **6.4. Carrying Over of Penalties Between Seasons.**

If, due to end of the season time limitations, a penalty cannot be satisfied during the course of a particular season, the Disciplinary Committee may require that the penalty be carried forward into the following season.

### **7.0 Notice.**

By the Thursday immediately following the Disciplinary Committee's determination, the Disciplinary Committee shall send a letter by certified mail via the U.S. Postal Service to the person who was the subject of the complaint to inform him/her about the Committee's decision. The date of the receipt of this letter shall serve as the official date of notification. In actions that require ratification by the Board of Directors, the date by which the letter must be sent may be extended by one day to allow the Board sufficient time to consider and vote on the matter.

### **8.0 Right of Appeal.**

An individual found in violation of the FSC Code of Conduct has the right to file a written appeal of this determination.

#### **8.1. Appeals Filing Procedures.**

Appeals shall be filed via the Code of Conduct appeal link on the FSC website. All appeals will be automatically forwarded to the four FSC Executive Committee Members (President, Vice President, Treasurer, Secretary).

#### **8.2 Stay of Decision Pending Appeal.**

Upon the filing of an appeal, a stay of the Disciplinary Committee's decision shall be issued automatically. This stay shall apply until the Appeals Committee makes its determination and provides official notice to the appellant by certified mail.

#### **8.3 Time Limit for Filing Appeals.**

Appeals must be filed by 11:59 PM on the day immediately following the date that notice of the Disciplinary Committee's determination was received by certified mail.

#### **8.4 Appeals Procedure.**

If an appeal is filed, a three-member Appeals Committee shall review the Disciplinary Committee's decision to determine whether the Code of Conduct was properly applied and whether procedural requirements were followed. The Appeals Committee must either affirm or overturn the decision of the Disciplinary Committee. If the Disciplinary Committee's decision is overturned, the appellant shall be found not in violation of the FSC Code of Conduct, and shall not be required to adhere to the penalties imposed. If the decision is affirmed, the appellant shall



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be required to abide by the decision, and the penalties imposed, after receiving official notice of this determination.

### **8.5 Time Frame for Consideration by the Appeals Committee.**

The Appeals Committee shall consider the appeal, and make a determination, by the Monday immediately following the filing of the appeal.

### **8.6 Appointment of Appeals Committee Members.**

Three members of the FSC Executive Committee (President, Vice President, Treasurer, Secretary) shall serve as members of the Appeals Committee. The FSC President, or the President's designee, shall serve as the Committee Chairman and shall secure the Committee members. An individual who served on the Disciplinary Committee shall not review the determination as a member of the Appeals Committee. If three members of the Executive Committee are unavailable, or are otherwise unable to serve on the Appeals Committee, the FSC President shall appoint Board Members as substitutes to fulfill this responsibility.

### **8.7 Notice of the Appeals Committee Decision.**

By the Tuesday immediately following the decision by the Appeals Committee, the Committee shall send the appellant a letter by certified mail via the U.S. Postal Service to inform him/her about the decision. The date of the receipt of the notice by certified mail shall serve as the official date of notification.



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### **Fishers Soccer Club (FSC) Code of Conduct** for **Players, Parents, Coaches, Team Managers and Trainers**

#### **Two Primary Goals of FSC are:**

1. To develop and maintain a youth soccer club that encourages physical and mental growth while emphasizing good citizenship.
2. To nurture good sportsmanship and sense of fair play in a competitive environment.

#### **FSC Code of Conduct:**

I hereby pledge to support the goals stated above. I will encourage good sportsmanship by demonstrating positive support and respect for all participants, coaches, officials (including their calls during the games), Board Members, staff and opposing teams at all times. I will refrain from any negative, threatening, vulgar, or inappropriate language/behavior while participating in, or watching, any club sponsored game/practice/event. I will respect the fact that FSC is structured for children/young adults and will not engage in any personal conduct that is inappropriate given that context.

I will acquaint myself with club rules and support the coaching staff in regards to those rules. I will conduct myself in a calm, civilized manner when doing so. I understand that FSC will not tolerate abuse of this Code of Conduct. I pledge to abide by these underlying FSC principles: the players shall play, the coaches shall coach, the officials shall referee, and the spectators shall be spectators. I will recognize that the FSC Code of Conduct Policy was developed in recognition of the Indiana Youth Soccer (IYS) conduct guidelines, and, by participating in FSC, a member club, I will agree to abide by the spirit of the IYS guidelines. I will also recognize that FSC is a member league of the SPORTS organization, and thus, I understand that the SPORTS Code of Conduct provisions therefore apply to individuals associated with FSC.

I understand that all complaints regarding alleged Code of Conduct violations by FSC players, parents, coaches, team managers and trainers must be reported to the FSC Disciplinary Committee via the Code of Conduct complaint link on the FSC website. I understand that if the Disciplinary Committee finds that this Code of Conduct has been violated, FSC shall have the authority to impose penalties that may include revoking privileges of attending FSC games/practices/events and eliminating participation in club activities.





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<b>Date of Submission:</b> _____
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### Complaint Report

**Instructions:**

1. Please complete the form below as accurately and with as much information as possible. All complaints must be submitted within 7 days of the date of the alleged incident in order to be considered.
2. Once completed, please submit via the Code of Conduct Complaint link on the FSC website.

<b>Name of the Person who is the Subject of the Complaint:</b>		<b>Position: Player, Parent, Coach, Manager, Trainer, Other (explain):</b>	
<b>Team Affiliation:</b>		<b>Incident Date:</b>	
<b>Location of Incident:</b>		<b>Incident Time:</b>	
<b>Person Completing this Form:</b>		<b>Phone # of person completing this form :</b>	

Event (Game, tournament, other):

Description of Situation

<b>Was any physical violence or any physical threat made?</b> YES      NO      (If yes, explain)	<b>For Investigator's Use Only:</b>
	Person Investigating Complaint: _____
	<b>Contact 1</b> <input type="checkbox"/> (Complainant ) Name:
	<b>Contact 2</b> <input type="checkbox"/> Name: (Subject of the Complaint)
	<b>Contact 3</b> <input type="checkbox"/> Name:
	<b>Contact 4</b> <input type="checkbox"/> Name:
	<b>Comments, Information and additional contacts (if necessary)- Please see second page.</b>
	<b>Complaint substantiated by two additional witnesses (3 in the case of an anonymous <input type="checkbox"/> complaint):</b>
	<b>Date Investigation Completed:</b> _____

Additional Information

Others Present:

Was the referee involved at anytime? YES NO





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### Disciplinary Action Report

Date of Action Determination: \_\_\_\_\_

Date of Board Ratification (if applicable): \_\_\_\_\_

#### Information Regarding Person Who is the Subject of Complaint

<b>Name of Subject of Complaint:</b> _____  <b>Team Affiliation:</b> _____ <b>Complaint Submission Date:</b> _____	<b>Position: Player, Parent, Coach, Manager, Trainer, Other (explain):</b> _____  <b>Incident Date:</b> _____ <b>Investigation Submission Date:</b> _____
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#### Person Completing This Form:

Violation	Prior Offenses: (if applicable)
Was a violation of the FSC Code of Conduct found? YES NO (if yes, complete Disciplinary Action section below)	2 warnings per season = automatic game suspension 2 suspensions per season = automatic expulsion for season

<b>Code of Conduct Acknowledgement</b> (written or by online registration) YES NO Date: _____	<b>Prior Incidents (current season)</b> YES NO Date: _____ Warning OR Suspension
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Disciplinary Action	Notification Steps to Subject of Complaint
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<b>Warning:</b> <input type="checkbox"/>	
<b>Suspension:</b> <input type="checkbox"/>	
<b>Expulsion:</b> <input type="checkbox"/>	<b>Postal Service (Certified Mail)</b> <input type="checkbox"/> <b>date sent:</b> _____ <b>date of receipt:</b> _____ <b>Comments:</b> _____
<b>Unanimous vote: (in case of Suspension/Expulsion)</b> <input type="checkbox"/>	<b>Date of receipt of notice by certified mail serves as date of the official notification.</b>

**Decisions to impose a suspension or expulsion must be made by unanimous vote of the Disciplinary Committee and then ratified by a majority vote of the Board of Directors.**

**Other:**

#### Additional Notification Steps

**Copy sent to Club President**  **date sent:** \_\_\_\_\_  
**Copy sent to Club Secretary**  **date sent:** \_\_\_\_\_  
**Copy placed in Disciplinary Committee binder both by NAME**  **and INCIDENT DATE**   
**Team Coach notified:**  **date:** \_\_\_\_\_  
**Team Manager notified:**  **date:** \_\_\_\_\_  
**SPORTS notified (in case of suspension or expulsions)**  **date:** \_\_\_\_\_

#### Disciplinary Action General Information

**Committee Members involved in review and action determination:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

(Committee Chairman)

# voting that the conduct violated the FSC Code of Conduct \_\_\_\_\_

# voting that the conduct did not violate the Code of Conduct \_\_\_\_\_

#### Additional Notes: (optional)

\_\_\_\_\_

\_\_\_\_\_



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### Appeal/Action Report

Date Appeal Filed: \_\_\_\_\_

Date of Appeal Decision: \_\_\_\_\_

#### Instructions

1. Please fill in all information as completely as possible.
2. DO NOT fill in the gray areas. These will be utilized by the Appeals Committee.
3. ALL appeals must be filed by 11:59pm on the day following the date of the receipt of notice by certified mail.

#### Appellant Information

<b>Name of Appellant:</b> _____	<b>Position: Player, Parent, Coach, Manager, Trainer, Other (explain):</b> _____	
<b>Team Affiliation:</b> _____	<b>Incident Date:</b> _____	
<b>Disciplinary Action</b>	<b>Official Notification</b>	<b>Date sent:</b> _____
<b>Determination Date:</b>	<b>(Certified Mail)</b>	<b>Date of receipt:</b> _____

#### Description of Appeal (per Appellant)


#### Appeals Committee Comments


#### Appeals Committee Determination

#### Notification Steps to Appellant

<b><u>AFFIRM</u></b> Disciplinary Committee's determination: <input type="checkbox"/> The appellant shall be required to abide by the decision, and the penalties imposed, after receiving official notice of this determination.	
<b><u>OVERTURN</u></b> Disciplinary Committee's determination: <input type="checkbox"/> The appellant shall be found not in violation of the FSC Code of Conduct, and shall not be required to adhere to the penalties imposed.	Postal Service <input type="checkbox"/> date sent: _____ (Certified Mail) date of receipt: _____ Comments: _____ Date of receipt of notice by certified mail serves as date of the official notification.

#### Additional Notification Steps

Copy sent to Club President <input type="checkbox"/>	date sent: _____
Copy sent to Club Secretary <input type="checkbox"/>	date sent: _____
Team Coach notified <input type="checkbox"/>	date: _____
Team Manager notified <input type="checkbox"/>	date: _____
Copy placed in Disciplinary Committee binder both by NAME <input type="checkbox"/> and INCIDENT DATE <input type="checkbox"/>	
SPORTS notified (if suspension/expulsion is overturned)	date sent: _____

#### Appeals Committee General Information

Committee Members involved in the appeal determination:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 (Committee Chairman)

# voting to **AFFIRM** the Disciplinary Action Committee's determination: \_\_\_\_\_

# voting to **OVERTURN** the Disciplinary Action Committee's determination: \_\_\_\_\_