



# ALBERTA SOCCER ASSOCIATION

LEAD, GOVERN AND EVOLVE

11759 Groat Road  
Edmonton, AB T5M 3K6



## Discipline and Complaints Regulations

### 1.0 Definitions

1.1 The following terms have these meanings in this policy:

- a) *Chairman*—an individual appointed by the ASA to administer the Discipline and Complaints Regulations
- b) *Individual*—all categories of membership defined by the ASA’s Bylaws, as well as individuals employed by, or engaged in, activities with, the ASA including, but not limited to, any person up to 80 years of age for all Amateur Members participating as Players, Managers, Coaches, Trainers, Executives, General Members or Officials, Volunteers, Auxiliary Workers, and Employees, or engaged in activities within practice or competition in the sport under the supervision and direction of the Alberta Soccer Association.
- c) *Staff Discipline Committee (SDC)* – a group of appointed staff members who review submitted reports and assess suspension using the Discipline and Complaints Regulations.
- d) *ASA Discipline Committee (ADC)* – a group of appointed committee members who conduct a Hearing, review evidence and assess suspension using the Discipline and Complaints Regulations.
- e) *Working Days* – refer to Alberta Soccer Association business days.

### 2.0 Purpose

2.1 Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the ASA’s policies, Bylaws, rules and regulations, and Code of Conduct. Non-Compliance may result in sanctions according to this Policy.

### 3.0 Application

3.1 ASA Jurisdiction

- i. Any Individual reported for discipline.
- ii. All cases of misconduct involving alleged or attempted physical assault or threatening behaviour towards a Match Official.
- iii. Complaints or misconduct in Provincials or provincially managed competitions.
- iv. Complaints referred to it by another Provincial Association and/or the CSA.
- v. Misconduct by an Affiliated Member or any of its officers and officials.
- vi. Complaints or misconduct of a provincial registered Match Official.
- vii. Any other matter directly related to the ASA, which the ASA, in its sole discretion, deems should be dealt with by it.
- viii. Any breach of suspension imposed by the ASA is subject to review by the ASA, where further penalties may apply.



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3.2 Non-game offences can be submitted to the ASA Office or Affiliated Member office. The ASA reserves the right to refer off-field offences to the Affiliated Members' office based on the nature of the offence.

## 4.0 Reporting a Complaint

4.1 Misconduct Reports and/or Complainant Reports - Reports requiring the ASA Discipline shall be filed according to the following timelines:

- 4.1.1 A Match Official's Misconduct Report and the nature of the infraction/offence shall be submitted to the ASA office or the office of an Affiliated Member within three (3) working days of the incident.
  - i. The report(s) provided by the Match Official shall be regarded as their affidavit to a Discipline Committee.
- 4.1.2 Reports submitted to the Affiliated Member office must be forwarded to the ASA office within four (4) working days of the incident.
- 4.1.3 Supplemental Misconduct Report on the incident from the Match Official must be submitted to the ASA office within five (5) working days of the incident.
- 4.1.4 Alterations to the Report(s) are not permitted following receipt of the report.
- 4.1.5 Failure to observe timelines established in this rule may render any disciplinary action after the expiration of the time null and void.
- 4.1.6 Reports may be kept on file for a reference regarding future incidents.
- 4.1.7 Upon receipt of the report, the ASA will assess the report, confirm jurisdiction, propose punishable offences, and appoint either the SDC or the ADC as per Appendix D.

## 5.0 Procedures

5.1 Timelines and Notices

- 5.1.1 Any person shall be given written notice of suspension or pending discipline hearing by providing the Accused with:
  - i. A Suspension Notice with an opportunity to request a hearing (with applicable fee) or;
  - ii. A Hearing Notice with the proposed discipline.
  - iii. When applicable, ASA Discipline Committee members, their soccer affiliations, and the general backgrounds of those assigned to the hearing.
- 5.1.2 The date for the hearing, if required, shall be set within fifteen (15) working days of the game date, for a date no later than twenty-five (25) working days of the game date.



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- 5.1.3 Requests for postponement of a hearing must be received by the ASA at least five (5) working days before the date of the hearing.
- 5.1.4 Any objections due to a confirmed conflict of interest and/or bias of an ASA Discipline Committee member must be declared to ASA within two (2) working days of receipt of a Hearing Notice.
  - i. ASA will reassign a committee member once.
- 5.1.5 By written consent of the Accused any timelines may be waived.
- 5.2 Representation
  - 5.2.1 The Accused may represent themselves, provide a representative or choose legal council to represent them.
    - i. If legal council is present, the Accused must be present.
  - 5.2.3 The Accused or their representative may be accompanied by up to 3 witnesses (at their own cost) and must provide notice to the ASA two (2) working days in advance of the hearing.
    - i. Witnesses must have been present at the game.
    - ii. If witnesses are unable to attend the hearing, they may submit a written statement on behalf of the Accused.
    - iii. The ASA will not accept character witnesses.
  - 5.2.4 Where the Accused is below the age of majority, a legal guardian or representative must also be present.
  - 5.2.5 Failure to appear at a discipline hearing will result in the suspension of the Accused until they request a hearing.
- 5.3 Documentation
  - 5.3.1 All documentation associated with the discipline hearing shall be provided to the Accused no less than three (3) working days in advance of the hearing date.
  - 5.3.2 Documents provided will include the Misconduct Report(s) and/or Complainant Report, the past discipline history of the Accused, the ASA Regulations on Discipline and Appeals Policy and any other documents to be considered by the ASA Discipline Committee.
  - 5.3.3 Evidence from witnesses must be submitted no less than two (2) working days in advance of the hearing by the Accused.



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## 5.4 ASA Discipline Committee

5.4.1 The accused will be provided the names of the Discipline Committee with the hearing notice. The accused will have the opportunity to record any objections to the committee two (2) days from the notice of the hearing.

5.4.2 An ASA Discipline Committee shall have three (3) members:

- i. One (1) of the Discipline Committee shall act as Chairman.
- ii. One (1) of the Discipline Committee shall act as recording secretary.

## 5.5 Hearing Procedure

5.5.1 The Chairman of the ASA Discipline Committee shall read the report aloud and state the misconduct outlined in the report.

5.5.2 The author of the report and the Accused may be heard by the ASA Discipline Committee independently.

5.5.3 The Accused may be allowed to ask the Chair relevant questions on the report, make submissions, and testify on their own.

5.5.4 The Accused shall have the opportunity to call witnesses to the incident.

5.5.5 Any ASA Discipline Committee member may question the Accused, author(s) of the report(s), or any witnesses.

5.5.6 The Accused shall be allowed to make final summations before withdrawing.

5.5.7 The ASA Discipline Committee will consider the reports and all evidence to form their decision.

5.5.8 The Accused and Home District will be notified, in writing, of the decision of the ASA Discipline Committee within ten (10) working days from the hearing.

## 6.0 Decision

6.1 An ASA Discipline Committee may apply the following disciplinary sanctions:

- i. Assign the recommended penalties per Appendix B.
- ii. Assign a fine to be paid by a specified date per Appendix C.
- iii. Assign a bond to be paid by a specified date and held for a specified period per Appendix C.
- iv. Suspend the Accused from all specified soccer activities and /or roles either permanently, indefinitely or for a specific period.
- v. Mandate relevant educational course(s) to be taken before resuming all soccer-related activities.
- vi. Assign a combination of penalties from above.



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- 6.2 Suspensions shall be served for a continuous period or consecutive games and affect all sanctioned leagues, competitions, and tournaments.
- 6.3 Game suspensions are to be counted through the team the Accused was registered with and playing for at the time of the infraction.
- 6.4 The Accused is not allowed to play, coach, manage or volunteer with a different team or in a different league until their suspension has been completed.
- 7.0 Suspension Pending a Hearing**
- 7.1 The ASA may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of a criminal process, the hearing, or a decision of the ASA Discipline Committee.
- 7.2 In all cases of alleged or attempted physical assault or threatening behaviour towards a Match Official (Appendix B—3.0) the Accused shall be suspended from all soccer activities until the case has been decided by the ASA.
- 8.0 Potential Criminal Convictions**
- 8.1 In all cases where an Accused has an open police file, there shall be no Discipline Hearing until confirmation the police file is closed.
- 8.2 When confirmation of the police file being closed is provided to the ASA office or Affiliated Member office the timelines outlined in the policy will begin.
- 9.0 Appeals Procedure**
- 9.1 The decision of the ASA Discipline Committee may be appealed per the ASA's Appeal Policy.
- 10. Fabricated, Malicious, Frivolous or Vexatious Complaints**
- If it is determined that an Individual made a report or influenced others to make a report that is fabricated, malicious, frivolous or vexatious, they will be subject to disciplinary action up to and including expulsion. Repeated unfounded reports may in appropriate circumstances be considered fabricated, malicious, frivolous or vexatious and result in disciplinary action, up to and including expulsion.

An allegation is false if the events reported did not occur, and the person making the report knows the events did not occur. A false allegation is different from an unsubstantiated allegation; an unsubstantiated allegation means there is insufficient supporting evidence to determine whether an allegation is true or false. Absent demonstrable bad faith, an



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unsubstantiated allegation alone is not grounds for a Code violation, nor will it necessarily be considered fabricated, malicious, frivolous or vexatious.

**Appendix A - Suspension Jurisdiction**

Competition	Type of Offence	Administered By	Goes Beyond Competition
ASA Provincials	Offence against Referee, physical contact, threats	ASA	Yes
	OIAL to Referee, persistent criticism, disputing	ASA	Yes
	Other offences, not at the Referee	ASA	Yes
ASA Leagues & Programs	Offence against Referee, physical contact, threats	ASA	Yes
	OIAL to Referee, persistent criticism, disputing	ASA	Yes
	Other offences, not at the Referee	ASA	Yes
District Leagues & Playoffs	Offence against Referee, physical contact, threats	ASA	Yes
	OIAL to Referee, persistent criticism, disputing	District(s)	Maybe
	Other offences, not at the Referee	District(s)	Maybe
District Events & Tournaments	Offence against Referee, physical contact, threats	ASA	Yes
	OIAL to Referee, persistent criticism, disputing	District(s)	Yes
	Other offences, not at the Referee	District(s)	Yes
Sanctioned Events & Tournaments	Offence against Referee, physical contact, threats	ASA	Yes
	OIAL to Referee, persistent criticism, disputing	District(s) or Event Organizer	Yes
	Other offences, not at the Referee	District(s) or Event Organizer	Yes

*\*Suspensions not totally served in Provincial Competitions must be completed at the next available opportunity, where the individual registers with an ASA League (AMSL/AYSL) or an Affiliated Members League.*

*\*\*Suspensions can be recommended to be respected by other districts (i.e. – the entire Province) but the decision is at the discretion of the ASA.*

*\*\*\*The tournament organizer reports major discipline to the sanctioning body (District), which can in turn direct discipline reports to the ASA, at their discretion.*



## **Appendix B - Punishable Offences**

### **10. Guidelines**

- 10.1 This guideline will be used by Discipline Committee to levy Discipline. The suspensions listed below are the minimum applied under this rule.
- 10.2 Suspensions may be applied under multiple categories at the discretion of the ASA Discipline Committee.
- 10.3 All suspensions are served with the team with which the infraction occurred unless the discipline committee specifically mentions separate terms:
- 10.3.1 Suspensions are served in sanctioned leagues, tournaments, promotional/relegation, provincial qualifiers, and provincial championships.
  - 10.3.2 If the team disbands the suspension will be served on the next team registered with.
  - 10.3.3 A breach of suspension to penalties imposed by the ASA, will be reviewed by an ASA Discipline Committee hearing.
- 10.4. Penalties assessed to Team Officials can be assessed at two times listed:
- 10.4.1 First-time offences must include a mandatory 1-year probation, subject to further coach education and/or referee education, at the discretion of the reviewing committee.
- 10.5. Penalties assessed to Match Officials while acting as a Team Official or player can be assessed at two times the listed penalty at the discretion of the ASA Discipline Committee and all cases will be reviewed by the Referee Development Team for further sanctions.
- 10.6. Penalties assessed to first-time offending youth players can be reduced at the discretion of the ASA Discipline Committee if associated probation, volunteerism, or education opportunities are provided for in the suspension.
- 10.7 The following equivalency chart may be used to assess penalties for leagues operating with limited gameplay. Limited gameplay is defined as 8 or fewer games in 1 indoor or outdoor season:

<b>Suspension</b>	<b>Equivalent</b>
4 - 8 Games	25 - 50% of 1 Season OR 1mth suspension
8 - 12 Games	50 - 75% of 1 Season OR 3mth suspension
12 - 16 Games	75 - 100% of 1 Season OR 6mth suspension
16 - 24 Games	100 - 150% of 1 Season OR 9mth suspension



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24 - 32 Games

150 - 200% of 1 Season or 1yr suspension

## 11.0 Offences against Players, Team Officials or Other Individuals (including Spectators)

Type of Offence	Number of Offence	Suspension
Accumulation of Yellow Cards	3rd Yellow Card in 1 Season	1 Game
	5th Yellow Card in 1 Season	1 Game
	6th Yellow Card in 1 Season	2 Game
	7+ Yellow Card in 1 Season	Suspension pending a Hearing
Serious Foul Play (SFP)	1st Offence	1 - 2 Games
	2nd Offence	3 - 4 Games
	3+ Offence	Suspension pending a Hearing
Violent Conduct (VC)	1st Offence	3 - 4 Games
	2nd Offence	6 - 8 Games
	3+ Offence	Suspension pending a Hearing
Boarding (SFP)	1st Offence	1 - 2 Games
	2nd Offence	4 Games
	3+ Offence	Suspension pending a Hearing
Boarding (VC)	1st Offence	3 - 4 Games
	2nd Offence	8 Games
	3+ Offence	Suspension pending a Hearing
Accumulation of Red Cards	3+ Red Card in 1 Season	Suspension pending a Hearing
Offensive, Insulting, or Abusive Language (OIAL)	1st Offence	3 Games
	2nd Offence	6 Games
	3rd Offence	10 Games
	4+ Offence	Suspension pending a Hearing
Unsportsmanlike Conduct	1st Offence	3 Games
	2nd Offence	7 Games
	3+ Offence	Suspension pending a Hearing

*\*Two yellow cards in one game will not be included in the above accumulation and is dealt with as a Red Card Ejection*

## 12.0 Offences against Match Officials

Type of Offence	Number of Offence	Suspension
Persistent Criticism or Disputation	1st Offence	1 - 2 Games
	2nd Offence	3 - 4 Games
	3+ Offence	8 - 12 Games
Offensive, Insulting, Abusive Language (OIAL) or Gestures	1st Offence	2 - 4 Games
	2nd Offence	5 - 8 Games
	3rd Offence	9 - 16 Games





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	4+ Offence	Suspension pending a Hearing
Unsportsmanlike Conduct	1st Offence	3 - 6 Games
	2nd Offence	7 - 12 Games
	3+ Offence	Suspension pending a Hearing
Threatening or Intimidation (on-field)	1st Offence	12 - 16 Games
	2nd Offence	24 - 32 Games
	3+ Offence	Suspension pending a Hearing
Threatening or Intimidation (off-field)	1st Offence	24 - 32 Games
	2nd Offence	2 - 5 Years
	3+ Offence	Suspension pending a Hearing
<b>Physical Contact with Match Officials</b>		
Incidental	1st Offence	5 - 6 Games
	2+ Offence	Suspension pending a Hearing
Deliberate (No VC)	1st Offence	12 - 16 Games
	2+ Offence	Suspension pending a Hearing
Deliberate (VC)	1st Offence	2 - 5 Years
	2+ Offence	Lifetime Ban

### 13.0 Offences by Team Officials

Type of Offence	Number of Offence	Suspension
Failure to stay within the Technical Area	1st Offence	1 Game
	2+ Offence	Suspension pending a Hearing
Offensive, Insulting, Abusive Language (OIAL) or Gestures	1st Offence	3 Games
	2+ Offence	Suspension pending a Hearing
Failure to behave in a responsible manner	1st Offence	4 Games
	2+ Offence	Suspension pending a Hearing

### 14.0 Other Offences

Type of Offence	Number of Offence	Suspension
Breach of ASA Code of Conduct	1st Offence	1yr - Lifetime Ban (must include a min. 1yr probation, \$100 fine and \$500 bond)
	2+ Offence	Lifetime Ban
<b>Breach of ASA Health &amp; Safety Protocols</b>		
Individuals	1st Offence	1mth - 1yr (must include a min. \$100 fine and \$500 bond)
	2+ Offence	Lifetime Ban
Clubs	1st Offence	Warning
	2nd Offence	Suspension pending a Hearing (must include min. \$1000 fine)
	3+ Offence	Suspension pending a Hearing, 1 season ban from Provincial Championships (must include a min. \$2000 fine)



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## Appendix C - Fines and Bonds Guidelines for ASA Discipline

### 15.0 Guidelines

- 15.1 The following guidelines will be used by the ASA to apply bonds and fines to individuals or teams as part of a discipline outcome by Staff Discipline Committee or by ASA Discipline Committee:
- 15.1.1 ASA fines and bonds must be paid in full within a 30-days of being notified in writing of the penalty. Team may be removed from their Affiliated Member league until such time the penalty has been paid.
  - 15.1.2 All bonds shall be paid at completion of suspension and held for a minimum of 24 months, effective the date that the payment was received. Failure to provide a bond will result in being removed from their Affiliated Member league until payment has been made.
  - 15.1.3 Individuals may be fined to a maximum of \$200 per incident.
  - 15.1.4 Individuals may be bonded to a maximum of \$1,000 per incident.
  - 15.1.5 Teams may be fined to a maximum of \$2,000 per incident.
  - 15.1.6 Teams may be bonded to a maximum of \$10,000 per incident.
  - 15.1.7 All fines/bonds must be paid before reinstatement.
- 15.2 In the event that a team fails to pay its fines or post any bonds levied against them on time, the following will apply:
- 15.2.1 All scheduled games following that date are forfeited until the bond and/or fine is paid in full.
  - 15.2.2 The outstanding fines and/or bonds will be divided between all participants on the game sheet, on the date of the incident that resulted in the fine and/or bond being levied against the team. If the fine and/or bond is not related to a game infraction, then the fine will be distributed to participants on the team roster.
  - 15.2.3 If a team fails to pay its fines or post any bonds, and the team ceases to exist or is expelled from the league, all outstanding fines and/or bonds will be divided between all players and team officials listed on the game sheet of the infraction. Bonds and/or fines must be paid prior to the individual being allowed to register on another team within the ASA or its Affiliated Members.
- 15.3 All appeal fees, fines, and bonds must be submitted to the ASA office.
- 15.4 Bonds will be revoked if the individual or team fails to meet the obligations of membership in the ASA or its Affiliated Members.



**Appendix D – Staff Discipline Committee**

**16.0 General**

- 16.1 The ASA Staff Discipline Committee will be formed of the Discipline Coordinator, Manager of Referees, and Executive Director.
- 16.2. In the absence of any of these members, another ASA staff member will take their place.
- 16.3 The ASA Discipline Coordinator will determine who addresses a misconduct report and/or complainant report as per ASA Discipline and Complaint Regulations.
- 16.4 Penalties will follow the ranges established under Appendix B of this policy.
- 16.5 The Staff Discipline Committee may mandate further education as a condition prior to resuming all soccer-related activities.
- 16.6 The Staff Discipline Committee has the authority to direct any report(s) to the jurisdiction of the ASA Discipline Committee.

**17.0 Jurisdiction**

	Staff Discipline Committee	ASA Discipline Committee
Article	Level of offence	
<b>11. Offences Against Players, Team Officials, or other Individuals</b>		
Accumulation of Yellow Cards	3rd Yellow Card in 1 Season	7+ Yellow Cards in 1 Season
	5th Yellow Card in 1 Season	
	6th Yellow Card in 1 Season	
Serious Foul Play (SFP)	1st Offence	3+ Offence
	2nd Offence	
Violent Conduct (VC)	1st Offence	3+ Offence
	2nd Offence	
Boarding (SFP)	1st Offence	3+ Offence
	2nd Offence	
Boarding (VC)	1st Offence	3+ Offence
	2nd Offence	
Accumulation of Red Cards	-	3+ Red Card in 1 Season
Offensive, Insulting, or Abusive Language (OIAL)	1st Offence	4+ Offence
	2nd Offence	



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	3rd Offence	
Unsportsmanlike Conduct	1st Offence	3+ Offence
	2nd Offence	
<b>12. Offences Against Match Officials</b>		
Persistent Criticism or Disputation	1st Offence	3+ Offence
	2nd Offence	
Offensive, Insulting, Abusive Language (OIAL) or Gestures	1st Offence	4+ Offence
	2nd Offence	
	3rd Offence	
Unsportsmanlike Conduct	1st Offence	3+ Offence
	2nd Offence	
Threatening or Intimidation (on-field)	1st Offence	3+ Offence
	2nd Offence	
Threatening or Intimidation (off-field)	1st Offence	3+ Offence
	2nd Offence	
<b>Physical Contact with Match Officials</b>		
Incidental	1st Offence	2+ Offence
Deliberate (No VC)	1st Offence	2+ Offence
Deliberate (VC)	-	All Offences
<b>13. Offences by Team Officials</b>		
Failure to stay within the Technical Area	1st Offence	2+ Offence
Offensive, Insulting, Abusive Language (OIAL) or Gestures	1st Offence	2+ Offence
Failure to behave in a responsible manner	1st Offence	2+ Offence
<b>14. Other Offences</b>		
Breach of ASA Code of Conduct	-	All Offences
Breach of ASA Health & Safety Protocols	-	All Offences

\* Table 1: Categorization of Offences, outlined in Appendix B, to be reviewed by Staff Discipline Committee or ASA Discipline Committee