



ALBERTA SOCCER ASSOCIATION

LEAD, GOVERN AND EVOLVE

8123 Roper Road NW
Edmonton, AB T6E 6S4



September 20th, 2024

Explanatory Memorandum

New Ethics Complaint Policy, Appeal Policy, Discipline Regulations and Reciprocity Policy

Subject: Introduction and Efficiency of New Ethics Complaint Policy, Discipline Regulations and Appeal Policy.

The Alberta Soccer Association (ASA) Board of Directors has recently approved new **Ethics Complaint Policy, Appeal Policy, Discipline Regulations and Reciprocity Policy** and voted to implement October 1 2024. This memorandum aims to explain the key features and benefits of these new policies and regulations, highlighting their efficiency and improvements over the previous regulations.

Discipline Regulations key points of efficiency:

- Submitting a complaint different than a misconduct report: A new chapter added for "submitting a complaint." It has its procedure and timelines, different from misconduct reports.
- Clear timelines for each stage of the disciplinary and appeal process ensure timely and predictable resolution of cases.
- In some cases, a single panel member can now make decisions instead of the previous requirement of three members. This change has been effective because the ASA Discipline Coordinator has been having trouble getting a good response from volunteers since three months ago, which made it hard to conduct hearings.
- Comprehensive Guidelines: Detailed guidelines on the disciplinary process are provided, making it easier for members to understand their rights and responsibilities.



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- Reporting the complete outcome of disciplinary actions increases transparency and accountability within the association and members.
- As a support to the affected parties and/or complainants, we are now offering a complaint draft/form that can be easily submitted to the ASA for their prompt claims.

Appeal Policy key points of efficiency:

- To avoid confusion with the Discipline Regulations, a separate document of Appeal Policy was created.
- A new step has been added to the screening process to initially review the Notice of Appeal and ensure that it meets the necessary requirements to be accepted and evaluated by an appeal manager.
- We have implemented specific guidelines and criteria to determine what qualifies as a valid appeal, which will help maintain consistency in our decision-making process.
- Every decision and the reasoning behind it will be recorded and shared with the relevant parties to promote transparency.
- As a support to the affected parties and/or appellants, we are now offering an appeal draft/form that can be easily submitted to the ASA for their prompt appeals.

Ethics Complaint Policy

This comes after a year of operating the Policy with an Independent Third Party, capturing lived experience to be able to improve on areas including:

- Jurisdiction (who deals with complaints)
- Decision publication parameters
- Increased communication with the complainant on process, including specifications for anonymous complaints
- Additional details/guidelines in the application of Alternative Dispute Resolution measures such as negotiation, facilitation and mediation



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The new Regulations and Policy represent a significant improvement over the previous regulations. By streamlining processes, enhancing transparency, and improving fairness, these regulations better serve the needs of our members and the organization.

Should you have questions or further information, please let me know.

Best regards,

Jonathan Oliva
Discipline Coordinator
Alberta Soccer Association