



FORZA SOCCER ACADEMY

Discipline, Misconduct & Inappropriate Behaviour Policy and Process

Forza Soccer Academy is committed to a safe, respectful, fair, and accountable environment. This policy establishes the process used to address alleged breaches of the Academy's Codes of Conduct, misconduct, and other inappropriate behaviour by members and participants.

1. Purpose

The purpose of this policy is to provide a clear, fair, and independent process for receiving, reviewing, and resolving allegations of discipline, misconduct, or inappropriate behaviour. The process is designed to protect procedural fairness, participant safety, confidentiality, and the integrity of Forza Soccer Academy.

2. Scope

This policy applies to participants and members of Forza Soccer Academy, including athletes, parents or guardians, spectators, volunteers, team personnel, and other individuals participating in Academy activities where the matter relates to the Academy's Codes of Conduct, policies, programs, events, or activities. Employment matters involving staff are addressed through applicable employment or human-resources processes. Conduct by Directors acting in their governance capacity is addressed through the bylaws and governance policies.

3. Conduct Covered

Matters that may be addressed under this policy include, but are not limited to, harassment, bullying, discrimination, threatening or abusive behaviour, violence, retaliation, serious unsporting conduct, breaches of confidentiality, breaches of Academy policies or Codes of Conduct, and other behaviour that may place participants, the Academy, or the integrity of soccer at risk.

4. Reporting a Concern

Concerns should be submitted in writing to the Executive Director or another designated reporting contact identified by Forza Soccer Academy. Reports should include, where reasonably available, the nature of the concern, the people involved, the date or approximate date, relevant witnesses, and any supporting information. A person may request assistance in putting a concern in writing. Immediate safety concerns may be reported through the most appropriate emergency, child protection, law-enforcement, Saskatchewan Soccer, or Canada Soccer process as circumstances require.

5. Initial Administrative Review

The Executive Director, or another neutral administrative designate where the Executive Director is involved in the matter, may conduct an initial administrative review solely to determine jurisdiction, immediate safety needs, whether another policy or external process applies, and whether interim measures are required. This administrative review does not determine guilt, responsibility, or sanction.

6. Independent Decision-Making

Formal discipline and misconduct matters under this policy will be administered independently of the Board of Directors. Forza Soccer Academy will appoint an independent Case Manager, adjudicator, or panel who is not a current Director and who has no material conflict of interest in the matter. The Board does not decide the merits of a complaint, determine whether misconduct occurred, or select a sanction under this process.

7. Procedural Fairness

The independent decision-maker will determine a process appropriate to the seriousness and complexity of the matter. At minimum, the person responding to the allegation will receive sufficient notice of the concern and a reasonable opportunity to respond. The decision-maker may receive written submissions, interview relevant people, request documents, or hold a meeting or hearing where appropriate. Parties are expected to participate honestly and respectfully.

8. Interim Measures

Where reasonably necessary to protect participants, preserve the integrity of the process, or reduce immediate risk, temporary measures may be imposed while a matter is being reviewed. Interim measures are precautionary and are not a finding of misconduct. They may include modified participation, temporary restrictions, no-contact directions, removal from a specific activity, or other proportionate measures.

9. Decisions and Sanctions

The independent decision-maker will provide a written outcome appropriate to the circumstances. Where a breach is established, sanctions will be proportionate to the nature and seriousness of the conduct, relevant prior history, impact on participants, and any mitigating or aggravating factors.

Possible sanctions may include:

- verbal or written warning;
- education, training, apology, or restorative action where appropriate;
- conditions or behavioural expectations;

- probation or restricted participation;
- temporary suspension from practices, matches, events, travel, or other Academy activities;
- removal from a team, program, volunteer role, or Academy activity;
- termination or expulsion from membership where permitted by the bylaws and applicable law;
- referral to Saskatchewan Soccer Association, Canada Soccer, law enforcement, child-protection authorities, or another appropriate body.

10. Confidentiality and Privacy

Information will be shared only as reasonably necessary to administer the process, protect participants, meet legal or governing-body requirements, or implement an outcome. Absolute confidentiality cannot be guaranteed where disclosure is required for fairness, safety, law, or governing-body obligations.

11. Retaliation

Retaliation against a person who raises a concern, participates in a process, provides information, or supports another participant in good faith is prohibited and may itself result in disciplinary action.

12. Records

Forza Soccer Academy will maintain appropriate records of formal complaints, administrative steps, independent decisions, sanctions, and related correspondence in accordance with organizational record-keeping practices and applicable privacy requirements.

13. Other Processes and Governing Bodies

Nothing in this policy prevents a matter from being referred to or addressed by Saskatchewan Soccer Association, Canada Soccer, an independent Safe Sport mechanism, law enforcement, child-protection authorities, or another body with jurisdiction. Where another process has primary jurisdiction, Forza may suspend or close its internal process as appropriate.

14. Relationship to the Bylaws and Other Policies

This policy operates alongside the Forza Soccer Academy bylaws, Codes of Conduct, Safe Sport policies, and governance policies. For matters covered by this policy, Forza will use an independent decision-making process rather than a Board tribunal. The Academy will continue to review its bylaws and policies to maintain alignment with Saskatchewan Soccer and Canada Soccer club-licensing requirements.

15. Appeals and Dispute Resolution

Any right of appeal or dispute-resolution process applicable to a decision under this policy will be administered independently of the Board of Directors under the Academy's applicable Dispute Resolution and Appeals policies or through a higher governing body where appropriate.

Implementation principle: The Board provides governance oversight but does not act as the tribunal or decision-maker for member discipline, misconduct, or inappropriate-behaviour matters administered under this policy.

Approved by Forza Soccer Academy

www.forzasocceracademy.ca