



## Code of Conduct Policy

### 1.0 Jr Irish Soccer Club, Inc d/b/a Jr Irish Goals.

As a youth sports organization, Jr Irish Soccer Club, Inc. d/b/a Jr Irish (“Jr Irish”) strives to teach all youths participating in its program’s sportsmanship and all the values that go along with playing the game and competing honestly and fairly. The following are two of the primary goals of Jr Irish:

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

### 2.0 Code of Conduct.

Coaches, players, parents/guardians/relatives, team managers, and spectators pledge to support the above stated goals. Such individuals will encourage good sportsmanship by demonstrating positive support, encouragement and respect for all participants, coaches, officials (including their calls during the games), Board Members, staff, spectators and opposing teams at all times. All should:

- Encourage fair play;
- Cheer in a positive and supportive manner for all players, including opponents;
- Avoid negative or harsh criticism of any player’s performance;
- Avoid negative or harsh criticism of any team’s performance;
- Avoid embarrassing your own player, team or other spectators by your language or behavior;
- Show respect for the opponents: players, coaches and spectators;
- Abstain from criticizing or speaking negatively about the opponents;
- Allow the coaches to coach, but hold them accountable in maintaining a positive, supportive and respectful environment for the players;
  - Show respect to the game officials before, during and after the match;
  - Abstain from criticizing the game officials or undermining their authority;
  - Display good sportsmanship as a positive example for all players; and,
  - Create a positive environment in which the kids can play, learn and have fun.

Coaches, players, parents/guardians/relatives, team managers, and spectators will refrain from any negative, hostile, threatening, vulgar, embarrassing or inappropriate language, conduct or behavior while participating in or watching any match, practice, or event. Profanity, negative, hostile, threatening, foul, vulgar, or inappropriate language, conduct or behavior will not be tolerated. Threats of or actual violence toward players, parents/guardians/relatives, spectators, game officials or coaches will not be tolerated. Use of tobacco, alcohol or illegal substances around training or games is prohibited.



Jr Irish's Code of Conduct Policy was developed in recognition of the Indiana Soccer conduct guidelines, and, by participating in Jr Irish, a member club, coaches, players, parents/guardians/relatives, team managers, and spectators agree to abide by the spirit and intent of the Indiana Soccer guidelines.

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

Complaints involving alleged violations of the Code of Conduct can be initiated by sending an email directly to the Executive Director of the Club, any coach or a member of the Board of Directors. The following information must be included: date, time, event, location, who was present, and a description of what happened.

#### **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 person submitting the complaint, 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 must prepare a written report summarizing the relevant facts revealed by the investigation. The investigator will not make a recommendation regarding whether disciplinary action should be taken.

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

The subject of the complaint will be considered "contacted" if the investigator reaches the individual and attempts to discuss the incident. The subject of the complaint is also 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 within 7-days of the investigator's last message.

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

The investigator will make 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 within 7-days of the investigator's last message, the investigator can complete the investigation report if he/she determines that sufficient information is available.

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

Each complaint must be substantiated by two additional persons present at the time of the alleged code of conduct violation. Complaints not substantiated by a minimum of two parties present will be considered not corroborated, and 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 verbal substantiations.

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

In situations where a substantiating witness is hearing impaired, the hearing-impaired substantiating witness can submit a written report stating what he/she observed. The investigator can use electronic communication to inquire further regarding the witness' observations if needed.

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

It is the goal of Jr Irish to conduct and complete a fair and thorough investigations of all complaints within 30-days. In cases where the investigator documents that, for reasons beyond the investigator's control, adequate information could not be ascertained and/or the investigation completed within 30-days, the investigator may document that a 15-day delay in the process is warranted.

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

The Board of Directors will appoint one or more persons as needed to investigate disciplinary complaints.

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

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

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

Within 7-days following receipt of the investigator's report, the Disciplinary Committee will review the facts and make a disciplinary action determination.

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

A violation of the Code of Conduct can be classified as a minor violation or a major violation. The following are illustrative examples of conduct that could be considered minor violations of the

Code of Conduct:

- Yelling at coaches, game officials, players, or spectators.
- Inappropriate language/behavior.
- Conduct that is inappropriate for the context of a youth event.

The following are illustrative examples of conduct that could be considered major violations of the Code of Conduct:



- Profanity or vulgar language.
- Any conduct that would be considered criminal under the laws of the State of Indiana or the jurisdiction where the match, training session or event is taking place.
- Threats of violence, striking 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 has the discretion to make such a determination and impose an appropriate sanction.

##### **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 must review disciplinary action determinations from 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 must 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.**

All complaints considered by the Disciplinary Committee will be recorded in a Disciplinary Action Binder that is maintained by the Disciplinary Committee Chairman or his/her designee. The Disciplinary Action Binder can be maintained electronically.

#### **5.5 Disciplinary Committee Members.**

The Vice President of the Board of Directors is the Chairman of the Disciplinary Committee. Two other persons will be appointed as needed to adjudicate complaints. 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. Disciplinary Committee members can be, but are not required to be, members of the Board of Directors.



## **6.0 Penalties.**

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

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

Minor violations of the Code of Conduct are punishable by a verbal reprimand or written warning; however, the Disciplinary Committee can impose more significant penalties, such as a one or more game suspension, if the circumstances of the complaint warrant.

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

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

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

Depending upon the nature and egregiousness of a major Code of Conduct violation, the penalty is a suspension of one game up to and including an expulsion for the remainder of the season.

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

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

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

If a penalty has been assessed by the 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 Jr Irish 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 games, practices, or events.

### **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.**

Within 3-days following the Disciplinary Committee's determination, the Disciplinary Committee will send a letter by certified mail via the U.S. Postal Service and email to the person who was the subject of the complaint to inform him/her of the Committee's decision. The date of the receipt of the certified 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 Code of Conduct has the right to file a written appeal of this determination.

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

All appeals should be filed via email with the Jr Irish Executive Committee Members (President, Vice President, Treasurer, Secretary) and the club Executive Director.

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

Upon the filing of an appeal, a stay of the Disciplinary Committee's decision is issued automatically. This stay is in effect 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 will 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 will be found not in violation of the Jr Irish Code of Conduct, and will not be required to adhere to the penalties imposed. If the decision is affirmed, the appellant will 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 Jr Irish Executive Committee (President, Vice President, Treasurer, Secretary) will serve as members of the Appeals Committee. The Jr Irish 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 Jr Irish President will appoint Board Members 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 will send the appellant a letter by email and certified mail via the U.S. Postal Service to inform him/her of the decision. The date of the receipt of the notice by certified mail shall serve as the official date of notification.