



## **Vasse Soccer Club**

### **Conduct, Disciplinary Disputes Policy**

Everyone involved, including players, parents, spectators, officials, managers, and coaches, plays a crucial role in maintaining exemplary behavior both on and off the field at Vasse Soccer Club. Each person is accountable for upholding these high standards to guarantee that everyone enjoys the game and contributes to the Club's success. Vasse Soccer Club requires all participants in Club events to follow the Codes of Conduct, which are derived from the Football Federation of Australia's recommendations.

The following information is derived from the Clubs Bylaws and Constitution. This Policy acts as a guide to the process, however the specific actions and rules are set out as in the By-Laws and Constitution of Vasse Soccer Club.

#### **Misconduct**

Misconduct includes behaviour directed at/by players, spectators, referees or Vasse Soccer Committee, both of this and other Clubs, both on and off the field, and at any time, including before, during or after any matches, training or other Club event. For the avoidance of doubt, misconduct can include physical gestures as well as oral and written communication.

Misconduct includes (not exhaustively) arguing with officials, not cooperating with Vasse Soccer Club officials, displaying vigorous dissent of an referee's decision, disregarding any Committee member, abusive conduct including abusive language, gestures or actions of unsportsmanlike conduct, combative arguing, abusive or negative comments, coarse language, conduct against the spirit of the game, rough or

dangerous play, threatening behaviour including intimidating or assaulting or attempting to intimidate or assault any player, spectator, referee or any member of Vasse Soccer Club or any other affiliated Club. These actions may result in disciplinary action.

### **Disciplinary Action**

This includes any sanction given either by the Vasse Soccer Club., Leeuwin Naturaliste Junior Soccer Association (LNJSA) or, by the Protests or Disputes Board for misconduct. These may include, but not limited too, warnings, suspension or expulsion.

### **Misconduct Notification**

Any person belonging to the Club may complete a misconduct form, (Appendix A). This must be given to the Secretary within 24 hours of the incident.

If the person making the complaint does not feel comfortable completing Appendix A, then an Executive Committee or Member Protection Officer member may complete it on their behalf.

### **Process of receiving the complaint**

- The Executive Committee must have an urgent Committee meeting within 5 days of receiving the form, to determine the outcome of the misconduct.
- On adjournment of the meeting, the Secretary has 24 hours to provide the complainant with the outcome. (Appendix B)
- The complainant has 72hrs to contact the Secretary (Appendix C) if they wish to invoke the Protest and Disputes Board. If they wish to do this then can only appeal the process of the decision and not the decision itself.
- If the complainant is on the Executive Committee, then they will not participate in the meeting

### **Misconduct by parents/guardians.**

Should the Executive Committee be notified that parents are exhibiting misconduct as per the Vasse Soccer Club Code of Conduct. The following action should be taken;

- The parent/guardian is interviewed by a member of the Executive team. This will include explaining to them the Football Australia National Member Protection policy.
- If the parent/guardian continues to display misconduct, then the Committee will complete the process in ' Process of receiving a complaint'

- Further to this, if the behavior continues then the child/member associated with this parent, may be suspended.

Misconduct by parents also includes, not following the rules of the club, this falls under disregarding Committee Members. Such things include but are not limited to; failing to attend training (age appropriate), failing to attend games and training when specifically requested by the committee, failing to follow club procedures; such as pick up and drop off.

## **Suspension or Expulsion**

The Committee may decide to suspend a member's membership or to expel a member from the Club if the Committee is advised or considers that a member has allegedly:

- a) breached, failed, refused or neglected to comply with a provision of this Constitution, the Club's Codes of Conduct, LNJSA Code of Conduct, the Soccer Australia Member Protection Policy and other relevant Soccer Australia Policies or any resolution or determination of the Committee or (as minute by the committee);
- b) acted in a manner unbecoming of a member or prejudicial to the objects and interests of the Club and/or the sport of Soccer; or
- c) brought the Club or the sport of Soccer into disrepute.

The Committee may commence or cause disciplinary proceedings against that member, and that member will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms (if any) of the Club.

## **Notification of Suspension**

Where the member attends a disciplinary panel of LNJSA, their rules and by-laws supercede the below procedures

- The Secretary must give the member written notice of the proposed suspension or expulsion at least 7 days before the committee meeting at which the proposal is to be considered by the Committee.
- The notice given to the member must state:
  - a) when and where the committee meeting is to be held; and
  - b) the grounds on which the proposed suspension or expulsion is based; and
  - c) that the member, and/or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the proposed suspension or expulsion.
- At the committee meeting, the committee must:

- a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the Committee about the proposed suspension or expulsion; and
- b) give due consideration to any submissions so made; and
- c) decide:
  - i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
  - ii) whether or not to expel the member from the Club.
- A decision of the Committee to suspend the member's membership or to expel the member from the Club takes immediate effect.
- The Committee must give the member written notice of the Committee's decision, and the reasons for the decision, within 48 hrs after the committee meeting at which the decision is made.
- A member whose membership is suspended or who is expelled from the Club may, within 3 days after receiving notice of the Committee's decision, give written notice to the Secretary requesting:
  - a) An appeal hearing on the condition that only new information not available at the time of the original meeting is presented. If no new information is available an appeals hearing cannot be requested; and/or
  - b) request the appointment of an independent mediator
- If notice is given in the above point, the member who gives the notice and the Committee are the parties to the mediation.

Records of all meetings must be kept for a period of 12 months.

Expulsion occurs for the rest of that season. The individual may choose to register with another Club for the following season.

When a member is expelled from the Club, the individual will not be de-registered and/or permission will not be given for that individual to play at another Club/Club in that season. The President has the right to discuss the suspension/expulsion with that Individuals other Club teams e.g. Football West or LNJSA.

### **Consequences of Suspension**

- 1) During the period a member's membership is suspended, the member:
  - a) loses any rights (including voting rights) arising because of membership; and

- b) is not entitled to a refund, rebate, relief, or credit for membership fees paid, or payable, to the Club and all other affiliated bodies.
- 2) When a member's membership is suspended, the Secretary must record in the register of members:
  - a) that the member's membership is suspended; and
  - b) the date on which the suspension takes effect; and
  - c) the period of the suspension.
- 3) When the period of the suspension ends, the Secretary must record in the register of members that the member's membership is no longer suspended.

## **Complaints form**

For all other matters/incidences that are not included in misconduct then members/parent guardians may complete a complaint form.( Appendix D)

Appendix D, when completed, must be given to the Secretary. The complainant will be notified if the committee deems the matter serious enough to have a meeting.

If the person making the complaint does not feel comfortable completing Appendix D, then an Executive Committee member or Member Protection Officer member may complete it on their behalf.

The Executive Committee may have a special committee meeting or discuss the matter at the next meeting, this will be determined by the President and Secretary.

The complainant will be notified in 72hrs if the matter is to be discussed at a Special General Meeting or the next Committee Meeting.

The complainant will receive a written response to their complaint, 72 hours post the meeting at which the complaint was discussed.

The complainant may choose to evoke the protests and dispute board by completing Appendix C, they have 72 hours to submit this form to the secretary.

## **Protests and Disputes Board**

Composition of the Board – Independent, non-members of the Club as elected by invitation at the Annual General Meeting. If nominees decline then , it will be the responsibility of the Executive Committee to nominate and invite another panel member. The committee may have more than three on the board, but only three to attend any one board meeting.

The Protests and Disputes Board shall deal with all protests received. This decision of this board will be final

A member may ask for a meeting of the protests and disputes board of the Club, if they feel they have been unfairly dealt with by the Committee or another member of the club, by completing Appendix C.

All protests/disputes put forward to the Protests and Disputes Board shall be deemed confidential.

The Board will be provided with statements from both sides of the argument, of no more than 2 x A4 pages. Each side will have 5 minutes to present their arguments and have follow up questions asked by the Board

The Board will only make possibly two motions. To uphold the initial decision (e.g. suspension) or to withdraw the decision.

The Board will have access to the Constitution and By-laws.

The Board may recommend mediation.

## **Code of Conduct**

The following documents are the Code of Conduct for the Club. All players, parents/guardians, coaches and team managers should be aware of these. It is a requirement of club membership that these codes of conduct are abided too. Failure to do this may result in disciplinary action, as described in the above policy, By-laws and Constitution

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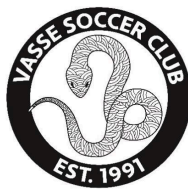


## **Players Code of Behaviour Vasse Soccer Club**

- Play by the rules, fairly and play to best of their ability
- Never argue with a referee, lines man, coach or Committee Member
- Control your temper. Verbal abuse of referees, sledging other players or deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Co-operate and respect your coach, team-mates and opponents. Without them, there would be no competition.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Respond appropriately, listen and respect the feedback given to you.
- Behaves appropriately at all times, do not use inappropriately language, jester, mock others, be rude or behaviour in a way that is disrespectful
- Do not use social media inappropriately or incorrectly. Such as filming team mates, and using social media platforms to mock or tease. This includes outside of Vasse Soccer Club events.

### ***Players may:***

- Be required to apologise to team-mates, the other team, and/or the referee.
- Receive a formal warning from the coach or the club committee.
- Be suspended from training or games and be expelled from the club



## **Parents and Spectators Code of Behaviour Vasse Soccer Club**

Supporting the player and their team shall always be done in a positive way to provide a safe environment and ensure enjoyment for everyone involved. Parents/Guardians must also support club rules and guidelines, with respect to presence at training and games, child protection, their child's behaviour and participation in club fundraising activities.

### **Parents/Guardians or spectators will;**

- Encourage children to participate, do not force them.
- Focus on your child's efforts and performance rather than whether they win or lose.
- Encourage children to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performance and skilful plays by all participants.
- Give praise where deserved, but please leave the coach to do the coaching.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect referees' decisions and teach children to do likewise. \*If there are genuine concerns with referees or officials, please report these to your team manager.
- Show appreciation for volunteer coaches and referees. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- Depending on the players age, attend player training and support the coach or collect the child from training at an appropriate time.



- Do not film or use photos of other players on social media unless gaining parent consent
- Attend fundraising events as requested by the club or team manager

If a parent or spectator does not follow the Code, any or all of the following actions may be taken by the Club or competition administrator.

**A parent/guardian or spectator may:**

Be required to apologise to other parents or spectators, the other team, and/or the referee.  
Receive a formal warning from the club committee. Be suspended from attending matches.  
Have the registration of their child, or the player they are affiliated with, cancelled.



## **Coaches Code of Behaviour Vasse Soccer Club**

Coaches will support their players and their team in a positive way to provide a safe environment and ensure enjoyment for everyone involved. Coaches must support club rules and guidelines, and will seek support and guidance from the Committee as needed and required.

### **Coaches will;**

Remember that players, including children, participate for pleasure and that winning is only part of their motivation.

- Be fair, considerate, and honest with all players.
- Ensure all players in a team in the under 6s to under 10 age groups have opportunity to play in a variety of positions on the field.
- Never ridicule or yell at a player for making a mistake.
- Focus on player effort and performance, not the score.
- Teach players to follow the rules and to respect officials and opponents.
- Never approach match officials (including referees) unless invited to do so.
- Develop the team's respect for the ability of opponents and for the judgement of officials and opposing coaches.
- Respect the rights, dignity, and worth of everyone involved, regardless of gender, ability, cultural background or religion.
- Report any complaint regarding themselves or another coach immediately to the VSC Committee
- Refrain from crude, foul, derogatory, offensive, or abusive language.

- Be aware of issues regarding the growth and development of players, specifically children.
- Take a long-term approach to each player's development.
- Avoid personal relationships with players. Avoid situations with players that could be interpreted as compromising. If communication directly with a player via SMS or other online messaging services is warranted, copy the player's parent/guardian or the team manager to avoid misinterpretation. Follow the Clubs Safeguarding Policy
- Obtain the correct screening checks as directed to do so, specifically Working with Childrens.
- Contact the VSC committee if you require support in any matter.
- Do not promote other academies or trials unless direct by the club

## Policy review

This policy will be reviewed annually to ensure it remains relevant to VSC's operations and reflects both community expectations and legal requirements.

Created	Name of Creator	Endorsed By	Updates/Version
02/02/2025	B McRae	T Petais, L Webb	

## Appendix A



### MISCONDUCT FORM

This misconduct form is to be completed about incidents occurring within Vasse Soccer Club competition, program or event and must be lodged with the Club Secretary, IN 28 HRS by the complainer or under the guidance of the President. The offence may have occurred before, during or after the competition, program or event. No misconduct will be accepted unless the correct procedure is followed. Please see the By Laws for further clarification. Please complete all applicable parts

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Teams: (if applicable)

\_\_\_\_\_ vs \_\_\_\_\_

**Please complete the following:**

Persons Name and Role (if applicable) : \_\_\_\_\_

#### **ALLEGED OFFENCE:**

***Please tick appropriate offence, if more than one offence, tick appropriate boxes.***

<input type="checkbox"/>	Fighting / striking with a clenched fist.
<input type="checkbox"/>	Striking with an open hand.
<input type="checkbox"/>	Attempting to strike with a clenched fist.
<input type="checkbox"/>	Racial / discriminatory abuse.
<input type="checkbox"/>	Using abusive, obscene and / or threatening language.
<input type="checkbox"/>	Striking with ball or other object Eg intentionally throwing ball at another's face.
<input type="checkbox"/>	Deliberately elbowing.
<input type="checkbox"/>	Undue rough play.
<input type="checkbox"/>	Other; please explain

***Please answer the following:***

1. Was a penalty/free kick given to the player during the game?

☐ Yes ☐ No

2. Was the player suspended for a specified period during the game?

☐ Yes ☐ No

3. Was the player ordered off for the whole game?

☐ Yes ☐ No

4. Was the player abusive towards the Officials after the game?

☐ Yes ☐ No

5. If the matter is referred to the "Protests and Disputes Board" you will be required to appear and give evidence. Are you prepared to attend as requested?

☐ Yes ☐ No

6. The Executive Committee shall decide whether this complaint is dealt with. Are you prepared to attend mediation as requested?

☐ Yes ☐ No

**Please give specifics of the offence (including word for word communication or swearing) and list any witness/ witnesses. Please remember that a copy of this misconduct shall be provided to all parties named in the form.**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Are other pages Attached?

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact details (Phone, email) \_\_\_\_\_

**Your Role / status**

- |   |  |
|---|--|
| <input type="checkbox"/> Athlete / player           | <input type="checkbox"/> Parent                    |
| <input type="checkbox"/> Coach/Assistant Coach      | <input type="checkbox"/> Spectator                 |
| <input type="checkbox"/> Official / Referee         | <input type="checkbox"/> Administrator (volunteer) |
| <input type="checkbox"/> Other please specify _____ |  |

**Contact Signature:** \_\_\_\_\_

[This misconduct will remain confidential to all members except those required to participate in the investigation.](#)

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## Appendix B



**DATE**

Dear (insert player name)

Re; Incident/Game (insert date and game)

It has come to the committee's attention that there was an incident between .....  
and yourself on your match/training on .....

We are writing this letter to remind you that misconduct of any type will not be tolerated by the Committee of Vasse Club.

Due to your conduct the Vasse Soccer Committee has decided to suspend/expel you for \_\_\_\_\_ games. The next time you are eligible to play/train is \_\_\_\_\_ (Insert Date)

If you wish to appeal this suspension then please contact the Secretary of Vasse Soccer Club within 72hrs. Please complete the attached form or Appendix H in the By-Laws.

Yours Sincerely



## Appendix C



Dear Executive Committee

I am writing to inform you that I wish to appeal my/the decision .....  
outlined in your letter on the  
.....

Can you please let me know at your earliest convenience of the date and time that  
the Protests and Disputes Board is going to meet to discuss this,

I understand I must provide a written argument and will be interviewed.

Your sincerely

## APPENDIX D



### Complaint Form

This report sheet is to be completed about incidents occurring within Vasse Soccer Club competition, program or event and must be lodged with the Club Secretary, No complaints will be accepted unless correct procedure is followed. Please see the By Laws for further clarification. Please complete all applicable parts. Please use the Misconduct form if the incident is included in Appendix A

#### Please complete the following:

Persons Name and Role (if applicable) : \_\_\_\_\_

1. If the matter is referred to the "Protests and Disputes Board" you will be required to appear and give evidence. Are you prepared to attend as requested?  
☐ Yes ☐ No
2. The Executive Committee shall decide whether this complaint is dealt with. Are you prepared to attend mediation as requested?  
☐ Yes ☐ No

**Please give specifics of the complaint (including word for word communication or swearing) and list any witness/ witnesses. Please remember that a copy of this complaint shall be provided to all parties named in the complaint.**

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Are other pages Attached?

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact details (Phone, email) \_\_\_\_\_

**Your Role / status**

- |   |  |
|---|--|
| <input type="checkbox"/> Athlete / player           | <input type="checkbox"/> Parent                    |
| <input type="checkbox"/> Coach/Assistant Coach      | <input type="checkbox"/> Spectator                 |
| <input type="checkbox"/> Official / Referee         | <input type="checkbox"/> Administrator (volunteer) |
| <input type="checkbox"/> Other please specify _____ |  |

**Contact Signature:** \_\_\_\_\_

[This Complaint will remain confidential to all members except those required to participate in the investigation.](#)

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## Appendix E



### DATE

Dear (insert player/volunteer name)

We are writing to discuss the events/incident on the ..... the Vasse Soccer Club.

We are writing this letter to remind you that misconduct/..... of any type will not be tolerated by the Committee of Vasse Soccer Club.

Due to your conduct the Vasse Soccer Committee has proposed to expel/suspend you from Vasse Soccer Club.

The meeting regarding this suspension will be .....

The grounds of this suspension are .....

You are allowed to bring a representative to this meeting. You or your representative have the ability to provide an oral statement; no longer than 5 minutes or you may provide a written statement, no longer than 5 pages, which will be read by the chair of the meeting.

No more than 48 hours after the meeting you will receive correspondence stating the outcome of the meeting.

Yours Sincerely

