



Soccer Nova Scotia Discipline

14 – DISCIPLINE

14.1 GENERAL

14.1.1 The Discipline and Appeals Committee is a Standing Committee of Soccer Nova Scotia whose mandate includes, but is not limited to:

- a)** appointing committees to hear:
 - i)** discipline cases that are the exclusive jurisdiction of the Discipline and Appeals Committee
 - ii)** appeal of discipline decisions of hearing committees appointed by the Discipline and Appeals Committee
 - iii)** appeals of discipline decisions of the committees of Districts, leagues and other competitions;
 - iv)** appeals of decisions of the Referee Judiciary Committee pursuant to Section 7.8
 - v)** appeals of the decisions of Board of districts, clubs, leagues, referee associations or other governing bodies.
 - vi)** Appeals involving exemptions to Soccer Nova scotia Policies and Procedures.
- b)** Providing direction to all Soccer Nova Scotia sanctioned competition discipline committees, district discipline committees and the referee judiciary committee.

14.1.2 All players, coaches, team officials, clubs, Districts and Leagues (including their officers and staff) are subject to discipline pursuant to this section.

14.1.3 Every Club is responsible for the action of its players, officials and spectators.

14.1.4 Every Club and league is required to take every precaution to prevent players, officials, and spectators from threatening or assaulting anyone present at competitions.

14.1.5 Districts and leagues shall ensure that their disciplinary Rules, Regulations, Policies and Procedures are consistent with this policy.

14.1.6 In this section:

- a)** “Competition” means each of a tournament, an exhibition game, a winter league season, a summer league season, league playoffs and a Provincial championship tournament;
- b)** “Complainant” means the person or organization that files a discipline complaint;
- c)** “Discipline Hearing Committee” means a committee appointed by the Discipline and Appeals Committee or a District or League pursuant to this section to hear a discipline complaint;
- d)** “Respondent” means the person or organization that is the subject of a discipline complaint
- e)** “Standard Penalties” means the penalties for players, coaches or managers for the various offences as set out at the end of this section

14.2 JURISDICTION OF DISCIPLINE AND APPEALS COMMITTEE

- 14.2.1** The Discipline and Appeals Committee shall have exclusive jurisdiction to hear complaints in the following circumstances:
- a) Misconduct towards any game official by any person involving deliberate contact, physical contact, attempted physical contact or threatening behavior;
 - b) Misconduct involving violent conduct or serious foul play requiring a discipline hearing when the reportable incident also includes a charge under paragraph (a);
 - c) Misconduct for which the standard penalties require a hearing before the Discipline and Appeals Committee;
 - d) Misconduct by any person arising from participation in National or Regional Competitions;
 - e) Misconduct by any District, Referee Association, Provincial or Inter-District League, or their officers and officials.
 - f) Misconduct arising from any international event (in or out of Canada) where participation is given prior approval by Soccer Nova Scotia;
 - g) Any other matter directly related to Soccer Nova Scotia that Soccer Nova Scotia, in its sole discretion, deems should be dealt with by Discipline and Appeals Committee;
- 14.2.2** The Discipline and Appeals committee may delegate any portion of its jurisdiction to a District or League.
- 14.2.3** The Discipline and Appeals Committee shall have exclusive jurisdiction to hear appeals as provided in section 15.1

14.3 DISTRICT OR LEAGUE JURISDICTION

- 14.3.1** The Discipline Committee of Districts, Leagues or tournaments shall have jurisdiction to deal with misconduct by any of their clubs, players, coaches or team officials, except for the circumstances set out in section 14.2.1
- 14.3.2** The disposition of all discipline proceedings must be reported to Soccer Nova Scotia.

14.4 MISCONDUCT - DEFINED

- 14.4.1** Misconduct is:
- a) An act described in the Standard Penalties
 - b) Intentionally or recklessly disregarding the Bylaws or Policies or Procedures of Soccer Nova Scotia or a District or League;
 - c) Committing any act, making any verbal or written statement or being responsible for conduct, continuing misconduct or any other matter which is unsportsmanlike, insulting or likely to bring the game into disrepute;
 - d) Committing a criminal offence or a breach of human rights;
 - e) Assisting or permitting any act described above.

14.5 FILING OF COMPLAINT

14.5.1 A Complaint of Misconduct may be made:

- a) For misconduct that occurs within a game, by a game official filing a Misconduct Report citing misconduct and the accompanying game sheet(s) with Soccer Nova Scotia, the League, the District and/or other competitions. For misconduct resulting in a discipline hearing, the report shall be regarded as the report to the Discipline Hearing Committee. The game official may but is not required to attend at any discipline hearing unless the Discipline Hearing Committee deems it necessary. The decision of a game official pursuant to Law V, "Laws of the Games", is final.
- b) For all other acts of misconduct, by filing a written complaint of misconduct with Soccer Nova Scotia and the President of the District or League concerned, within seven (7) days of the alleged occurrence. The written complaint shall contain a statement of the alleged facts and the relevant bylaw or policy allegedly breached. Each complaint shall be accompanied by a \$275.00 fee payable to Soccer Nova Scotia in the form of a certified cheque or money order. In the event the complaint is upheld, the fee is refundable.

14.5.2 The acts described in the Standard Penalties that do not require a discipline hearing shall result in the immediate implementation of the penalty, with notice to the player, coach or manager. There shall be no appeal of a game official's decision to issue a card, except where it is alleged that the penalty is against the wrong player, and only if the issue is raised with the game official at the conclusion of the game.

14.5.3 Soccer Nova Scotia, the league, the District, and / or other competitions, as the case may be, shall refer all complaints of misconduct requiring a discipline hearing to the Discipline Committee having jurisdiction.

14.5.4 Any misconduct that pursuant to the Standard Penalties requires a discipline hearing shall result in the immediate suspension from applicable soccer activities (as described in 'Extent of Affected Activities') of the person(s) involved until such discipline hearing proceeding takes place. Immediate notice of such suspension shall be given to the Respondent by Soccer Nova Scotia, the league, the District and/or other competitions, as the case may be.

14.5.5 Where a person has been charged in Criminal Court with offences of moral turpitude involving youth, the person shall be suspended from all soccer activity until the case has been concluded in the Criminal Court. Immediate notice of such suspension shall be given to the person by Soccer Nova Scotia. Soccer Nova Scotia may decide if further proceedings are warranted pursuant to its Bylaws, Policies, and Procedures.

14.6 DISCIPLINE HEARINGS

14.6.1 Upon receiving a complaint, the Discipline Committee having jurisdiction shall promptly:

- a) Appoint a Discipline Hearing Committee having no less than three members, one of whom shall act as Chair and one of whom shall act as Recording Secretary. A non-voting Recording Secretary (not one of the

Committee) may be appointed and shall be present for the whole discipline hearing.

- b) Schedule a date for the hearing of the complaint at a location within the district where the complaint arose, or such other location as determined by the Discipline Committee.
- c) Provide written notice of the hearing and a copy of the complaint to the Respondent and to the Complainant. Written notice delivered to the club on which a player is registered shall be deemed 'due notice' to the player. A copy of such notice shall also be sent to the governing body if the Respondent is one of their registered players or is acting as an official representative.

14.6.2 The Discipline Committee or the Discipline Hearing Committee may adjourn a discipline hearing on such terms as are reasonable.

14.6.3 In the event the Respondent does not attend the discipline hearing, the Discipline Hearing Committee may proceed with the hearing in his/her absence or may suspend the Respondent pending a further hearing.

14.6.4 In the event of a suspension for failing to attend a hearing, the Respondent may have a hearing by filing a written request to the Discipline Committee having jurisdiction together with a \$275 fee payable to Soccer Nova Scotia in the form of a certified cheque or money order

14.7 TIMELINES AND NOTICES

- a) The Respondent shall be given at least ten (10) working days' notice of a discipline hearing.
- b) The Complainant or Respondent may request the postponement of a discipline hearing by writing the Discipline Committee having jurisdiction at least five (5) working days prior to the date of the discipline hearing. The Committee may grant or refuse the request, at its discretion.
- c) In cases where a Respondent stands suspended pending a discipline hearing, or for any adjourned discipline hearing, the date for the discipline hearing shall be set within fifteen (15) working days of the receipt of the misconduct report (or previous discipline hearing).
- d) The Discipline Committee or Discipline Hearing Committee may extend or abridge the time for any notice, date or decision in this section.

14.8 DISCIPLINE HEARING PROCEDURE

Both the Complainant and the Respondent have the right to be present at the hearing.

- b) The parties may be accompanied by legal counsel only with the permission of the Discipline Committee having jurisdiction or the Discipline Hearing Committee. Subject to the foregoing, a governing body may be represented at the hearing by any member of its Executive.
- c) The discipline hearing shall proceed as follows:
 - i) The Chair of the Discipline Hearing Committee shall read the report and state the complaint;
 - ii) The Complainant, if present, may amplify or qualify the complaint and call witnesses;

- iii) The Respondent may make submissions on the report, testify on his/her own behalf and call witnesses.
- iv) The Respondent and Complainant may ask questions of the other and their witnesses;
- v) Any Discipline Hearing Committee member may question the parties or any witness;
- vi) The Complainant and the Respondent may make final summations before withdrawing;
- vii) The Discipline Hearing Committee shall consider the report and any further evidence provided, and shall either decide the case at the hearing or adjourn to provide a written decision;
- viii) The parties and affected club or competition shall be notified of the result in writing.
- ix) All decisions are to be rendered by the Discipline Hearing Committee within fifteen (15) days of the discipline hearing unless an extension is granted. The failure of a Discipline Hearing Committee to render a decision within the time provided will not invalidate the proceedings.

14.9 PUNISHMENT

14.9.1 On misconduct being proven, a Discipline Hearing Committee shall, if applicable, order the punishment prescribed by the Standard Penalties, and otherwise have the power to order a suspension, and/ or fine, and/or any punishment that it deems just.

14.9.2 A Discipline Hearing Committee shall set timelines for the payment of any costs, fines or bonds, and may set further terms of punishment for non-compliance.

14.10 EXTENT OF AFFECTED ACTIVITIES

14.10.1 Unless otherwise decided by a Discipline Hearing Committee, or specified in the Standard Penalties, all suspensions resulting from player-related incidents shall be from playing in all soccer competitions within the jurisdiction of Soccer Nova Scotia.

14.10.2 Unless otherwise decided by a Discipline Hearing Committee, or specified in the Standard Penalties, all suspensions resulting from coach-related or team official-related incidents shall be from coaching/team officiating in all soccer competitions within the jurisdiction of Soccer Nova Scotia.

14.10.3 Unless otherwise decided by a Discipline Hearing Committee, or specified in the Standard Penalties, all suspensions resulting from referee-related incidents shall be from refereeing in all soccer competitions within the jurisdiction of Soccer Nova Scotia.

14.10.4 A Discipline Hearing Committee may suspend any player, coach or team official from any or all soccer competition related activities within the jurisdiction of Soccer Nova Scotia. The Referee Judiciary Committee will be advised if the person suspended is also a referee.

14.11 SERVING OF PENALTIES

14.11.1 Offences falling under sections, 1.1 to 1.10 of the Standard Penalties must be served in the competition in which the misconduct occurred.

- 14.11.2** All suspensions referring to a number of games will be served in consecutive games played by the player's team, or as specified by the Discipline Hearing Committee.
- 14.11.3** All suspensions referring to a period of time (days, weeks, months, years) will be served from the time of the offence, or as specified by the Discipline Hearing Committee
- 14.11.4** Offences falling under sections, 1.11, 1.12, 1.14, 1.15, 2.4 and 2.5 of the Standard Penalties which occur in the final game of a tournament, or in an exhibition game, shall be referred to the League in which the player's registered team normally competes, and the League shall deal with any such misconduct as if it occurred in that League.
- 14.11.5** Where a player receives cards or other suspensions for misconduct while playing on a team other than his/her registered team, such cards or suspensions apply to his/her registered team division, and she/he cannot play for any other team in any other competition until any suspensions resulting from such cards or actions has been served with his/her registered team.
- 14.11.6** All red cards shall be reported to Soccer Nova Scotia within 48 hours by the administrator of a sanctioned tournament.

STANDARD PENALTIES FOR MISCONDUCT BY A PLAYER

#	Description of Misconduct	First Seasonal Offence	Second Seasonal Offence	Third Seasonal Offence
1.1	First Caution	No action		
1.2	Second Caution	No action		
1.3	Third Caution	1-game suspension		
1.4	Fourth Caution	No action		
1.5	Fifth Caution	2-game suspension		
1.6	Sixth Caution	3-game suspension		
1.7	Seventh Caution	5-game suspension		
1.8	Dismissed for "receiving a second caution in the same game. For the purposes of counting yellow and red cards, two yellow cards received in the same game are to be counted as one red, not as two yellows.	1-game suspension	2-game suspension	3-game suspension
1.9	Dismissed for Red Card offences (except as noted below)	1-game suspension	2-game suspension	See section 1.16
1.10	Dismissed for "Using offensive, insulting or abusive language and/or gestures" directed at anyone other than the game official(s)	Minimum 2-game suspension	4-game suspension	6-game suspension
1.11	Dismissed for "using offensive, insulting or abusive language and/or gestures" directed at the game official(s)	2 game suspension from all soccer competitions	60 days suspension from all soccer competitions	Suspended from all soccer activities for 1 year
1.12	Persisted in "using offensive, insulting or abusive language and/or gestures" directed at a game official(s) after having been dismissed for such action that is directly in the area(s) of the soccer field.	Discipline Hearing By Competition or League Suspension to be applied to all competitions	Discipline Hearing By Competition or League Suspension to be applied to all competitions	Discipline Hearing By Competition or League Suspension to be applied to all competitions
1.13	Dismissed for "Serious Foul Play"	Minimum 2-game suspension	4-game suspension from all competitions	6-game suspension from all competitions
1.14	Dismissed for spitting at an opponent or any other person	Minimum 8 games suspension from all competitions	12 months suspension from all competitions	
1.15	Dismissed for "Violent Conduct".	Minimum 2-game suspension. Discipline Hearing by League/competition, if required.	Minimum 5-game suspension. Discipline Hearing by	Discipline Hearing by Competition or League Suspension to

		Suspension to be applied to all competitions	Competition or League Suspension to be applied to all competitions	be applied to all competitions
1.16	Received a third dismissal within a 12-month period	Suspended as a player from all competitions until a Discipline Hearing is conducted by SNS.		
1.17	Played as an ineligible player.	Remaining games of competition.	6-month suspension from all soccer competitions	
1.18	Game Official Assault (i.e. pushing, pulling, charging, etc.) or attempted physical contact or threatening behavior.	Discipline Hearing by SNS. Suspension to be applied to all soccer activities	Discipline Hearing by SNS. Suspension to be applied to all soccer activities.	Discipline Hearing by SNS. Suspension to be applied to all soccer activities
1.19	Game Official Assault for deliberate physical contact (striking, spitting, kicking), or any form of violent conduct, or attempted violent conduct.	Discipline Hearing by SNS. Suspension to be applied to all soccer activities	Discipline Hearing by SNS. Suspension to be applied to all soccer activities.	Discipline Hearing by SNS. Suspension to be applied to all soccer activities
1.20	Failed to attend a discipline hearing after previously agreeing to attend	Player is assessed administrative costs of minimum of \$150 and is suspended until he/she requests and attends a subsequent Discipline Hearing and pays the previously assessed administration costs.	Player is assessed administrative costs of minimum of \$200 and is suspended until he/she requests and attends a subsequent Discipline Hearing and pays the previously assessed administration costs.	Player is assessed administrative costs of minimum of \$250 and is suspended until he/she requests and attends a subsequent Discipline Hearing and pays the previously assessed administration costs.
1.21	Participated in a soccer activity from which he/she was suspended	Minimum 1-year suspension from all soccer activities		
1.22	Intentionally acted in a manner deemed to be detrimental to the game	Discipline Hearing By League or District. Minimum 1-year suspension from all soccer activities		

STANDARD PENALTIES FOR MISCONDUCT BY A COACH OR MANAGER

#	Description of Misconduct	First Seasonal Offence	Second Seasonal Offence	Third Seasonal Offence
2.1	Persisted in misconduct after been ejected for an offence directed at the game official	In addition to the suspension for the ejection, suspension from 1 subsequent game sanctioned by	In addition to the suspension for the ejection, suspension from 3 subsequent games sanctioned by SNS	In addition to the suspension for the ejection, suspension from 6 subsequent games sanctioned by SNS
2.2	Used "Offensive, insulting or abusive language and/or gestures" directed at anyone other than the game official(s)	2-week suspension	5-week suspension	10-week suspension
2.3	Used "Offensive, insulting or abusive language and/or gestures" directed at the game official(s)	Minimum three week suspension From all soccer competitions	60 days suspension from all soccer competitions.	Suspended from all soccer competitions for 1 year

#	Description of Misconduct	First Seasonal Offence	Second Seasonal Offence	Third Seasonal Offence
2.4	Persisted in "using offensive, insulting or abusive language and/or gestures" directed at a game official(s) after having been dismissed for such action that is directly in the area(s) of the soccer field.	Minimum 4 week suspension from all soccer competitions	90 days suspension from all soccer competitions.	Suspended from all soccer competitions for 1 year
2.5	Physical Assault or Attempted Physical Assault of a player	Discipline Hearing by SNS. Suspension to be applied to all soccer activities	Discipline Hearing by SNS. Suspension to be applied to all soccer activities	Discipline Hearing by SNS. Suspension to be applied to all soccer activities
2.6	Game Official Assault (i.e. pushing, pulling, charging, etc.) or attempted physical contact or threatening behavior	Discipline Hearing by SNS. Suspension to be applied to all soccer activities	Discipline Hearing by SNS. Suspension to be applied to all soccer activities	Discipline Hearing by SNS. Suspension to be applied to all soccer activities
2.7	Game Official Assault for deliberate physical contact (striking, spitting, kicking), or any form of violent conduct, or attempted violent conduct	Discipline Hearing by SNS. Suspension to be applied to all soccer activities	Discipline Hearing by SNS. Suspension to be applied to all soccer activities	Discipline Hearing by SNS. Suspension to be applied to all soccer activities
2.8	Failed to attend a discipline hearing after previously agreeing to attend.	Accused is assessed administrative costs of minimum of \$150 and is suspended until he/she requests and attends a subsequent	Accused is assessed administrative costs of minimum of \$200 and is suspended until he/she requests and attends a	Accused is assessed administrative costs of minimum of \$250 and is suspended until he/she requests and attends a

		Discipline Hearing and pays the previously assessed administration costs.	subsequent Discipline Hearing and pays the previously assessed administration costs.	subsequent Discipline Hearing and pays the previously assessed administration costs.
2.9	Played an ineligible player in a sanctioned game	6-month suspension	1 year suspension from all soccer competitions	
2.10	Intentionally acted in a manner deemed to be detrimental to the game	District or League Hearing. Minimum 1 year suspension from all soccer activities.		
2.11	a) Changed any information on a registration form or game sheet without the consent of the person being registered on such form or game sheet. b) Provided false or inaccurate information on a registration form or game sheet. c) Falsified a signature on a registration form or game sheet.	Discipline Hearing by District or League	Discipline Hearing by District or League	Discipline Hearing by SNS
2.12	Induced or attempted to induce a registered player to leave his/her team before the end of that team's current season. * see "Teams-Restrictions" policy *	Discipline Hearing by SNS	Discipline Hearing by SNS	Discipline Hearing by SNS

DISCIPLINE GUIDELINES FOR MISCONDUCT BY A GAME OFFICIAL

The following list of sanction guidelines are provided for illustrative purposes only to indicate the seriousness of the offences if a complaint is upheld. They should not be considered to be comprehensive, complete or binding on the Judiciary Committee. All activities are performed in accordance with Sections 7.7 and 7.8 of Soccer Nova Scotia Policies and Procedures.

Items 1 through 14 will result in a letter being placed on file for a minimum of 12 months. If a second offence occurs with that 12 month period, this will be recorded on file. At that time there will be 2 offences on file for a minimum of 12 months from the date of the second offence. If a third offence occurs with that 12 month period, this will be recorded on file. At that time there will be 3 offences on file for a minimum of 12 months from the date of the third offence. Offences will continue to accumulate until there has been a period of 12 months without additional incidents.

#	Description of Misconduct	First Offence, no transgressions on file	Second Offence, one transgression on file	Third or More Offence, two transgressions on file
3.1	Complaints about District Referees related to: · Late arrival at a game.	Mentoring by RRC to correct problem.	Mentoring by RRC to correct problem.	Investigation by the SNS Referee Judiciary

	<ul style="list-style-type: none"> · Failure to record a caution on the game sheet · Error in reporting score · Failed to abide by the published rules of the jurisdiction in which he/she officiates · Complaints about knowledge of the Laws of the Game 	<p>A copy of the Regional Referee Committee's (RRC) response to the original complaint to be copied to the Judiciary Committee and the Referee if the complaint is upheld.</p>	<p>A copy of the Regional Referee Committee's (RRC) response to the original complaint to be copied to the Judiciary Committee and the Referee if the complaint is upheld.</p>	<p>Committee</p> <p>Letter of Reprimand 7-30 day suspension</p>
3.2	<p>Complaints about Regional and Provincial Referees, related to:</p> <ul style="list-style-type: none"> · Late arrival at a game. · Failure to record a caution on the game sheet · Error in reporting score · Failed to abide by the published rules of the jurisdiction in which he/she officiates · Complaints about knowledge of the Laws of the Game 	<p>Investigation by the SNS Referee Judiciary Committee</p> <p>Mentoring to correct problem and other action as deemed appropriate by the Judiciary Committee.</p>	<p>Investigation by the SNS Referee Judiciary Committee</p> <p>Mentoring to correct problem and other action as deemed appropriate by the Judiciary Committee.</p> <p>Warning on what will happen if a further offence occurs</p>	<p>Investigation by the SNS Referee Judiciary Committee</p> <p>Letter of Reprimand 7-30 day suspension</p>
3.3	<p>Failed to report to a game, indoor or outdoor, (to which he/she has been appointed) without giving adequate notice of his/her inability to officiate such game.</p>	<p>For District Referees: Mentoring by RRC to correct problem.</p> <p>A copy of the Regional Referee Committee's (RRC) response to the original complaint to be copied to the Judiciary Committee and the Referee if the complaint is upheld.</p> <p>For Regional and Provincial Referees: Investigation by the SNS Referee Judiciary Committee</p>	<p>Investigation by the SNS Referee Judiciary Committee</p> <p>Mentoring to correct problem and other action as deemed appropriate by the Judiciary Committee.</p> <p>Warning on what will happen if a further offence occurs</p>	<p>Investigation by the SNS Referee Judiciary Committee</p> <p>Letter of Reprimand 7-30 day suspension and/or financial assessment equivalent to the fee for missed game and/or field & referee costs if game cannot be played</p>

		Mentoring to correct problem and other action as deemed appropriate by the Judiciary Committee.		
3.4	Failed to submit a "Special Incident Report" as required by Soccer Nova Scotia. Note: <i>The circumstances that led to the requirement for a "Special Incident Report" will be reviewed. Any additional activities will be based on that review and a reasonable expectation that the referee should have been aware that a report was required.</i>	Mentoring by RRC to correct problem. A copy of the Regional Referee Committee's (RRC) response to the original complaint to be copied to the Judiciary Committee and the Referee.	Investigation by the SNS Referee Judiciary Committee Mentoring to correct problem and other action as deemed appropriate by the Judiciary Committee.	Assessed game fee Suspension 1-3 Months
3.5	Provided false or inaccurate information on a registration form	Letter of Reprimand	Suspension 1 Month	Suspension 3-months
3.6	Officiated an unsanctioned or unaffiliated soccer game that was not assigned through an approved assignor	Letter of Reprimand	Suspension 3 Months	Suspension 1 Year
3.7	Failed to attend (when required to do so), without a valid reason, a discipline hearing for a person whom the referee had reported for Game Official Assault	\$100 administration fee assessment Suspension 7 Days	\$200 administration fee assessment Suspension 14 Days	\$300 administration fee assessment Suspension 21 Days
3.8	Failed to submit a "Dismissal Report" as required by Soccer Nova Scotia and/or record a dismissal on the game sheet.	Assessed Game Fee. Suspension until payment received.	Assessed Game Fee 14-Day Suspension	Assessed Game Fee 2-month suspension
3.9	Used "Offensive, insulting or abusive language and/or gestures" directed at any SNS Participant	Suspension 1 Month	Suspension 6 Months	Suspension 1 Year
3.10	Failed to conduct himself/herself with dignity both on, and off, the field of play	Suspension 1 Month	Suspension 3 Months	Suspension 1 Year
3.11	Accepted a fee or other financial compensation (which is not approved by SNS) or a fee beyond the set guidelines.	Repayment of additional fee. Suspension until repayment made	Repayment of additional fee. Suspension 1-3 Months	Repayment of additional fee. Suspension 3-6 Months
3.12	Failure to comply with RDC Code of Ethics	Suspension 1-3 Months	Suspension 3-6 Months	Suspension 6 Months to 1 Year
3.13	Intentionally acted in a manner deemed to be detrimental to the game.	Suspension 3 Months	Suspension 6 Months	Suspension 1 Year

3.14	Failed to attend a discipline hearing at which he/she was accused of any of the offences listed below (15-19) without acceptable reason.	Game Official is assessed administration fee of \$150 and remains suspended until he/she requests and attends a subsequent discipline hearing		
		First Lifetime Offence	Second Lifetime Offence	Third Lifetime Offence
3.15	While officiating a game found to be under the influence of alcohol and / or drugs.	Suspension 1 Month	Suspension 6 Months	Suspension 2 Years
3.16	Publicly criticized any other game official or Soccer Governing body; made derogatory statements to the media relating to any game in which he/she was involved concerning the performance of the players or other referees	Suspension 1-3 Months	Suspension 3-12 Months	Suspension 2-5 Years
3.17	Participated in a soccer activity from which he/she was suspended	Suspension 1 Year	Suspension 3 Years	Suspension 5 Years
3.18	Made deliberate physical contact (i.e. pushing, pulling, charging, etc.) or attempts physical contact with, or threatens, a registrant of SNS, field staff or a spectator	Suspension Minimum 1 Year	Suspension Minimum 3 Years	Suspension Minimum 5 Years
3.19	Struck, spat on, kicked, or committed any form of violent conduct, or attempted violent conduct, against a registrant of SNS, field staff or a spectator.	Suspension up to 5 Years	Suspension 5 Years to 10 Years	Suspension Lifetime

15 – APPEALS

15.1 RIGHT OF APPEAL

- 15.1.1** A Complainant or Respondent may appeal a decision of a Discipline Hearing Committee on the grounds of error in the interpretation of the Bylaws or the Policies or Procedures of Soccer Nova Scotia or of a League or District, failure to follow natural justice, error in the assessment of penalty or making a patently unreasonable decision.
- 15.1.2** A Complainant or referee may appeal a decision of the Referee Judiciary Committee pursuant to Section 7.8.
- 15.1.3** An individual, club, League or District may appeal for an exemption to Soccer Nova Scotia Policies and Procedures.
- 15.1.4** An individual or club may appeal a decision of the of Board of a District, club, league, referee association or other governing body on the ground that the decision breaches the Bylaws or the Policies or Procedures of Soccer Nova Scotia or of a League, District, referee association or other governing body.
- 15.1.5** A player may appeal a card pursuant to section 14.5.2. The other player involved will be a Respondent in and may oppose the appeal.

15.2 COMMENCEMENT OF APPEAL

- 15.2.1** An Appeal of a decision shall be commenced by an application for leave as follows:
- a) By making an application for leave to appeal in writing to the Executive Director of Soccer Nova Scotia within seven (7) days of receipt of the said decision setting out:
 - i) The decision sought to be appealed;
 - ii) A concise statement of the facts; and
 - iii) A concise submission stating why the appeal should be upheld, including, if applicable, the alleged error in the interpretation of the applicable By-Law, Policy or Procedure.
 - b) By forwarding with the said application, a certified cheque or money order payable to Soccer Nova Scotia in the amount of \$275.00 and copies of all relevant documents, bylaws, policies and procedures
- 15.2.2** The Executive Director of Soccer Nova Scotia shall forward the application for leave to appeal to the Discipline and Appeals Committee.
- 15.2.3** Subject to section 15.2.4, the Discipline and Appeals Committee shall grant leave to appeal if the requirements of sections 15.1 and 15.2.1 are met and the appeal does not involve an interpretation of a By-Law, Policy or Procedure that has already been decided in writing by an Appeal Hearing Committee.
- 15.2.4** No application for leave to appeal shall be entertained in any matter arising out of a competition under the jurisdiction of a District whose rule provides that its decision in such matters shall be final and binding.

- 15.2.5** If leave to appeal is not granted, the Discipline and Appeals Committee shall provide written reasons for not granting leave.
- 15.2.6** Decisions of the Discipline and Appeals Committee, or an Appeal Hearing Committee, shall be final and binding, unless appealed to the Canadian Soccer Association within ten (10) days of receipt of decision.
- 15.3 NON-JURISDICTION APPEALS PROCEDURES**
- 15.3.1** All appeals of a decision outside of the jurisdiction of Soccer Nova Scotia shall be made directly to the Canadian Soccer Association in accordance with CSA procedures.
- 15.4 APPEAL HEARINGS**
- 15.4.1** The Discipline and Appeals Committee, upon granting leave, shall promptly:
- a) Appoint an Appeal Hearing Committee having no less than three members, one of whom shall act as Chair and one of whom shall act as Recording Secretary. A non-voting Recording Secretary (not one of the Committee) may be appointed and shall be present for the whole appeal hearing.
 - b) Schedule a date for the hearing of the appeal at a location within the district where the Discipline Hearing was held or such other location as determined by the Discipline and Appeals Committee.
 - c) Provide ten (10) working days written notice of the appeal hearing together with a copy of the decision and the record of the proceeding leading to the decision to the Appellant and the Respondent. A copy of such notice shall also be sent to the competition, governing body or club (if the person complained against is one of their registered players or is acting as an official representative).
- 15.4.2** In the event the Respondent does not attend the appeal hearing, the hearing may proceed in his/her/its absence.
- 15.4.3** Adjournment of an appeal hearing may be granted by the Discipline and Appeals Committee or the Appeal Hearing Committee on such terms as are reasonable.
- 15.5 APPEAL HEARING PROCEDURE**
- 15.5.1** Both the Appellant and the Respondent have the right to be present at the hearing and may make written submissions in advance.
- 15.5.2** The parties may be accompanied by legal counsel only with the permission of the Discipline and Appeals Committee or the Appeal Hearing Committee. Subject to the foregoing, a governing body may be represented at the hearing by any member of its Executive.
- 15.5.3** The appeal hearing shall proceed as follows:
- a) The Appellant shall make oral and or written submissions;
 - b) The Respondent shall make oral and or written submissions;
 - c) Any appeal Hearing Committee member may question the parties;
 - d) The Appeal Hearing Committee shall consider the submissions and shall either decide the appeal at the hearing, or adjourn the hearing for a written decision to be rendered within ten (10) days of the hearing, unless an

extension is granted. The failure of an Appeal Hearing Committee to render a decision within the time provided will not invalidate the proceedings.

- e) The person, club and affected competition or governing body involved in the appeal shall be notified of the result in writing.

16 – DISPUTE RESOLUTION

- 16.1** The purpose of this dispute Resolution Policy is to resolve through mediation and binding arbitration without the need to resort to legal action disputes as to whether the requirements of the By-Laws of Soccer Nova Scotia, or the By-laws of any affiliated District, Club, or League are being met.
- 16.2** This Dispute Resolution Policy is not applicable to matters addressed in the SNS policies dealing with Discipline, Appeals and Harassment.
- 16.3** All Districts, Clubs and Leagues which are affiliated with Soccer Nova Scotia are subject to the SNS Dispute Resolution Policy.
- 16.4** Any 10 members of any Districts, Clubs, Leagues, or Referee Associations, being members of or affiliated with Soccer Nova Scotia may give notice to the Executive Committee of Soccer Nova Scotia in writing of a dispute as to whether the requirements of the By-Laws of Soccer Nova Scotia, or the By-laws of any affiliated District, Club, or League are being met by Soccer Nova Scotia or any of affiliated District, Club, or League as the case may be.
- 16.5** Upon receipt of a notice under 16.4, the Executive Committee shall appoint one or more members to investigate the merits of the dispute, which member(s) shall be authorized to intervene to attempt to resolve the dispute.
- 16.6** If the member(s) appointed pursuant to 16.5 decide not to intervene or are unsuccessful in resolving the dispute, the Executive Committee shall, in writing, refer the matter to an arbitration committee panel.
- 16.7** The arbitration committee panel shall be comprised of one or more persons selected by the Executive Committee to arbitrate and decide on the dispute.
- 16.8** The decision of an arbitration committee panel is final and binding, and there shall be no appeal or review on any grounds whatsoever.
- 16.9** The general rules and procedures for the arbitration shall be determined by the arbitration committee panel subject to any directions given by the Executive Committee.

17 – HARASSMENT**HARRASSMENT POLICY**

TABLE OF CONTENTS

I.	Policy Statement	101
II.	Application	101
III.	Definitions	101
IV.	Responsibility	103
V.	Disciplinary Action	104
VI.	False Accusations	104
VII.	Interference or Retaliation	104
VIII.	Confidentiality	104
IX.	Harassment Officer	105
X.	Complaint Procedures	105
XI.	Investigative Panel	106
XII.	Appeals	109

I. Policy Statement

1. Soccer Nova Scotia (SNS) is committed to the principles of equality, fairness, respect and tolerance among all persons regardless of race, nationality, gender or any other personal attribute, and to promote a philosophy within SNS that creates a safe environment for all individuals that are part of the soccer community and promotes relationships based on mutual respect, co-operation and understanding.
2. SNS is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Every individual has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory or harassing practices and actions.
3. SNS prohibits behaviour that constitutes harassment as defined in this Policy at all, games, tournaments, meetings, functions, events or other activities held or sanctioned by SNS or any of its Members.

II. Application

1. This policy applies to all employees as well as to all directors, officers, program volunteers, coaches, athletes, officials of SNS and its Members.
2. SNS encourages the reporting of all incidents of harassment, regardless of who the offender may be.
3. This Policy applies to all leagues, tournaments, meetings, functions, events, or other activities held or sanctioned by SNS; notwithstanding the foregoing, the procedures and remedies under this policy do not apply to games, as conduct at or arising in games are the responsibility of the referees and the leagues to administer. For the purpose of the policy, “games” include the time immediately preceding, and the time immediately following the game.
4. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the Human Rights Commission and/or the law enforcement authorities.

III. Definitions

1. Harassment is a form of discrimination, and refers to conduct that negatively affects the work or sport environment or leads to adverse consequences within that environment for the person(s) experiencing the harassment, which the perpetrator knew or ought reasonably to have known would be unwelcome.
2. Harassment can take many forms. It may be verbal, physical, sexual, visual or psychological.

3. For the purposes of this Policy:
- a. Harassment is any behaviour that is likely to undermine the dignity, self-esteem or productivity of any person, director, officer, staff member, official, coach or athlete, or volunteer.
- b. Types of behaviour that constitute harassment include, but are not limited to:
- i) Written or verbal abuse or threats
 - ii) The display of visual material that is offensive or that one ought to know is offensive.
 - iii) The display of pornographic or other sexually offensive or derogatory picture(s) or material.
 - iv) Unwelcome remarks, jokes, comments, innuendo, or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
 - v) Inappropriate questions or sharing of information about a person's sexuality or sexual orientation.
 - vi) Leering or other suggestive or obscene gestures; sexually-oriented gestures. condescending behaviour that undermines self-esteem, diminishes performance, or adversely affects working conditions.
 - vii) Practical jokes that cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
 - viii) Unwanted physical contact, including touching, petting, pinching, or kissing; sexual or inappropriate sexual touching.
 - ix) Unwelcome sexual flirtations, advances, requests or invitations; belittling or abuse of a particular religion, race or ethnic group.
 - x) Denial of opportunity on the basis of a person's race, colour or religion.
 - xi) Making fun of particular religious observances or of real or alleged racial or ethnic characteristics.
 - xii) The spread of hate literature, promotion of racial or religious hatred or expression of the view that any one race is superior to another.
- c. Sexual Harassment is deemed to include but is not restricted to:
- i) Unwelcome sexual advances, requests for sexual favours, or other verbal or, physical conduct of a sexual nature when:
 - Submission to, or rejection of this conduct is used as the basis for making decisions which affect the individuals; or
 - Such conduct has the purpose or effect of interfering with an individual's performance;or
 - Such conduct creates an intimidating, hostile, offensive environment.
 - ii) Unwanted sexual attention by a person who knows or ought reasonably to know that such attention is unwanted.
 - iii) Expressed or implied promise of reward for complying with a sexually- oriented request.

- iv) Actual reprisal or an expressed or implied threat of reprisal for refusal to comply with a sexually-oriented request.
 - v) Actual denial, or an expressed or implied threat of denial, of opportunity for refusal to comply with a sexually-oriented request.
 - vi) Sexually-oriented behaviour or gender-based, abusive and unwelcome conduct or comment that has the purpose or the effect of creating an intimidating, hostile or offensive environment.
- d. Child Abuse is deemed to include but is not restricted to:
- i) Neglect which endangers a child's welfare by failing to provide for physical, emotional or medical needs.
 - ii) Physical abuse, which is any intentional non-accidental injury of a child.
 - iii) Emotional abuse, or the damaging, by whatever means, of a child's feeling of personal worth and thus his/her ability to love, trust, and feel at one with the human race.
 - iv) Sexual abuse, which includes any manual, oral, or genital sexual contact or the use of an object for sexual touching or penetration or any other explicitly sexual behaviour that an adult imposes on a child by exploiting the child's vulnerability and powerlessness.

IV. Responsibility

1. SNS shall be responsible for ensuring that this policy is implemented. To that end it shall:
 - a. Appoint one or more Harassment Officers.
 - b. Provide the necessary training and resources for the Harassment Officers to fulfil their responsibilities under this policy.
 - c. Ensure that formal complaints are investigated in a sensitive, responsible and timely manner.
 - d. Ensure that appropriate disciplinary or corrective measures are taken when a complaint of harassment has been substantiated, regardless of the position or authority of the offender.
 - e. Do all in its power to support and assist any employee or volunteer of SNS who experiences harassment.
 - f. Make all members, employees and volunteers of SNS aware of the problem of harassment and in particular, sexual harassment and of the procedures contained in this Policy.
 - g. Inform both complainants and respondents of the procedures contained in this policy and their rights under the law.

- h. Review the terms of this policy to ensure that they adequately meet SNS legal obligations and policy objectives.
2. In the event that the President of the Board is involved in a complaint that is made under this policy, the Vice-President shall appoint a suitable alternate for the purposes of dealing with the complaint.

V. Disciplinary Action

1. An individual against whom a complaint of harassment is substantiated will be subject to discipline, up to and including termination of employment or volunteer service.

VI. False Accusations

1. False accusations can have serious repercussions on innocent individuals, and thus can be grounds for claims of slander and/or defamation. The wilful misuse of this Policy or making deliberately false accusations will be grounds for discipline.

VII. Interference or Retaliation

1. For the purposes of this Policy; retaliation against an individual
 - for having filed a complaint under this Policy; or
 - for having participated in any procedure under this Policy; or
 - for having been associated with a person who filed a complaint or participated in any procedure under this Policy;

will be treated as harassment.

2. Interference with the conduct of an investigation or retaliation against a complainant or witness, or threats thereof, whether the complaint was unsubstantiated or not, may itself result in disciplinary action by SNS.

VIII. Confidentiality

1. SNS understands that it can be extremely difficult to come forward with a complaint of harassment, and that it can be devastating in a situation where allegations of harassment are found to be either substantiated or unsubstantiated. Thus SNS recognizes the interest of both the complainant and the respondent in keeping the matter confidential.
2. SNS shall not, in the case of a complaint, disclose to outside parties the name of the complainant or respondent, or the circumstances giving rise to a complaint, unless such disclosure is required by legal obligation or by court direction.

IX. Harassment Officer

The role of the Harassment Officer is to serve in a neutral, unbiased capacity and to receive complaints, assist in informational resolution of complaints; investigate written complaints; and assist in formal resolution of complaints.

X. Complaint Procedures

1. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive or otherwise contrary to this Policy;
2. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should seek the advice of a SNS Harassment Officer.
3. With the exception of alleged sexual and physical abuse, complaints must be filed within 30 days of the alleged event.
4. The Harassment Officer shall inform the complainant of:
 - a. The options for pursuing an informal resolution of his/her complaint;
 - b. The right to lay a formal written complaint under this Policy when an informal resolution is inappropriate or not feasible;
 - c. The confidentiality provisions of this Policy;
 - d. The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
 - e. The external mediation/arbitration mechanisms that may be available;
 - f. The right to withdraw from any further action in connection with the complaint at any stage (even though SNS may continue to investigate the complaint);other avenues of recourse, including the right to file a complaint with the Human Right Commission or where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.
5. There are four possible outcomes to the initial meeting of complainant and officer.

- a. The complainant and Harassment Officer agree that the conduct does not constitute harassment. If this occurs, the Harassment Officer will take no further action and will make no written record.
 - b. The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint. If this occurs, the Harassment Officer will assist the two parties to negotiate a solution acceptable to the complainant. If desired by the parties and if appropriate, the Harassment Officer may also seek the assistance of a neutral mediator. If informal resolution yields a result that is acceptable to both parties, the Harassment Officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.
 - c. The complainant brings evidence of harassment and decides to lay a formal written complaint. If this occurs, an Investigative Panel shall be established by the Harassment Committee.
 - d. The complainant brings evidence of harassment but decides not to lay a formal written complaint. If this occurs, the Harassment Officer must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.
6. When the Harassment Officer decides that the evidence and surrounding circumstances requires a formal written complaint, the Harassment Officer will issue a formal written complaint and without delay and provide copies of the complaint to both the complainant and respondent.

XI. Investigative Panel

1. Appointment

- a. Following the investigation of a Harassment Claim by the Harassment Officer, in circumstances where the parties are unable to come to a satisfactory conclusion within the informal process, the matter be referred to the Harassment Committee with a recommendation by the Harassment Officer. The Harassment Committee will then determine if a hearing panel is to be struck. The decision of the Committee is final.
- b. The timeframes of dealing with complaints will reflect the following guidelines:
 1. The Harassment Officer is to investigate and make report to the Harassment Committee with twenty days of filing a formal complaint.
 2. The Harassment Committee is to determine whether a complaint shall go to a formal hearing and strike a panel if necessary within twenty days of receipt of the report from the Harassment Officer.

3. A Panel will be convened to hear the matter within thirty days of formation of said panel.
 4. The decision of the Panel will be filed within seven days of the completion of the hearing.
- c. The Panel shall consist of three persons, including at least one person from each of the two genders:
 - d. The following persons may not be appointed to the Panel:
 - i) Anyone having any significant personal, professional or other connection with either the complainant or the respondent, or the association, club or team, to which the complainant or the respondent is associated; and/or
 - ii) Anyone having any involvement at any preliminary stage of the matter; and/or
 - iii) Anyone having a bias or apparent interest in the result; and/or
 - iv) Any other person who in the discretion of the Harassment Committee should not be appointed to the Panel.

2. Process and Procedures

- a. The investigation shall be governed by such procedures as the Panel may establish, provided that the principles of natural justice are applied, including the following:
 - i) Everyone has the right to a fair hearing in the course of determining whether harassment has occurred.
 - ii) Relevant information must be made available to all parties.
 - iii) The issues should be clearly and concisely stated so that everyone is aware of the essentials of the complaint.
 - iv) The person under investigation has the right to have a representative present his/her case.
 - v) The person under investigation has the right to a written decision following the judgment.
 - vi) The right to appeal a Panel decision to the SNS Discipline and Appeals Committee.
- b. The process shall operate as follows:
 - i) Members of the Panel shall select a chair from among themselves;
 - ii) Quorum shall be all three Panel members.
 - iii) Decisions shall be made by consensus.
 - iv) Deliberations shall be held in camera.

- c. The complainant and respondent may be accompanied by a representative or adviser.
- d. That investigative interviews or depositions of individuals other than the complainant or respondent shall occur at the discretion of the investigative panel.
- e. The Harassment Officer may attend the hearing(s) at the request of the panel.
- f. The panel shall make every effort to expedite the investigation and to complete the process in a timely manner.
- g. Within thirty (30) days of the completion of the hearing(s), the Panel shall present its findings in a report to the Harassment Officer, which shall contain:
 - i) A summary of the relevant facts on which the decision is based;
 - ii) A determination as to whether the alleged acts constitute harassment as defined in this policy;
 - iii) Recommended disciplinary action against the respondent, if the acts constitute harassment; and
 - iv) Recommended measure to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
- h. If the Panel determines that the allegations of harassment are false, vexatious, retaliatory or unfounded, its report shall recommend disciplinary action against the complainant.
- i. A copy of the report of the Panel shall be provided without delay to both the complainant and the respondent.

3. Considerations

- a. When determining appropriate disciplinary action and corrective measures, the Panel shall consider such factors as:
 - the nature of the harassment
 - whether the harassment involved any physical contact
 - whether the harassment was an isolated incident or part of an ongoing pattern
 - the nature of the relationship between the complainant and the harasser
 - the age of the complainant
 - whether the harasser had been involved in previous harassment incidents
 - whether the harasser admitted responsibility and expressed a willingness to change; and
 - whether the harasser retaliated against the complainant

4. Disciplinary Sanctions

a. In recommending disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the severity of the harassment:

- a verbal apology
- a written apology
- a letter of reprimand from the sport organization
- a fine
- referral to counselling
- removal of certain privileges of membership or employment
- demotion or a pay-cut
- temporary suspension with or without pay
- termination of employment or contract

b. Where the investigation does not result in finding of harassment, a copy of the Panel's report shall be placed in the Harassment Officer's files. These files shall be kept confidential and access to them shall be restricted to the SNS Executive Director, and the SNS Harassment Officer.

c. Where the investigation results in a finding of harassment, a copy of the Panel's report shall be placed in the personnel or membership file of the respondent, unless the findings of the Panel are overturned upon appeal. This report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

5. Procedure Where a Person Believes that a Colleague Has Been Harassed

a. Where a person believes that a director, supervisor, employee, coach, official, volunteer, parent, athlete or individual has experienced or is experiencing harassment and reports this belief to a Harassment Officer, the Harassment Officer shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with the complaint procedure as set out in this policy.

6. Suspension of Investigation in Certain Circumstances

a. Where a complainant decides to pursue other or additional civil or criminal remedies that may be available at law, the Panel may, of its own accord or where requested or advised to do so by the Police or another adjudicative body such as The Human Rights Commission, suspend its investigation pending a resolution of the other proceedings.

b. The Panel may make interim rulings pending the resolution of the other proceedings and may impose such interim sanctions or disciplinary measures as it thinks fit or advisable in the circumstances that are in the best interests of all parties involved and SNS;

- c. Interim rulings made pursuant to (b) are not subject to appeal.
- d. Upon the resolution of any other proceedings, the Panel may take such further action in the manner that it deems necessary or advisable in the circumstances including, but not limited to:
 - i) Resuming or closing the investigation.
 - ii) Accepting or rejecting the decision resulting from the other proceeding.
 - iii) Lifting, confirming, amending or imposing such additional sanctions and disciplinary measures as the Panel may think fit in the circumstances.
- e. For greater certainty, the Panel may find that the actions of the respondent or the complainant constitute harassment as defined by this Policy, regardless of the outcome of any other proceeding, and the Panel may impose such sanctions and disciplinary measures as it thinks fit or advisable in the circumstances.

XII. Appeals

1. Both the complainant and the respondent shall have the right to appeal the decision and recommendations of the Panel. A Notice of Intent to Appeal, along with ground for the appeal, must be provided in writing, to SNS within (30) days of the complainant or respondent receiving the Panel's report.
2. Unless otherwise specifically modified herein, the SNS Discipline and Appeals Policy applies with such changes necessary in the circumstances to appeals under this Policy.
3. A decision of the Panel may be appealed only on the following grounds:
 - i) The Panel did not follow the procedures laid out in this policy.
 - ii) Members of the Panel were influenced by bias or
 - iii) The Panel reached a decision that was grossly unfair or unreasonable.
4. A decision of the Panel may not be appealed for the purpose of obtain a re-hearing of the facts.
5. In the event that a notice of appeal is filed, the appeal panel shall consist of at least one person of each of the two genders. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in the dispute.
6. The appeal panel shall base its decision solely on a review of the documentation surrounding the complaint, including the complainant and respondent's statements, the reports of the Harassment Officers and the Panel, and the notice of appeal.
7. Within thirty days of its appointment, the appeal body shall present its findings in a report to the SNS Executive Director and SNS President. The appeal body shall have

the authority to uphold the decision of the Panel, to reverse the decision of the Panel, and/or to modify any of the Panel's recommendations for disciplinary action or remedial measures.

8. A copy of the appeal body's report shall be provided, without delay, to the complainant and respondent.

Appendix A – List of Soccer Nova Scotia Forms

The following is a list of forms (listed by Policy) used by Soccer Nova Scotia as required through Soccer Nova Scotia Policies and Procedures. These forms are available from the Soccer Nova Scotia website or main office. *Note that some forms require payment of a standard fee upon submission.*

Policy Development
Policy Introduction form
Request for Decision form

Districts
Association application/renewal form
Published Rules Deviation request form

Players
Player Registration Form (“SNS Athlete Waiver and Release of Liability” and “SNS Amateur Athletic Agreement”)
Club Player Release form
Reinstatement from Professional to Amateur Approval Forms
Player Transfer Form

Coaches
Coach Registration Form (“SNS Athlete Waiver and Release of Liability” and “SNS Amateur Athletic Agreement”)

Referees
Referee Registration Form (“SNS Waiver and Release of Liability” and “SNS Amateur Athletic Agreement”)
Referee Class Promotion Form

Teams
Application to Travel Out of Province
Provincial – All Star Teams
Applications For Provincial Coach
Applications For Provincial Team Manager

Competitions
League Sanction Request Form
Tournament/Cup Competition Application/Sanction Form
Exhibition Game Sanction Form
Misconduct Report (Referee Assault Report Form)

Dispute Resolution
Dispute Resolution Request Form

OTHER
Standardized District Bylaws
Standardized Club Bylaws
Standardized League Bylaws

Appendix B – Important Dates for Policies and Procedures

Date	Group	Section	Requirement Description
1-Jan	Managers (Provincial All Stars)	9.12.1	Applications for provincial teams Manager position will be circulated to Soccer Nova Scotia's Office by January 1 of each year.
15-Jan	Leagues	12.8.10	Provincial and Inter District Leagues must hold an Annual General Meeting, to be held no later that January 15 th of each year
31-Jan	Coaches	6.2.1	All applicable coach registration fees will be paid to Soccer Nova Scotia by the Club where a coach is registered in a manner to be determined by Soccer Nova Scotia annually, such manner to be communicated to Clubs no later than
1-Feb	Leagues	12.6.3	Submit a sanction request form for New Winter (Indoor) League
1-Feb	Leagues	12.6.4	Submit a sanction request form for existing Spring (Outdoor) League
1-Feb	Leagues	12.8.24	District Leagues will negotiate referee and assigning fees with the President of the local referee association annually for an Outdoor League
1-Feb	Players	5.17.7	Players not wanting to play in their Home region must submit a 'Request to Play Out-Of-Region' form to Soccer Nova Scotia for upcoming spring season
1-Mar	Tournaments	11.6.6	Deadline for sanction requests to host Outdoor tournaments
1-Mar	Leagues	12.6.4	Submit a sanction request form for existing Summer (Outdoor) League
1-Mar	Committees	Competitions Committees	Sanction Outdoor Leagues and Tournaments at the March meeting
31-Mar	Districts	3.1.2.k	District Annual General Meeting no later than March 31 st annually
31-Mar	Referees	Referees Committee	Referee Associations forward to SNS their AGM minutes and financial statements
1-Apr	Clubs	4.2.5	A Club must provide to Soccer Nova Scotia : AGM Minutes, financial statements, officers, bylaws, proof of RJSC good standing
1-Apr	Referees	7.2.4	Referee registration with Soccer Nova Scotia is effective from April 1 st or on the date late registration is accepted, and terminates on March 31 st of the following year.
1-Apr	Soccer NS	9.17.1	Soccer Nova Scotia will notify the Nova Scotia Soccer League of Provincial Teams competitions at regional or National Level.
15-Apr	Players	5.6.1	Player registration deadlines for Spring season

SOCCER NOVA SCOTIA POLICIES AND PROCEDURES APPENDIX B – IMPORTANT DATES

Date	Group	Section	Requirement Description
1-May	Players	5.5.1	Temporary Registration will expire on May 1 st annually
15-May	Districts/Clubs	5.8.2	For the purpose of insurance, a player's summer registration with Soccer Nova Scotia is effective until May 15 th of the following year, and winter or spring registration is effective until May 15 th immediately following the winter or spring season
21-May	Soccer NS	13.1.4	No changes may be made subsequent to the May Board Meeting for Outdoor Soccer Rules each year.
31-May	Clubs	5.7.2	Clubs shall pay an amount equal to 75% of the previous year's player registration fees
1-Jun	Referees	7.2.4.a	Late Referee registration will be accepted after June 1 st and includes a late fee penalty as prescribed by Soccer Nova Scotia.
30-Jun	Districts/Clubs	5.6.1	Player registration deadlines for Summer season
1-July	Committees	Competitions Committees	Sanction indoor leagues at the July meeting
15-July	Leagues	12.6.4	Submit a sanction request form for existing Winter (Indoor) League
31-July	Players	5.16.2	In the summer season, the transfer deadline shall be July 31 st . Up until July 31 st any player could move up a Tier/Level at any point. Any other transfers can only be made if that they have played no more than 4 games with their team. (Playing means player's name appears on the game sheet).
1-Sep	Leagues	12.6.3	Submit a sanction request form for New Spring (Outdoor) League
15-Sep	Leagues	12.8.24	District Leagues will negotiate referee and assigning fees with the President of the local referee association annually, no later than September 15 th for an Indoor League
15-Sep	Soccer NS	12.8.24	Soccer Nova Scotia Board of Directors will set Referee and Assigning fees at its September meeting where districts and referee associations (for district leagues) or Provincial and Inter District leagues have not already done so by.
15-Sep	Soccer NS	13.1.4	No changes may be made subsequent to the September Board Meeting for Indoor Soccer Rules each year.
15-Sep	Soccer NS	7.9.2	Provincial League referees rates (game fees and expenses) set by Soccer Nova Scotia at its annual September Board Meeting

SOCCKER NOVA SCOTIA POLICIES AND PROCEDURES APPENDIX B – IMPORTANT DATES

Date	Group	Section	Requirement Description
1-Nov	Districts/Clubs	11.6.7	Deadline for sanction requests to host Indoor tournaments
1-Nov	Committees	Competitions Committees	Sanction indoor tournaments at the November meeting
30-Nov	Leagues	12.6.3	Submit a sanction request form for New Summer (Outdoor) League
31-Dec	Players	5.6.1	Player registration deadlines for Winter season.
31-Dec	Players	5.16.3	In the winter season, the transfer deadline shall be December 31st
Annual	Districts/Clubs	12.7.3	Members shall apply for League membership annually, in accordance with League policies
Annual	Committees	ALL Committees	Submit Committee budgets to Soccer NS
Annual	Committees	Referees Committee	Evaluate the entire Referee Development program
Annual	Committees	Staff Evaluation Committee	Annually evaluate the performance of each staff member in relationship to the standards for the appropriate staff position
Annual	Committees	Technical committee	To evaluate the committee programs on an annual basis and provide recommendations to the Board of Directors
Other	Districts	3.1.2.i	Districts to file within 30 days of AGM to Soccer NS: Annual General Meeting minutes, financial statement covering the previous year's financial activities, list of officers
Other	Clubs	4.2.5	A Club must provide to its District on or before the District Annual General Meeting : AGM Minutes, financial statements, officers, bylaws, proof of RJSC good standing
Other	Clubs	5.7.2	Clubs will pay (within 30 days of receipt of invoices) the balance of final player registration fees against invoices received from Soccer NS.