



Corrective Action and Disciplinary Policy

Membership in the Eugene Metro Fútbol Club (EMFC), and participation in its activities, brings with it many benefits and privileges that are balanced by Participant responsibilities and obligations. The EMFC Code of Conduct defines the parameters for these responsibilities and obligations, and thus identifies a standard for behavior that is expected of all EMFC members and participants. This Corrective Action and Disciplinary Policy identifies the procedures to be followed when that standard is not achieved.

I. Definitions

Infraction. Failure by a Participant to comply with one or more of the expected standards set out in the EMFC Code of Conduct constitutes an “**Infraction.**” An Infraction will be reviewed as set forth in this Policy and, when appropriate, responded to with Corrective Action or Discipline. Infractions may be Minor or Major.

Minor Infractions are single incidents of failing to comply with the expected standards of conduct that generally do not result in harm to others, to EMFC or to sport. Examples of minor infractions include:

- Single instances of unsportsmanlike conduct.
- Single instances of disrespectful comments or behavior directed towards others (not including racial or other discriminatory epithets, which are Major Infractions)
- Single instances of being late for, or absent from, EMFC events and activities without prior notice;
- Single instances of parental coaching from the sidelines.

Major Infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to EMFC or to the sport of soccer. Examples of major infractions include, but are not limited to:

- Repeated instances of unsportsmanlike conduct, bullying or abusive behavior or language;
- Any use of racial or other discriminatory epithets;
- Any threatening and/or engaging in physical violence;
- Appearing for a practice or match, as either a Player, Coach or Spectator, under the influence of drugs or alcohol;
- Stealing or intentionally destroying the property of another Participant or EMFC.



Corrective Action is a statement of acceptable behavior and a plan designed to assist Participants to correct performance issues or conduct that do not meet the expected or required standards of EMFC. Corrective Action includes, but is not limited to, verbal coaching, formal verbal warnings and written warnings.

Discipline is action taken either to address situations where the Participant has failed to address concerns outlined in earlier Corrective Action or to respond when there has been a serious violation of the Code of Conduct. Discipline may include, but is not limited to, suspension, termination, or expulsion.

II. Process for Reporting an Infraction

Any individual (the Complainant) may report to a Representative of EMFC a complaint of an Infraction by a Participant (the Respondent). The complaint must be in writing and must be made within 14 days of the alleged Infraction. A complaint may be made verbally if the Complainant gains assurance that the Representative will put the complaint in writing. For the purposes of this policy, a "Representative of EMFC" is any person in a responsible volunteer or staff position within EMFC, including coaches, team managers, the Director of Coaching, and members of the EMFC Board.

III. Process for Handling Reported Infractions

Upon receiving a complaint, the Representative will provide it immediately to either the Director of Coaching or the President of the EMFC Board. The Director of Coaching or the President of the EMFC Board may, in their discretion, determine that an alleged infraction is of such seriousness as to warrant immediate suspension [for Coaches or Players] or expulsion [for Parents/Guardians or Spectators] of the Participant, pending investigation and a disciplinary decision.

Upon receiving a complaint, the Director of Coaching and the President of the EMFC Board will confer and, in their discretion, do one of the following:

- Dismiss the complaint if they deem it to be trivial or vexatious;
- Determine that the complaint does not fall within the jurisdiction of this policy, and refer to it the appropriate body having jurisdiction. (An example would be a complaint of bullying by a Player during a time or activity unrelated to ETF)



- Determine that the matter relates to a Minor Infraction within a team that has not been first addressed by the Team's Coach and refer it to the Coach for informal handling. (An example would be a complaint that a coach is showing favoritism, or a player is being too physical in their play during practice.)
- Determine that the matter relates to a Minor Infraction by a Coach or Parent/Guardian or Spectator and refer it to the EMFC Director for informal handling. (An example would be an initial instance of Parent being loudly unsupportive of the coach during a match.)
- Refer the matter to the EMFC Board to be dealt with formally as a Minor Infraction; or
- Refer the matter to the EMFC Board to be dealt with formally as a Major Infraction.

IV. Disciplinary Procedures

Informal Handling

All informal disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority or influence over the Participant involved (the Assignee): this person will generally be the Player's coach or the Director overseeing the division that includes the Player's coach.

When assigned to informally address a complaint of a Minor Infraction, the Assignee shall:

- Determine if an investigation is required to ascertain whether an infraction has in fact occurred and, if deemed necessary, conduct a fair and impartial investigation of the matter and determine if an Infraction has in fact occurred;
- If an infraction has occurred, use reasonable judgment to directly address the infraction, reporting back to the Director of Coaching in writing what Corrective Action was taken to address Infraction.

The Assignee may consult with any Representative of EMFC to confer on the proposed Corrective Action and determine the best course to follow under the circumstances. The Assignee may also request that the Director of Coaching or a member of the EMFC Board of Directors accompany them to deliver the Corrective Action to the Participant.



If the Assignee determines that an Infraction has not occurred, they shall report this to the Director of Coaching in writing with an explanation of the basis for that conclusion.

Formal Handling

The EMFC Board of Directors shall handle all complaints of Major Infractions within the jurisdiction of this policy and may also deal with complaints of Minor Infractions if so directed by the Director of Coaching and the President of the Board.

Depending on the circumstances of the complaint, the EMFC Board may do one, several or all of the following:

- Conduct an investigation to determine whether the alleged conduct occurred and any extenuating circumstances;
- Invite the Respondent to present their side of the incident to the Board and answer questions the Board may have;
- Invite the Complainant and the victim, if any, to present their side of the incident to the Board and answer questions the Board may have;
- Consult with legal counsel;
- Deliberate on issues of whether a Minor or Major Infraction has occurred and the proposed Corrective Action or Discipline; if any, that should be taken, and,
- Vote on the proposed Corrective Action or Discipline.

If Corrective Action or Discipline will be imposed, the Director of Coaching and one Board member, chosen by the Board, shall prepare a written document applicable to the chosen action, and together deliver the same to the Respondent in the manner most practical under the circumstances.

If the Board decides that an Infraction has not been proven, both the Complainant and the Respondent will be notified of that decision in writing.



V. Corrective Action

Corrective Action to address Minor Infractions may include one or more of the following: a verbal warning that details the offending conduct and proposes alternative acceptable conduct; a written warning that documents the that which is in a verbal warning and indicates that further infractions will lead to discipline; a request for an apology, service or other voluntary contribution to EMFC, or removal of certain privileges of membership for a designated period of time.

VI. Discipline

The following are examples of disciplinary sanctions that may be applied where it is found that a Major Infraction has occurred:

- A written reprimand that indicates it is disciplinary in nature;
- A demand for a verbal or written apology to the Complainant or victim;
- Imposition of required service or other contribution to EMFC that is appropriate under the circumstances;
- Suspension from certain EMFC events or activities;
- Suspension from all EMFC activities for a designated period of time;
- Expulsion from the Club for Players or expulsion from EMFC events for Parents/Guardians or Spectators; (All expulsions will be accompanied by a Notice of Trespass); or,
- Termination of employment for Coaches.

The above are representative penalties only and they may be modified to fit the circumstances of the Infraction.

The EMFC Board's determination of the existence and severity of an Infraction and the appropriate responsive action is a final decision, not subject to appeal.