



# Cumberland United-Unis Soccer Club

Office/Bureau: 860 Taylor Creek # 5, Orléans, Ontario, K1C-1T1

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## REMOVAL OF A REGULAR MEMBER OR TEAM OFFICIAL

### SCOPE

This procedure applies to the dismissal of a regular member or team official. As per Article 4.1 of the CUSC Constitution, a regular member includes a registered player, a CUSC registered team official, a CUSC registered game official, a CUSC registered administrator, or parent or guardian of a registered player under the age of 16.

### 1.0 INTRODUCTION

CUSC has the right to remove or impose disciplinary action on any regular member or team official once the disciplinary process has been exhausted. Definitions of certain phrases used in this document are located in section 7.0.

#### Team Official

In the matter of a team official, the CUSC currently follows a screening process for the nomination of individuals as team coaches or assistant coaches. When requested, these officials are required to provide proof of coaching and training certification, and police security verification. Even with these checks in place it is possible for an individual to contravene established policies and rules once they have been selected.

#### Regular Member

A member becomes a regular CUSC member once they are registered with CUSC.

### 2.0 TERMINATION OF REGULAR AND TEAM OFFICIAL MEMBERSHIP

Normally the term of a team official ends two (2) weeks after the end of the program to which he or she has been nominated. The registration of a regular member ends at midnight on the day of the AGM. It is possible for either of these positions to be otherwise terminated if the parties are found guilty of the following offences:

**Team Official** - A team official may be terminated for any of the following reasons:

2.1.1. Fails to enforce or comply with the discipline decisions dictated by the CUSC Discipline Committee, EODSA, OCSL or OSA.

2.1.2. Promotes the use of unsportsmanlike like behaviour or action during practices or games.



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### **Team Official (continued)**

- 2.1.3. Shows disrespect toward players, parents, team officials or game officials by words or actions.
- 2.1.4. Fails to attend a disciplinary hearing when required to do so.
- 2.1.5. Persistently infringes the OSA Discipline Policy 9.0.
- 2.1.6. Is continuously late for practices or games.
- 2.1.7. Can no longer physically operate a practice or game.
- 2.1.8. Fails to submit necessary reports when requested.
- 2.1.9. No longer considered “in good standing” within the CUSC.

### **Regular Member** - A regular member may be terminated for any of the following reasons:

- 2.2.1. Fails to comply with the discipline decisions as determined by the CUSC Discipline Committee, EODSA, OCSL or OSA.
- 2.2.2. Promotes the use of unsportsmanlike like behaviour or action during practices or games.
- 2.2.3. Shows disrespect toward players, parents, team officials or game officials by words or actions.
- 2.2.4. Fails to attend a disciplinary hearing when required to do so.
- 2.2.5. Persistently infringes the OSA Discipline Policy 9.0.
- 2.2.6. Fails to leave the play area when asked to do so by a team or game official.
- 2.2.7. No longer considered “in good standing” within the CUSC.

### **3.0 WHO CAN MAKE THE DECISION?**

The Executive Committee, upon recommendation from the Discipline Committee, will determine the appropriate disciplinary decision to be taken.

### **4.0 PROCEDURE**

Once a complaint has been brought to the attention of the CUSC Board of Directors:

- 4.1 The Discipline Committee will be instructed to investigate the complaint.
- 4.2 Once the preliminary information has been gathered, the Discipline Committee will decide if the complaint is founded and whether there are sufficient grounds to proceed with a hearing.



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### **4.0 PROCEDURE (continued)**

- 4.3 During the investigation the Discipline Committee may request, in writing, that the team official or regular member in question to attend a hearing. The written request must be made 14 days before the hearing is to be held, and can be sent to the regular member or the team official by either e-mail or regular mail. All supporting documentation must be included with the request.
- 4.4 Regular members or team officials may be suspended from all CUSC activities until the hearing is held.
- 4.5 Any request for a more convenient hearing date must be made at least four (4) days before the set date.
- 4.6 With the possible exception for subsection 2.7, team officials or regular members who do not attend a hearing or are found guilty of offenses described in section 2, in addition to possible dismissal or other disciplinary action, will not be refunded their volunteer fee or be recognized for any award.
- 4.7 Immediately after the hearing, the Discipline Committee will forward their recommendation to the Executive Committee for their action. The Executive Committee will notify the regular member or the team official in writing of their decision within 48 hours.

### **5.0 REQUESTS OR REINSTATEMENT**

All requests for reinstatement must be made in writing by the person affected and must be accompanied by three (3) written recommendations from regular members or coaches in good standing supporting his or her reinstatement. In addition, all offenses, conditions and fines must be corrected.

### **6.0 FINES AND OTHER FEES IN ARREARS**

Team officials and regular members must honour fines or registration fees as required and on the due date. Following notification, members failing to comply with this requirement will be considered “no longer in good standing” with the CUSC.

#### **Notification of Payment in Arrears**

- 6.1 A first notification letter will be sent by registered mail to the concerned person for failure to pay by the prescribed payment date: player registration, team registration, late fees, Cobra supplement cost, training or clinic cost, fines or administrative fees. The letter will show the original amount owed, an administration fee of \$25, and a due date of 14 days within which they must honour or make arrangements for payment.



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### **Notification of Payment in Arrears (continued)**

6.2 At the end of this due date, a second notice will be sent by registered mail informing the concerned person that they will be considered “no longer in good standing” and their membership with the CUSC will terminate unless payment is made within the next seven (7) days. The letter will show the original amount owed, \$25 for the first notification administrative fee, and \$25 for the second notification administrative fee.

6.3 If at the end of this last due date the amount owed is still not paid, the CUSC Administrator will forward the information to the CUSC Board of Directors with his recommendation to dismiss the said person.

### **7.0 DEFINITIONS**

**Team Official:** member registered under the jurisdiction of the CUSC as a coach, assistant coach, treasurer, equipment manager or manager in both the Development and Competitive Leagues, at all levels. Once team officials are relieved of their duties they are considered regular members.

**Discipline Committee:** committee consisting of the Discipline Chair, as nominated by the board of directors, and the operational director. The Discipline Committee may request additional members as needed in the investigative process to deal with the case.

**Executive Committee:** members of the board of directors consisting of President, Vice-President, Treasurer and Secretary.

**Prescribed payment date:** date on which the amount owed to the CUSC is due. i.e. date on cheque, final registration date for training or clinic, start date of summer or winter program.

### EXTERNAL REFERENCE

Approved for use on February 2, 2011  
by the CUSC Board of Directors