



Westminster Warriors Soccer Club

Policy 011 – Club Disciplinary Education Process

Disciplinary action at the Westminster Warriors Soccer Club involves a three-phase education process designed to assist members better understand their role in football. The three phases dealing with breaches are designed to provide ample opportunity for addressing undesirable behaviour in a continual education process.

Phase one – Counsel the Member.

Phase one applies to the first breach of a code of ethics. Procedure for implementing are:

1. The club will keep record of the breach and may provide QCSA with an incident report advising of a breach of a code.
2. The club will inform the offender in writing, detailing the breach and the consequences.
3. Where the offender could not be identified, the club will assume responsibility to identify parents and implement phase one.
4. The club will contact the offender within five days of receiving the breach notice to arrange an information session. The aim of the session is to:
 - o promote the *True Sport Lives Here* values;
 - o educate the offender about why children enjoy sport;
 - o what behaviour discourages and encourages a positive sporting experience;
 - o revisit the Code of Ethics for QCSA. The offender will be informed of phases two and three.
5. If the breach/offending behaviour is deemed to be a serious nature (for example, obscene language, threatening behaviour, any form of racial vilification or physical acts, harassment of an official), the club may proceed to phase two at its discretion.

Phase two – offender suspended from attending games.

Phase two applies to the second breach of a code of ethics in a 12-month period or current season.

Procedure for implementing are:

1. The club will keep record of and provide QCSA with an incident report advising of a second breach of the code.
2. The club will inform the offender in writing, detailing the breach and the consequences.

Consequences of a second breach may be:

- o a fine;
- o place the individual on a bond; and / or
- o a ban from the dressing rooms and/or the substitutes' bench.

3. The club QCSA will contact the offender within five days of receiving the breach notice to confirm attendance at a Harassment-Free Sport workshop conducted by the Anti-Discrimination Commission of Queensland and/or a *True Sport Lives Here* workshop. The aim of the training is to assist offenders identify harassment, discrimination, abuse, and child protection in sport and identify strategies to positively participate in junior football. Offender will be informed of phase three.
4. Offenders issued with a second breach notice must attend either or both the Harassment Free Sport workshop or the *True Sport Lives Here* workshop (upon discretion of the FB. These workshops will be conducted on a monthly basis or a needs basis pending regional demand.
5. Failure to attend the workshop may result in suspension of membership until the attendance requirement is met (upon discretion of the FB).

Phase three – Sanction.

Phase three applies to the third breach of a code of ethics in a 12-month period or current football season.

Procedure for implementing are:

1. The club will keep record of and provide QCSA with an incident report advising of a third breach of the code.
2. The club will inform the offender in writing, detailing the breach and the consequences. If managed by an appropriate organisation rather than the club, a copy of this document will be provided to the club to inform them that phase three has been initiated. Consequences of a third breach may be:
 - o a ban from entering a ground;
 - o ban on taking part in any football related activity; and / or
 - o removal of membership.
3. Once membership has been removed the offender and the associated member (young participant) will not be permitted to participate in any football affiliated with QCSA.
4. The member can apply to QCSA for membership renewal at the start of the next football season. Renewal will be at the discretion of QCSA.



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Code of Conduct Incident Report (1/2)

Offender's Details:

Name:	
Club: <i>(if relevant)</i>	
Team: <i>(if relevant)</i>	
Address:	
Contact phone:	

Incident Details:

Date of incident:	
Time of incident:	
Location/venue:	
Which code was breached (tick one):	
<input type="checkbox"/> Code of Conduct - Participants	<input type="checkbox"/> Code of Conduct - Parents
<input type="checkbox"/> Code of Conduct - Coaches	<input type="checkbox"/> Code of Conduct - Officials
Brief overview of the incident: <i>(e.g., Mr Joe Parent was heard yelling loudly at opposition players while watching his son play in an Under 10's match)</i>	
Steps taken at the time of the incident to correct the behaviour: <i>(e.g., Mr Club President, who was present at the match, quietly advised Mr Parent that his behaviour was inappropriate and in breach of the club's behaviour management policy.)</i>	



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Code of Conduct Incident Report (2/2)

Action Taken:

Date:	
Time:	
Forum: <i>(e.g., regular club meeting; special disciplinary hearing)</i>	
Details of action taken: <i>(e.g., Mr Parent was advised he had committed a phase 1 breach of the Code of Conduct Policy. He was counselled about his actions by the club President and advised that future breaches could result in him not being allowed to attend games or having his membership revoked.)</i>	
Status: <i>(tick one)</i>	<input type="checkbox"/> Dealt with at organisation level <input type="checkbox"/> Referred to a governing body
Name of delegated officer:	
Position:	
Signature:	