

# CSSA Disputes and Disciplinary Policy



It has been recognised that whilst the CSSA Code of Conduct sets out the required code of conduct for our sporting competitions, there still needed to be a policy developed for how to handle breaches of this Code of Conduct in terms of Disciplinary matters. It was also felt that a mechanism for handling disputes should also be instituted.

These guidelines aim to have any disputes settled at the point of the game if at all possible. A process for appeals has been set up if needed.

These guidelines also recognise that disciplinary matters are primarily the responsibility of the student's principal. Nevertheless an offending student will also have to meet the penalties imposed by the association for misconduct.

The disciplinary process has been streamlined by instituting a yellow/red card system for all sports. Each sport will then draw up their particular guidelines for what constitutes a yellow or red card offence.

These guidelines are not exhaustive and will be open to change. We look forward to hearing from you concerning any improvements you maybe able to offer.

## **Policy 1:**

That in dealing with disputes rising from events in which CSSA as competing, the following list of levels be identified as a terms of reference for the management of dispute processes.

### **LEVELS OF HOW DISPUTES ARE TO BE HANDLED FOR REGULAR COMPETITION EVENTS ie: metro cup soccer, interschool sport etc.**

Level 1                      Referee/Umpire

Level 2a)                    Teachers in Charge of the sporting activity from both schools.

                                  2b)                      The Sports Coordinators of the relevant schools.

                                  2c)                      Principals from the relevant schools.

(No complaint is to be sent to the Disputes and Discipline panel without it first being discussed by the Sports Coordinators and Principals of the relevant schools.)

Level 3                      Disputes and Discipline PANEL and, if required, appeals process.

Level 4                      State CSSA Disputes and Discipline COMMITTEE in conjunction with members of the Zone Disputes and Disciplines PANEL.

Level 5                      CSSA EXECUTIVE (for review of Zone processes only)

(CSSA Executive can not over rule CSSA Disputes and Discipline Committee decision on a particular issue but can inform and discuss with the Committee, changes of approach for future events.)

## **LEVELS OF HOW DISPUTES ARE TO BE HANDLED AT GALA DAYS AND CARNIVALS**

- Level 1            Referee/Umpire
- Level 2            Teachers in Charge of the sporting activity from both schools.
- Level 3            A Disputes and Discipline PANEL will be established.

At a later date

- Level 4            State CSSA Disputes and Discipline COMMITTEE in conjunction with members of the Disputes and Discipline PANEL established on the day.
- Level 5            CSSA EXECUTIVE

(CSSA Executive can not over rule CSSA Disputes and Discipline Committee decision on a particular issue but can inform and discuss with the Committee, changes of approach for future events.)

### **Policy 2:**

That in respect of each competition organised , the Coordinator of the competition establish a Disputes and Discipline Panel to hear any disputes that might arise in the course of the competition or Gala Day. Further, that the Disputes and Discipline Panels be established along the following lines.

## **DISPUTES AND DISCIPLINE PANEL**

A Panel of 3 is to be selected at the start of each competition or carnival.  
The Chairman of the panel should not be a member of staff of a school that is party to a dispute.  
A Panel can call in members of the CSSA Disputes and Discipline Committee if considered necessary.

### **Policy 3:**

That in respect of the States Disputes and Discipline process, the CSSA General meeting elect a Disputes and Discipline Committee for the ensuing year to assist in the resolution of disputes and disciplinary matters that might arise in the course of events in which CSSA schools participate . Further, that the Disputes and Discipline Committee be established along the following lines.

## **CSSA DISPUTES AND DISCIPLINE COMMITTEE**

A committee of 5 should be appointed at the AGM. Each committee member should be from separate CSSA member schools.

### **Policy 4:**

That, subject to the endorsement of the CSSA Executive, then the State CSSA Disputes and Discipline Committee have the power to establish and publicise policy to assist in the effective management of disputes and disciplinary processes.

### **Policy 5:**

That the following Disputes and Discipline Policy be adopted and applied throughout all events in which CSSA Schools participate. That all officials be made aware of the CSSA Code of Conduct, the Disputes and Discipline Policy and their responsibility to enforce them.

## DISCIPLINE POLICY

Disciplinary matters are primarily the responsibility of the Principals of the schools which offending students attend. Nevertheless an offending student will also have to serve the penalties imposed by the CSSA.

A system using Yellow and Red cards is to be used for all sports to deal with various levels of infringement /misconduct. On field issues are to be implemented by the referees discretion, however, members of the Competition Panel have the authority to intervene during a game if the CSSA Code of Conduct is breached. The panel will approach the coach of the offending team/player. If the breach continues a Yellow/Red card will be issued.

In addition, on the report of the Principal of a participating school, further disciplinary action may be taken for on-field and/or off-field offences by players, student spectators, parents, coaches and/or staff.

### ON AND OFF-FIELD ISSUES

On-field issues are to be implemented by the referees discretion.

Off-field issues to be implemented by the referees/teacher-in-charge discretion

#### Individual Red Card Offences (General)

- Swearing (offensive, insulting and abusive language) - to be implemented by the referees discretion
- fighting
- deliberate, unnecessary violence (eg attacking the head of a player)
- vandalism of facilities (eg hanging from basketball hoops)
- Spitting at an opponent
- Red card offence as per the rules/recommendations of the individual sport.

#### Individual Yellow Card Offences (General)

- acting in a manner which is in breach of the CSSA Code of Conduct
- arguing with a referee and or dissent from a referee's ruling
- showing dissent in an unacceptable gesture or action
- abuse of equipment (eg. throwing a softball bat)
- dangerous play (eg. late tackle in soccer)
- sledging or verbal provocation of opponents
- poor sportsmanship (eg. kicking the ball away after a penalty)
- inappropriate comments from bench players on the sideline
- yellow card offence as per the rules/recommendations of the individual sport

#### Team Offences - Red Card

- A team may at the referee's discretion, be awarded a red card for unacceptable and/or unsportsmanlike conduct as a whole team. (eg repeated foul play or sledging).
- A team may receive no more than 2 team yellow cards in the course of a competition before being ejected from the competition.
- Offences giving rise to this type of action may include on field and off field events
- Totally unacceptable behaviour (ie vandalism of facilities or extreme insults to players, spectators or staff)
- All in fight of 3 players or more involved from each team.
- Schools that do not honour and enforce the disciplinary procedures of CSSA will be ejected from the competition.

### **Team Offences - Yellow Card**

Unacceptable behaviour from a team or group of players, teachers, parents and spectators can warrant the issuing of a team yellow card.

Offences giving rise to this type of action may include on-field and off-field events, initiated either by the referee or a member of supervising staff. These may include the following:

- |                   |  |
|-------------------|--|
| <b>Team</b>       | <ul style="list-style-type: none"><li>- sledging or verbal provocation</li><li>- arguing with the referee</li><li>- acting in a manner which is in breach of CSSA Code of Conduct</li><li>- Inappropriate behaviour at a school/venue</li></ul>                                  |
| <b>Teachers</b>   | <ul style="list-style-type: none"><li>- arguing with the referee</li><li>- abusing players from either side</li><li>- encouraging unacceptable behaviour and play</li></ul>  |
| <b>Parents</b>    | <ul style="list-style-type: none"><li>- arguing with the referee</li><li>- abusing players from either side</li><li>- encouraging unacceptable behaviour and play</li><li>- Arguing with/abusing the Sports Coordinator or supervising teacher/coach of another school</li></ul> |
| <b>Spectators</b> | <ul style="list-style-type: none"><li>- sledging or verbal provocation of opposition players</li><li>- interfering with the course of the game (eg pitch invasion)</li></ul>   |

### **CONSEQUENCES**

#### **Individual Red Card**

A player receiving a red card will be sent from the field and can have no further involvement in the game. This player cannot be replaced by another player.

- A player receiving a red card will receive an automatic one match suspension.
- A player may, at the discretion of the Zone Disputes Panel, receive more than one week's suspension.

A player receiving 2 Red cards in the period of a competition will be suspended from the competition and their school requested to take further disciplinary action in line with their own discipline policy.

#### **Team Red Card**

A team receiving a red card will be automatically suspended from the competition.

#### **At a Gala Day/Carnival**

A player/team committing a red card offence will be banned from competing further on the day or the Discipline Committee will make an appropriate ruling.

All red card offences will be referred to the appropriate school principal for follow-up action in line with their own discipline policy.

### **Individual Yellow Card**

A player receiving a yellow card has received a warning that his/her actions were inappropriate.

1. A player who receives or commits 2 yellow cards in the course of a match will receive a red card and will be sent from the field. (see above)
2. A player who receives or commits 2 yellow cards over the period of 4 games will be automatically suspended from the next game.
3. In the case of sports which use a sin bin as a means of discipline, a sin bin decision will constitute a yellow card record.

### **Team Yellow Card**

A team receiving or committing a team yellow card offence will have the details recorded by the Competition Coordinator or Disputes and Discipline Panel and a repeat of a yellow card offence by the team will constitute a red card and the team will be ejected from the competition.

### **APPEALS PROCESS**

When the results of each game are faxed to the relevant Competition Convener, any players receiving a yellow or red card should be listed on the results sheet and a report attached indicating what took place. The name and telephone number should be taken by the teacher lodging the complaint for the Zone Disputes chairman to contact in the event of his perspective being required for an appeal.

If it is deemed necessary by the Competition Convener, an incident may be referred to a Disputes and Discipline Panel to discuss the details and make a ruling. If not, the above consequences for a yellow and red card will be automatically recorded and enforced.

After discussion with both the Sports Coordinators and Principals of opposing school, the principal of a school can request that the Disputes and Discipline Panel meet to adjudicate on the details of a particular incident. This request must be in writing and presented within two working days of the incident.

After a Disputes and Discipline Panel has made a ruling, the schools involved will be informed and each school has one full working day to lodge an appeal concerning the panel's ruling. Appeals are addressed to the relevant Competition Convener. From here the Disputes and Discipline Panel will call on members from the Disputes and Discipline Committee to assist in the review of the original adjudication. Their joint ruling will be final.

Schools can lodge an expression of concern re the final ruling to the CSSA Executive, to enable a review of the processes, but the Executive will not overrule the finding of the CSSA Disputes and Discipline Committee.

### **APPEALS PROCESS FOR GALA DAYS/CARNIVALS**

At the conclusion of a Gala Day/Carnival any red card offences will be put in writing (within 1 week) by the Disputes and Discipline Panel and sent to the principal of the offending school with further disciplinary recommendations.

If the principal requests further discussion of the matter, an appeal must be lodged within 1 week to the Disputes and Discipline Committee. A meeting will then be organised between the principal, committee members and any other relevant people, to resolve the problem.

Schools can lodge an expression of concern re the final ruling to the CSSA Executive, to enable a review of the processes, but the Executive will not overrule the finding of the CSSA Disputes and Discipline Committee.

## **GUIDELINES FOR CARNIVAL CONVEORS**

### **Roles for zones - (See also Code of Conduct)**

- a) Zones by mutual agreement may decide on the events for Zone Carnivals, however zones should have a common format for consistency in representing State Carnival representatives.
- b) Zones or individual member schools wishing to run a carnival/activity under the umbrella of CSSA, MUST submit an application to the CSSA Executive Officer.

Any activity which is not approved by CSSA is NOT covered by the Association's Public Liability Insurance.

### **Guidelines**

- a) Carnivals should open with prayer and a general expression of the aims of the carnival and standards of conduct to parents, students etc.
- b) All member school's are to have at least 1 months notice of date, venue (including map), starting and approximate finishing time.
- c) Announcements should be those only pertinent to the carnival and should include records broken, progressive and final points scores (if applicable), age champions (if applicable).

### **Officials**

Convenors and school representatives should ensure all officials are aware of the procedures and rules for the job/event they are running.

- a) Convenors have the power to replace an official/s if deemed to be doing an unsatisfactory job or breaking the CSSA Code of Conduct.
- b) In the case of disputes, the ONLY COMMUNICATION must come via the SCHOOL SPORTS CO-ORDINATOR to the Carnival Referee.
- c) Carnival co-ordinator is to refer any incident/problem situation, that they are unable to settle, to the CSSA Executive, in order to resolve the conflict.

### **First Aid**

- a) Qualified first aid personnel are to be present at every CSSA event involving the possibility of injury.
- b) Accident Report Forms (see Appendix) are to be filed with the CSSA Executive Officer of the CSSA upon completion of the carnival/event. (within 1 week).

### **Cost Sheets (see Appendix)**

Estimate and Actual Cost Sheets for State Carnivals are to be forwarded to the Treasurer one month before and two weeks after the carnival/event.

### **Master copies of Carnival Procedures**

- a) Convenors of State Carnivals are to send to the CSSA Executive Officer a copy of their master sheets for their carnival organisation, which will remain on file for any future carnival co-ordinator.
- b) Convenors should help new Convenors in their organisation of a carnival for the first time.

### **Identification of Zones**

- a) At State Carnivals, it would be an advantage to list member schools of each zone on the program. Students and spectators often do not know which zone they belong to.
- b) Zone colours must be listed with the CSSA Executive Officer, (if applicable).