

KMFA Coach Discipline Policy

KMFA has implemented a disciplinary policy to consistently enforce our vision and mission of providing a safe environment for players, parents, and all stakeholders. Because our policy and procedures are designed for the well-being of all players, parents, coaches, managers, and the board, failure on the part of anyone to comply with these guidelines could lead to automatic dismissal or ban from the association. The KMFA board is prepared to work with coaches to make this program successful and benefit all concerned.

We will administer this disciplinary policy firmly. Upon commencement of coaching recruitment, all coaches will be instructed on the policy. All violations will be dealt with promptly, consistently, and objectively.

Depending on the circumstances or severity of the offence, KMFA reserves the right to forego first and second-offence warnings and proceed directly to suspension or dismissal.

To ensure that all KMFA coaches are held accountable for their actions concerning unsafe practices, harassment, and bullying, the association will take the following disciplinary action steps. The verbal warning should be documented and sent to the appropriate board officials.

VERBAL WARNING

A verbal warning is the first step in disciplinary action and should be utilized when anyone notices that safe procedures/practices or association policies are not being followed. The verbal warning should be documented and sent to the Coaches Committee.

WRITTEN WARNING

After issuing a verbal warning (or if an initial, serious infraction occurs), the Coaches Committee should issue a written warning and a one-game suspension from coaching. Written notice should be documented as a "Written Warning" and sent to the Coaches Committee.

SUSPENSION/DISMISSAL

Serious infractions and (continued) lack of personal accountability will result in a suspension from the association. The Coaches Committee will determine whether the suspension will be extended for a longer period of time or if the coach will be banned from the association.

INTERNAL PROCESS – COACHES DISCIPLINE

The Coaches Committee will be made aware of a real-time verbal warning or discuss a documented situation for consideration of a verbal/written warning. The committee will communicate (in person, virtual meeting, or email) and formulate a recommendation. The Coaches Committee may consult with the Winter Flag/Spring Flag/Tackle & Flackle Committee if deemed appropriate. The committee will make a recommendation to the Board of Directors.

The Board of Directors will have 24 hours to provide an objection to the proposed disciplinary action and include their rationale. If the majority of the board agrees with the objection, disciplinary action does not occur. If no objections are communicated or a majority objection is not received, then the Coaches Committees and season-specific committee disciplinary action recommendation is approved and documented.

KMFA – First Verbal Warning Form

Board of Director documenting (name):

Phone:

Email:

What team was this associated with? ☐ Atom (u10) ☐ Peewee (u12) ☐ JB (u14) ☐ Bantam (u16) ☐ Other:

Incident Information

Date and time of Incident:

Location of Incident:

Verbal Warning Information

Verbal Warning given to (name and team name):

Were there other parties directly involved in the incident? ☐ Yes ☐ No

If yes, please input their information below

#1 Name: Cell:

#2 Name: Cell:

Was there another witness/board member who observed the incident? ☐ Yes ☐ No

If yes, please input their information below

#1 Name: Cell:

#2 Name: Cell:

Description of Event(s) or Incident(s)

Please include circumstances leading up to the event(s), the specifics around the incident(s), and the situation upon dispersal.

I declare, to the best of my knowledge, that the information in this documented verbal warning is accurate and correct.

Signature _____ Date _____

Coach Discipline Committee Members

#1 Name:

Board role: Director of Coaches

#2 Name:

Board role:

#3 Name:

Board role:

4 Name:

Board role:

#5 Name:

Board role: