



**ODFL**

**OTTAWA DISTRICT FUTSAL LEAGUE**

## **Discipline and Appeals Policy**

1 August 2013

## Article 1. Discipline

1.01 Disciplinary action shall be taken in accordance with the OSA Published Rules and the ODFL Discipline Procedures. The following guidelines will apply:

a) In cases where OSA Published Rules provide for Discipline by Review (DBR), the accused player or Team/Club Official shall not be required to appear for a hearing. If the accused person does not request a hearing or does not file an appeal within seventy-two (72) hours of the game where the offence occurred, not including weekends or statutory holidays, he/she may be found guilty and the applicable penalties and/or fines, established by the OSA for the offence for which he/she has been charged shall apply.

b) Any request for a hearing shall be submitted by e-mail to the ODFL Administrator within 72 hours of the game where the offence occurred. A Hearing Fee of fifty dollars (\$50) in the form of a certified cheque or money order payable to the ODFL must be delivered by registered mail, recognized courier service or hand delivered to the League Office within 72 hours scheduled kick-off time of the game, not including weekends or statutory holidays. The hearing fee shall be reimbursed only if the Discipline Panel finds the accused not guilty. An accused who has requested a hearing and fails to appear for the hearing shall forfeit the Hearing Fee.

1.02 Where the OSA Published Rules provide for Discipline by Hearing (DBH), and where the EODSA has delegated to the ODFL the authority to handle all discipline pertaining to league activities, except where the offence was directed at a game official, the ODFL Board of Directors shall appoint an ODFL Discipline Committee or Panel to hold a hearing and deal with the alleged infractions.

1.03 Where disciplinary action results in a suspension, the suspension shall not commence prior to seven (7) calendar days from the issue of the notice of discipline. For example, a player issued with a suspension notice on Friday would serve the suspension for the game(s) scheduled on or after the following Friday.

a) Where a player is suspended for a game(s), and the game is cancelled, or not played, the suspension will carry over to the next scheduled game(s); and

b) If a game is started, then abandoned, based on a decision of the referee, the players suspension is deemed to have been served.

1.04 All players attending a Disciplinary Hearing must be accompanied by an adult who shall act as an advisor, failing which, the hearing will not proceed, and the player shall be suspended until the hearing is held.

1.05 Clubs shall ensure that accused players and Team/Club Officials appear for their Disciplinary Hearing. If, upon being advised of the failure of the accused to appear for their hearing, the Club fails in meeting its responsibility within 30 days of the date of the original hearing, the fine published in the ODFL Fine Schedule, shall be assessed against the Club.

## **Article 2. Appeals**

2.01 Appeals of any decisions by the ODFL Board of Directors, a Disciplinary Panel of the ODFL or the EODSA shall be addressed in accordance with the applicable Published Rules.

## Ottawa District Futsal League Fine Schedule

Approved at 1 August 2013 Special General Meeting

The following table summarizes the Ottawa District Futsal League Fines as defined in the Rules and Regulations for the 2013-14 season and for all subsequent seasons.

All fines shall be assessed against the Club.

NSF Cheques	\$50 plus bank charges
Club Application received after August 30 <sup>th</sup> (or first working day after August 1 <sup>th</sup> ).	\$100 per occurrence
Failure of a Club to attend all or part of the Annual General Meeting or a Special general Meeting	\$100 per occurrence
Failure of a Team Head Coach to produce OSA Player Registrant Books or OSA Player ID Cards and OSA Team Roster Report	\$50 per occurrence
Failure to provide a game sheet generated from the System (if no notice of technical difficulties)	\$50 per game
Hand writing names on games sheets (if no notice of technical difficulties).	\$50 per game
Failure of a Club to attend the Administrator's Pre-Season meeting.	\$100
Failure of a Team to attend the Team's Pre-Season meeting.	\$50
Failure of a Team Head Coach to submit a team roster report and corresponding player numbers by October 15 <sup>th</sup>	\$50
Failure of a Team to produce alternate Team colours when directed to do so by the Referee	\$50 per occurrence
Team playing an ineligible or suspended player under the name of one of its other registered players	\$500
Failure of Club to provide the scheduled Discipline Panel member	\$100 per occurrence
Failure to erect or take down goals or goal nets properly	\$25 per occurrence
Team caused scheduled kick-off of game to be delayed	\$25
Team failing to appear for a game or have at least the minimum number of players required by OSA rules on the pitch within the 10 minute grace period	
First Occurrence	\$200
Second Occurrence	\$400

Third Occurrence -termination of the Team's membership in the League	
If the team failing to appear is the Home Team, the Away Team shall be able to submit a bill for travel expense incurred based on \$0.35 per kilometer.	Not to exceed \$100
If the team failing to appear is the Away Team, the Away Team's Club shall be billed for the referee fee(s) and the gym rental costs.	Actual costs, not to exceed \$100
Game abandoned or because a team is unable to field the minimum number of players at any time after the start of the game	\$100
Team removes itself from the field of play	\$250
Unauthorized rescheduling of a game by team Officials	\$100

## Rights of appeal to the Eastern Ontario District Soccer Association

Clubs have the right to appeal the decisions of the Ontario District Futsal League (ODFL) to the Eastern Ontario District Soccer Association (EODSA).

A decision may be appealed to the EODSA and may be appealed by any party affected by the decision.

The letter of appeal must specify the rationale for appealing the decision of the ODFL. Rationale must include:

1. New facts not available when the ODFL decision was made or not available at previous hearings;  
or
2. Specific procedural errors made by the ODFL or at previous hearings; or
3. Specific instances where Articles and Rules have been wrongly interpreted by ODFL or at previous hearings.
4. Alleged excessive fine, fee, bond or suspension.

Failure to provide an adequate rationale will result in the appeal being ruled out of order and disallowed.

The appeal shall be submitted in writing by registered mail, recognized Courier Service or by hand delivery or by fax or by e-mail to:

Eastern Ontario District Soccer Association

1150 Morrison Dr. Suite 303  
Ottawa, ON, K2H 8S9  
Fax (613) 317-1844  
e-mail: admin@eodsa.ca

When registered mail or recognized courier service is used to submit the appeal, it must be postmarked or dated no more than five (5) working days from the receipt of the written decision rendered by the ODFL.

When hand delivered, faxed or e-mail is used to submit the appeal:

1. it must be received at the EODSA Office no later than five (5) working days from the receipt of the written decision rendered by the ODFL.
2. the recorded payment must be received with the hand delivery or within five response days after the receipt of the e-mail or fax
3. in cases of disputed delivery date regarding appeals submitted by hand delivery fax or e-mail; it is the responsibility of the Appellant to prove which date that the appeal was received at the EODSA Office.

A copy of the letter of appeal may be sent to the ODFL; however, it is the responsibility of the EODSA to advise all relevant parties of the appeal and to provide them with a copy of the appeal.

The appeal to the EODSA must include:

1. a letter of appeal;
2. the appeal fee of two hundred and fifty dollars (\$250.00) by certified cheque or money order;
3. a copy of the decision being appealed.

If the appeal is upheld, the appeal fee shall be refunded to the appellant.

For additional information about appeals, call the EODSA at (613) 233-6561.