# Disciplinary Code
# Amended
# December 2023

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# Chapter I Introduction

## I. Definitions

For the purpose of the PEI Soccer *Disciplinary Code*, the terms set out below are defined as follows:

1. **PEI Soccer** means the Prince Edward Island Soccer Association;
2. **Club** means a Member of PEI Soccer;
3. **Friendly Match** means a match organized by a soccer association, club or other person between teams chosen for the occasion and possibly belonging to different spheres of operation;
4. **Competition Match** means a match between two (2) teams registered with a Provincial/Territorial Associations. This applies to duly sanctioned matches in Leagues, Cup Competitions and Tournaments;
5. **Match** shall mean any Friendly Match, International Match or Competition Match;
6. **Judicial Body** means one of the following committees of PEI Soccer: (i) the Disciplinary Committee; (ii) the Appeals Committee; (iii) the Ethics Committee;-and all of them together shall be known as the Judicial Bodies;
7. **Match Official** means the referee, assistant referees, fourth official, match commissioner, referee inspector/assessor, the person in charge of safety, and other persons appointed by PEI Soccer to assume responsibility in connection with a match;
8. **Official** means anyone, with the exception of players, performing an activity connected with soccer at an Association or Club, regardless of title, the type of activity (administrative, sporting or any other) and the duration of the activity. It includes all Directors, Officers, committee members, coaches, trainers, Match Officials', diversity officers, persons in charge of safety, and any other person responsible for technical, medical and/or administrative matters in PEI Soccer, its Members, Clubs or Leagues, as well as all other persons obliged to comply with the PEI Soccer By-laws.
9. **Post-match** means the time between the final whistle from the referee and the teams' departure from the confines of the stadium/field;
10. **Pre-match** means the time between the teams' arrival in the confines of the stadium/field and the whistle for kickoff from the referee;
11. **Stadium** means an area of land on which sports are played. Its perimeter is defined and it may include structures which houses change rooms, a club house, administrative offices, or

similar and rows of seats or standing areas surrounding or partially surrounding the playing surface; and

12. **Statutory Objectives** means any one or all of the following: FIFA *Statutes*, CONCACAF *Statutes*, FIFA *Laws of the Game*, Canada Soccer *By-Laws*, Canada Soccer *Code of Conduct and Ethics*, Provincial/Territorial By-Laws, Association directives and policies currently in force, Circulars issued by FIFA, CONCACAF and Canada Soccer, and competition regulations issued by an Association.

Terms not defined herein shall have the meaning ascribed to them in the Canada Soccer *By- law*, as amended from time to time.

## II. Purpose

The *PEI Soccer Disciplinary Code*:

1. Specifies the organization, procedures and functions of the Judicial Bodies of PEI Soccer;
2. Describes the disciplinary processes PEI Soccer will follow when the FIFA *Laws of the Game*, PEI Soccer *Code of Conduct and Ethics*, PEI Soccer *Rules and Regulations, Canadian Anti-Doping Policy,* FIFA *Anti-Doping Regulations* and any/all PEI Soccer *Competition Regulations* are breached; and
3. Specifies the disciplinary measures or sanctions that may be imposed.

Where there are any discrepancies between this document and the Canada Soccer *Disciplinary Code*, the Canada Soccer *Disciplinary Code* will take precedence.

## III. Scope of Application

1. The *PEI Soccer Disciplinary Code* applies to all categories of membership as defined in Article 3 of the PEI Soccer *By- laws* and to Officials, players and individuals employed or engaged by PEI Soccer. The Code also applies to the Directors of the Members Clubs or League Members or any other individuals who perform duties on behalf of these Members when the Members are engaged in soccer-related activities, whether on or off field, sanctioned by PEI Soccer.
2. This *PEI Soccer Disciplinary Code* applies to every match and competition organized by PEI Soccer or its Members and to breaches of the FIFA *Laws of the Game*, PEI Soccer *By-Laws*, *Rules and Regulations*, *Code of Conduct and Ethics* and polices and directives in force. It also applies to any breach of PEI Soccer *By-Laws, Rules and Regulations, PEI Soccer Code of Conduct and Ethics* and policies that do not fall under the jurisdiction of any other body.
3. Infringements are punishable regardless of whether they have been committed deliberately or negligently and regardless of whether one is the instigator or an accomplice.
4. The *PEI Soccer Disciplinary Code* applies to facts that have arisen after the *PEI Soccer Disciplinary Code* has come into force.
5. Terms referring to natural persons are applicable to all genders. Any term in the singular applies to the plural and vice-versa.

## IV. Member Association Disciplinary Codes

1. The sanctions outlined in the *PEI Soccer Disciplinary Code* represent the minimum sanctions that may be imposed by a Member Club. Member Clubs shall not incorporate sanctions within their own disciplinary rules and/or regulations that fall below those specified in the *PEI Soccer Disciplinary Code*.

## V. Jurisdiction

1. Any person or organization reported for misconduct, and all cases of misconduct involving alleged physical assault, attempted physical assault, or threatening behaviour shall be dealt with by a Judicial Body of the Association except as otherwise stipulated herein.
2. PEI Soccer shall have direct jurisdiction in the following matters:
    a. Complaints or enquiries referred to it by another Provincial/Territorial Association;
    b. Misconduct by any person arising from participation in PEI Soccer's Provincial Teams Program;
    c. Misconduct by Club Members;
    d. Misconduct by Member Clubs or Leagues, or any of their officers and officials;
    e. Misconduct in Leagues or competitions sanctioned and/or organized by PEI Soccer;
    f. Misconduct at PEI Soccer's Provincial or Regional Competitions;
    g. Misconduct arising from any international event (in or outside of Canada) where participation is given prior approval by PEI Soccer; and
    h. Any other matter directly related to PEI Soccer which PEI Soccer, in its sole discretion, chooses to handle.
3. PEI Soccer shall also have the power to deal with violations of the *Laws of the Game,* PEI Soccer *Rules and Regulations* and policies, or misconduct by any of their Clubs or Associations, or by any of their players, Officials, or members.
4. All alleged offenses, other than those involving alleged physical assault, attempted physical assault, or threatening behaviour or alleged physical contact with Match Officials or attempted physical contact with Match Officials, may be dealt with by the League in whose jurisdiction the alleged offence took place.
5. All hearings involving physical contact with Match Officials or attempted physical contact with Match Officials shall be dealt with by PEI Soccer.
6. PEI Soccer and Leagues shall ensure that their disciplinary rules, regulations, and procedures are consistent with those of Canada Soccer and any discipline hearing shall be conducted in accordance with these rules and regulations.
7. In all cases, the parties concerned shall have the right to appear and make statements at a hearing.
8. Every Club is responsible for the actions of its players, Officials and spectators. Players, Officials, and spectators may only take part in or attend games on condition that they observe PEI Soccer's *Rules and Regulations, Code of Conduct & Ethics* and policies.
9. Every Club and League is required to take all precautions necessary to prevent its players, Officials, and spectators from threatening or assaulting anyone at games, especially the

Match Officials.

10. Every Club and League is required to take all precautions necessary to prevent match manipulations.
11. PEI Soccer, in its sole discretion, may delegate its jurisdiction to a League.

## VI. Misconduct

1. In addition to any/all matters referred to in any of PEI Soccer's *Rules and Regulations, Code of Conduct & Ethics* or policies, it shall be deemed misconduct if any individual, person, entity or organization has, in the judgment of a Discipline Hearing Committee following a hearing of that Committee, committed any of the following offenses:
    a. Violated the *Laws of the Game*, the PEI Soccer *Rules and Regulations,* or the rules, regulations or policies of an League;
    b. Bet on any game, match or PEI Soccer sanctioned event, other than as permitted in accordance with provincial, federal or international law;
    c. Offered or accepted, with a view to influencing the result of a game, consideration to or from any Association, Club, League, player, team official, or Match Official;
    d. Criminal misconduct or human rights abuse;
    e. Any act or statement, verbally or in writing, which is considered to be a lack of sportsmanship, insulting, or improper behaviour or is likely to bring the game into disrepute.

2. Anyone who, in soccer-related activities, forges a document, falsifies an authentic document or uses a forged or falsified document to purposely deceive will be sanctioned with a fine:
    a. If the perpetrator is a player, a suspension of at least six (6) matches will also be pronounced.
    b. If the perpetrator is an Official or an intermediary, a ban on taking part in any soccer- related activity for a period of at least twelve (12) months will also be pronounced.
    c. A Club may be held liable for an infringement as defined in subsection (a) committed by one of its players. In such a case, an expulsion from a competition may be pronounced in addition to a fine for the Club concerned.
    d. A Club may be held liable for an infringement as defined in subsection (a) committed by one of its Officials. In such a case, an expulsion from a competition and/or a transfer ban may be pronounced in addition to a fine for the Club concerned.

## VII. Membership Consequences

1. When a Club, League, Player, Match Official or Member is sanctioned, the PEI Soccer Board of Directors will apply any subsequent action in respect to the offending Club, League, Player, Match Official or Member in relation to their membership or connection with PEI Soccer.
2. No suspended player or member of any such Club or League so suspended or removed from PEI Soccer shall be eligible for membership in any other Association (Provincial/Territorial or District), League, or Club belonging to, or under the jurisdiction of, Canada Soccer.

# Chapter 2 The Disciplinary Process

## General Principles

### I. Independence

1. The Judicial Bodies make their decisions entirely independently. They shall not receive instructions from any other Judicial Body, and a member of another Judicial Body may not stay in the meeting room during the Judicial Bodies' deliberations unless they have been explicitly summoned to attend.
2. An individual may not serve as Chair of more than one Judicial Body.
3. An individual who serves on a Judicial Body may not at the same time be a Director or serve on any other committee of PEI Soccer.
4. An individual may not serve on a Judicial Body if that individual or an immediate family member is either employed or contracted by, or holds any other official position at PEI Soccer.

### II. Confidentiality

1. Members of the Judicial Bodies shall ensure that everything disclosed to them during the course of their work, including but not limited to the facts of the case, the content of their deliberations, and the decisions taken, remain confidential.
2. The content of written decisions provided to addressees may subsequently be made public at the discretion of PEI Soccer.

### III. Conflict of Interest

1. Members of the Judicial Bodies must decline to participate in any meeting concerning a matter in which they are in a real or perceived conflict of interest. Such instances include, but are not limited to the following:
    a. if the member in question has a direct interest in the outcome of the matter;
    b. if the member is associated with any of the parties; or
    c. if the member has already dealt with the case under different circumstances.
2. Members of the Judicial Bodies who decline to participate in a meeting on any of the above grounds shall notify the Chair immediately.
3. The parties subject to any proceeding with the Judicial Bodies may also raise an objection to a member of a Judicial Body hearing the case that they believe to be biased. The Chair of the applicable Judicial Body shall decide on any such claim of bias. The Chair's decision shall be final and binding.
4. Proceedings that have involved someone whom the Chair has ordered not to participate will be considered null and void.

### IV. Closed Proceedings

1. Proceedings of any Judicial Body may be closed if:
    a. All parties involved in the proceedings reach agreement;

b. A party declares bankruptcy; or

c. The proceedings become baseless in the discretion of the Judicial Committee in their sole discretion.

## V. Sanctions Common to both Natural and Legal Persons

Both natural and legal persons are punishable by each, or a combination of, the following sanctions at the discretion of the Judicial Body hearing the case:

1. Warning
    a. A warning is a reminder of the substance of a disciplinary rule allied with the threat of a sanction in the event of a further infringement.
2. Reprimand
    a. A reprimand is an official written pronouncement of disapproval sent to the perpetrator of an infringement.
3. Fine
    a. Judicial Bodies may impose monetary sanctions based on the minimum standards outlined in Annex A. These minimum fines may be increased based on the weight of evidence presented in the case.
    b. The Judicial Body that imposes the fine decides the terms and time limits for payment.
    c. Provincial/Territorial Associations are jointly liable for fines imposed on representative team players and Officials. The same applies to Clubs in respect of their players and Officials. The fact that a natural person has left a Club or Association does not cancel out joint liability.
4. Suspension
    a. Judicial Bodies may impose a suspension, in addition to the mandatory minimum suspension outlined in Annex A, for a specific number of games, length of time or from all soccer related activity based on the weight of evidence presented in the case.
5. Return of Awards
    a. The person required to return an award shall return the benefits received, and in particular sums of money and symbolic objects (medal, trophy).

## VI. Failure to Respect Decisions

1. Any financial or non-financial decision that has been pronounced against a natural person by a Judicial Body, duly recognized by PEI Soccer, shall be enforced by the Association of the Judicial Body that has pronounced the decision or by the natural person's new Association if the natural person has in the meantime registered (or otherwise signed a contract in the case of a coach) with a Club affiliated with another Association, in accordance with the principles established in Section V above and in compliance with the applicable disciplinary regulations.
2. Any financial or non-financial decision that has been pronounced against a Club or a Member of PEI Soccer by a Judicial Body, duly recognized by PEI Soccer, shall be enforced by the Association of the Judicial Body that has pronounced the decision in accordance with the principles established in Section V above and in compliance with the applicable

disciplinary regulations.

### Information Reporting Requirements

1. Associations and other sport organizations shall notify the Judicial Bodies of Canada Soccer of
   any serious violations of Canada Soccer's Statutory Objectives.
2. Any disciplinary action to be taken at a Friendly Match between two (2) representative teams from different Associations is the responsibility of the organization to which the sanctioned player belongs. However, in serious cases, the Canada Soccer Disciplinary Committee may intervene in the case. The Associations shall inform Canada Soccer of the sanctions pronounced.
3. Associations and Leagues shall include, with all decisions, a notice that indicates the following information:
   a. Association rules regarding appeals;
   b. Association address where the appeal is to be lodged;
   c. Method of payment and amount of fee;
   d. Statement of fact document; and
   e. Decisions which may be appealed to Canada Soccer.

# Administration

## VII. Costs

1. Costs shall be paid by the unsuccessful party.
2. If there is no unsuccessful party, costs shall be borne by the Association hearing the case.
3. If considered fair to do so, costs may be split among several parties.
4. The Chair of the Judicial Body may, in exceptional circumstances, decide to curtail or dispense with costs and expenses.
5. No procedural compensation shall be awarded in proceedings of the Disciplinary and Appeal Committees.
6. Any cost incurred by applications for leave to appeal that are deemed baseless by the Chair of the Judicial Body shall be paid by the appellant.

## VIII. Timelines

1. Time limits referred to herein begin the day following the receipt of relevant documents.
2. Time limits to which other persons must adhere commence four (4) days after a document has been delivered by PEI Soccer.
3. If the last day of the time limit coincides with a public holiday the time limit will expire on the next day.
4. Documents must be sent to the relevant Judicial Body no later than midnight on the last day of the time limit.
5. If the document is sent electronically, the document must be sent to the Judicial Body before midnight on the last day of the time limit.
6. In the case of appeals, the deposit demanded is considered to have been paid in time if the payment is received by PEI Soccer by midnight on the last day of the time limit.
7. Time limits are suspended from December 24 to January 2 inclusive and during the period beginning two (2) days before the Annual Meeting of the Members of PEI Soccer and ending

two (2) days after that meeting.

8. Time limits established in the *PEI Soccer Disciplinary Committee* may be extended due to unforeseen circumstances.
9. Time limits established by the Chair of a Judicial Body may be extended but never more than twice.

## IX. Liability

1. Except in the case of gross negligence, neither the members of the Judicial Bodies of PEI Soccer nor the Executive Director, nor the Directors may be made found liable for any deeds or omissions relating to any disciplinary or appeal procedure.

## X. Language

1. The official languages available to be used in proceedings are English.
2. All decisions rendered will be published English.

## XI. Limitation Period for Prosecution

1. Infringements committed during a match may no longer be prosecuted after a lapse of two (2) years.
2. Anti-doping violations may not be prosecuted after ten (10) years have elapsed.
3. Prosecution for corruption is not subject to a limitation period from Canada Soccer.
4. The limitation period commences on the day on which the perpetrator committed the infringement, if the infringement is recurrent, from the day on which the most recent infringement was committed, and if the infringement lasted a certain period, from the day on which it ended.
5. The limitation period is interrupted if the Disciplinary Committee commences proceedings before it has expired.

## XII. Limitation Period for the Enforcement of Sanctions

1. The limitation period for the enforcement of sanctions is five (5) years.
2. The limitation period begins on the day on which the decision comes into force.

# The Process

## XIII. Making a Complaint

1. Any person may file a report where that person believes conduct has taken place that is incompatible with the PEI Soccer *By-Laws*, PEI Soccer *Rules and Regulations*, and/or PEI Soccer *Code of Conduct and Ethics.* The Report is to be made in writing and sent to admin@peisoccer.com where it will be assessed by the Executive Director or an independent case manager and assigned in accordance with Section XV below.
2. Referees are to submit a Dismissal Form and are to report all misconduct, together with any other infractions or incidents which they observe when officiating, by players and coaches who are sent from the field of play together with any other infractions or incidents which they observe when officiating. Other Match Officials appointed to a game

are to report on infringements observed by them. Reports and/or Dismissal Forms are to be submitted in writing to the League Coordinator, where appointed, or in accordance with the Competition Regulations.

3. A complainant and/or respondent may apply to PEI Soccer for leave to appeal a decision rendered on completion of the PEI Soccer discipline and appeal process that involve an interpretation or breach of PEI Soccer *Rules and Regulations* and policies or the policies or regulations of the League, unless the disciplinary sanction pronounced is:
    a. a warning;
    b. a reprimand;
    c. a suspension for fewer than three (3) matches or of up to two (2) months;
    d. a fine of up to $5,000 imposed on an Association or a Club or of up to $750 in other cases;
    e. decisions passed in compliance with the *PEI Soccer Disciplinary Code*; or
    f. decisions passed in compliance with PEI Soccer or Association competition regulations and/or regulations where such decisions are final and binding.
4. A complainant and/or respondent may apply to PEI Soccer for leave to appeal decisions taken by PEI Soccer under the provision of the PEI Soccer *Code of Conduct and Ethics* that involve only an interpretation or a breach of that policy.
5. An appeal may be lodged with the Appeals Committee against any decision rendered by the PEI Soccer Judicial Bodies, unless the disciplinary sanction pronounced is:
    a. a warning;
    b. a reprimand;
    c. a suspension for fewer than three (3) matches or of up to two (2) months;
    d. a fine of up to $5,000 imposed on an Association or a Club or of up to $750 in other cases;
    e. decisions passed in compliance with the *PEI Soccer Disciplinary Code*; or
    f. decisions passed in compliance with PEI Soccer or Association competition regulations and/or regulations where such decisions are final and binding.

## XIV. Assignation of a Complaint to a Judicial Body

1. Within five (5) days of receipt, a complaint shall be assigned to the appropriate Judicial Body as follows:
    a. A complaint regarding conduct that violates the PEI Soccer *Code of Conduct and Ethics* shall be referred for investigation to the PEI Soccer Ethics Committee.
    b. All other complaints shall be referred to the PEI Soccer Disciplinary Committee.
2. In all cases of alleged physical assault, attempted physical assault, or threatening behavior toward a match official, the accused shall be suspended from all soccer activities from the date of the alleged incident until a hearing has been held and the case has been decided.
3. In all cases where a person has been charged with a Criminal Code of Canada offence(s), the accused shall be suspended from all soccer activities until the case has been concluded in the Criminal Court, and if necessary, a hearing has been held and the case has been decided.

## XV. Ethics Committee

1. The Ethics Committee is an investigative body which is responsible for investigating the conduct of all persons bound by the PEI Soccer *Code of Conduct and Ethics.*
2. The Ethics Committee shall consist of three (3) members, one of which shall serve as Chair of the Committee.
3. The terms of reference of the Ethics Committee are specified in the PEI Soccer *Rules and Regulations*.
4. PEI Soccer shall appoint a staff member to serve as the Ethics Committee Secretary to manage claims submitted to the Committee.

## XVI. Ethics Committee Procedures

1. The Ethics Committee shall investigate all complaints received.
2. The Ethics Committee shall reserve the right to investigate the conduct of all persons bound by the PEI Soccer *Code of Conduct and Ethics* even when said persons are not performing their duties, if such conduct is likely to seriously damage the integrity, image or reputation of PEI Soccer.
3. If an Association has not addressed a complaint, the Ethics Committee shall be entitled to investigate.
4. The Ethics Committee shall consider only the written information included in the complaint and shall examine aggravating and mitigating circumstances equally.
5. If the Ethics Committee deems that there is no prima facie case, it shall close the case. Such decisions are not subject to appeal. The Ethics Committee shall document all facts in an initial report which shall be sent to the complainant and will be kept on file at PEI Soccer. Documentation needs to be sent to all parties involved in the dispute.
6. If a prima facie case is found, the Ethics Committee shall inform both the complainant and the respondent and shall forward the complaint and all supporting materials to the appropriate Judicial Body.
7. One or more members of the Ethics Committee shall present the case to the Disciplinary Committee if a personal hearing is conducted.

## XVII. Disciplinary Committee

1. The Disciplinary Committee shall consist of three (3) members, one of which shall serve as Chair of the Committee.
2. The terms of reference of the Disciplinary Committee are specified in the PEI Soccer *Rules and Regulations*.
3. PEI Soccer shall appoint a staff member to serve as the Disciplinary Committee Secretary to manage claims submitted to the Committee.
4. The Disciplinary Committee is responsible for:
    a. Sanctioning serious infringements which have escaped the Match Officials' attention;
    b. Rectifying obvious errors in the referee's disciplinary decisions;
    c. Extending the duration of a match suspension incurred automatically by an expulsion;
    d. Pronouncing additional sanctions, such as a fine; and
    e. Acting upon any report and supporting materials received from the Ethics Committee.
5. The Chair of the Disciplinary Committee may serve as the sole member of the Disciplinary

Committee when:

a. the recommended sanctions for the infringement do not exceed a suspension for three (3) matches or up to two (2) months;
b. the fine imposed does not exceed $100;
c. a ruling increases a recommended sanction;
d. an objection is raised to the inclusion of a member of the Disciplinary Committee;
*e.* a case involves a matter under Section VI above.

## XVIII. Disciplinary Committee Procedures

1. Parties to a complaint are obliged to assist in establishing the facts. As a result, they must comply with requests for information received from a Judicial Body or from the Executive Director. Failure to comply with such requests for information within the stipulated timeline may result in a fine as per the Appendix attached hereto.
2. Types of proof that may be presented include but are not limited to:
    a. Reports from Match Officials;
    b. Misconduct reports from other Associations;
    c. Declarations from the parties and from witnesses;
    d. Material evidence;
    e. Expert opinions; and
    f. Audio and/or video recordings.
3. The Disciplinary Committee has absolute discretion regarding what constitutes proof and which proof is admissible. If there is a discrepancy amongst reports from various officials at the Match, the referee's report is considered authoritative regarding on field events and the match commissioner's report is considered authoritative regarding incidents outside the field of play.
4. The Disciplinary Committee will normally make its decision based on the material within its possession once the stipulated timelines are reached. The Disciplinary Committee may summon parties to a personal hearing when it believes that oral statements should be heard. In such instances, the hearing must comply with the requirements in Section XX below.
5. Decisions rendered by the Disciplinary Committee are to be written and must include the names of the Discipline Committee members, the names of the parties, the grounds for the decision and the facts upon which it was based, the decision itself, and the channels for appeal. Decisions are to be signed by the Chair of the Committee.
6. Written decisions are to be forwarded to the parties concerned within forty-five (45) working days and, in cases where a personal hearing is held, within fifteen (15) working days after the date of the hearing.
7. Decisions may be communicated by facsimile, by electronic mail or by registered letter.

## XIX. Personal Hearings

1. If the Disciplinary Committee determines that a personal hearing is required, it shall set the hearing on a date within twenty-five (25) business days of receiving the complaint and shall give notice to all parties and, if applicable, to the Member Association concerned as soon as possible and in every case within at least ten (10) business days' prior to the scheduled hearing. By mutual consent and in writing, the parties may modify these timelines.
2. The Disciplinary Committee that hears the complaint shall have a minimum of three (3) members, one of whom shall serve as Chair.
3. At the Committee's discretion, one of its members may act as recording secretary, or the committee may appoint a non-voting recording secretary to attend the hearing.
4. The accused or the accused's representative appointed in writing must be present at the hearing or the hearing cannot proceed.

   *Pleading Guilty: An accused party may plead guilty and forego a hearing. Written notification of such must be received by the Governing Organization no later than four days prior to the date of the hearing. In doing so, the accused party accepts the maximum penalty applicable to the Misconduct Type charged. The accused party may not appeal a decision rendered by the Discipline Hearing Panel once the guilty plea has been entered, unless the penalty assessed is not within the standard range in accordance with the guidelines.
5. The parties may call witnesses to the incident to submit written information or to appear at the hearing. The party calling the witness is responsible for expenses when the witness is required to appear at the hearing.
6. The hearing must be held behind closed doors and shall proceed as follows. The Chair may adjust the sequence of these actions.
   a. The Chair shall read the complaint and clearly state the charge.
   b. The author of the complaint (if present) shall be given an opportunity to comment on or to add any qualifications to the complaint.
   c. The accused shall be allowed to ask relevant questions to the complainant (if present) and to make submissions and/or statements on his or her own behalf.
   d. Committee members may question the complainant and the accused and any witnesses invited to participate by either the complainant or the accused.
   e. The complainant and the accused will be invited to make summary statements before withdrawing.
   f. The Committee shall consider the evidence presented and decide the case such that the timeline in Section XIX (6) is met.
7. Requests to postpone a hearing once it is scheduled must be made no later than five (5) business days' prior to the hearing date. Such a request must be accompanied by a certified cheque or money order in the amount of $1,000.00 to be refunded if the request is denied.

## XX. Sanctions

1. The Discipline Hearing Committee shall have the power to order any of the following sanctions, in any combination, using the minimum standards outlined in Annex A as a guide:
   a. to be suspended from any or all specific soccer activity either permanently, indefinitely, or for a stated period of time;
   b. to be suspended for a specific number of scheduled games in a designated competition;

c. to be fined;
d. to receive a written notice of admonishment;
e. to prepare and deliver a letter of apology;
f. to pay any or all expenses of the Discipline Hearing Committee.

## XXI. Players' Status Committee

1. The Players' Status Committee shall consist of three (3) members, one of which shall serve as Chair of the Committee.
2. The terms of reference of the Players' Status(Transfer) Committee are specified in the PEI Soccer *Rules and Regulations*.
3. PEI Soccer shall appoint a staff member to serve as Players' Status Committee Secretary to manage claims submitted to the Committee.
4. The Players' Status Committee is responsible for resolving disputes between clubs, their players, and/or their intermediaries.
5. The FIFA *Regulations on the Status and Transfer of Players* and the FIFA *Regulations on Working with Intermediaries*, as amended from time to time by FIFA Circulars, as well as the Canada Soccer *Rules and Regulations*, shall guide the Committee's decisions. In any cases of discrepancies between the requirements of the above FIFA documents and the Canada Soccer *Rules and Regulations* and *PEI Soccer Disciplinary Code*, the FIFA requirements shall take precedence.

## XXII. Players' Status Committee Procedures

1. The complainant shall submit their petition of dispute in writing.
2. The complainant shall include the claim as well as the reasons and means of proof and be signed by the complainant or a representative of the complainant.
3. When a petition is filed, the Players' Status Committee Secretary shall request a reply to the petition of dispute from the respondent, which must be submitted to both the Players' Status Committee Secretary and to the complainant within fifteen (15) business days of the request.
4. The complainant shall be granted an additional fifteen (15) business days to submit a rebuttal to the rebuttal to the respondent's submission, a copy of which must be provided to the respondent.
5. The Players' Status Committee shall be convened to review the submissions from the respective parties.
6. The Players' Status Committee may, at its sole discretion and without holding a hearing, render a decision if, on the basis of the written documentation submitted to it, it is evident that the FIFA *Regulations on the Status and Transfer of Players*, the FIFA *Regulations on Working with Intermediaries*, or the Canada Soccer *Rules and Regulations* were clearly breached.
7. If upon review of the written submissions from the parties the Players' Status Committee determines that a personal hearing is required, the hearing process will be followed as per Section XX.

## XXIII. Appeals

1. A decision of the PEI Soccer Disciplinary Committee, Ethics Committee or Players' Status Committee may be appealed, as provided for by Section XIV (4) and XIV (5).
2. A complainant and/or respondent may apply to PEI Soccer for leave to appeal a decision rendered via a Provincial/Territorial appeal process, as provided for by Section XIV (3).
3. A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the respondent:
    a. making a decision for which it did not have authority or jurisdiction as set out in governing documents;
    b. failing to follow procedures as laid out in the approved policies of the association;
    c. making a decision which was influenced by bias;
    d. exercising its discretion for an improper purpose; or
    e. making a decision which was unreasonable.
4. To submit an appeal, the appellant must apply in writing to PEI Soccer within ten (10) business days' after receipt of the decision being appealed.
5. The written appeal must contain:
    a. Decision being appealed;
    b. Reason for Appeal;
    c. Notice to Other Party or Parties;
    d. Statement of facts;
    e. Rule or regulation that has been contravened;
    f. Remedy sought;
    g. The appeal fee of $500.
6. Where an appeal has been submitted to PEI Soccer, a decision shall not be suspended unless the PEI Soccer Appeals Committee so orders.
7. An appeal shall not defer the decision, except in the event of any financial sanction, fine or penalty that is being contested.

## XXIV. Appeals Committee

1. An Appeals Committee shall comprise three (3) members, one of whom shall serve as Chair of the Committee.
2. The terms of reference of the Appeals Committee are specified in the PEI Soccer *Rules and Regulations*.
3. PEI Soccer shall appoint a staff member to serve as Appeals Committee Secretary to manage appeals submitted to the Committee.
4. The Chair of the Appeals Committee may serve as the sole member of the Committee when the Committee is making the following decisions:
    a. deciding on an appeal against a decision to extend a sanction;
    b. resolving disputes arising from objections to members selected to serve on the Appeals Committee;
    c. ruling on appeals against provisional decisions made by the Chair of the Disciplinary Committee; and
    d. pronouncing, altering, or annulling provisional measures.

## XXV. Appeals Committee Procedures

1. Any party intending to appeal shall inform PEI Soccer of its intention to do so in writing within ten (10) business days of notification of the decision being appealed. This application for leave to appeal notification shall include the grounds for appeal as per Section XXIV above and must be accompanied by a certified cheque, money order or etransfer for $500. This amount will be reimbursed to the appellant if the case is successful. Costs and expenses payable by an unsuccessful appellant are deducted from this amount and any remaining amount is reimbursed to the appellant. If the deposit is insufficient, the unsuccessful appellant will be ordered to pay the difference.
2. Sanctions, other than financial orders, imposed remain in force until the Appeals Committee procedure is completed.
3. Financial orders to pay a sum of money are suspended until the Appeals Committee procedure is completed.
4. Within fifteen (15) business days' of receipt of the appeal, the Appeals Committee must decide whether or not the appeal has been made on legitimate grounds.
5. If the Appeals Committee determines that the appeal is made on legitimate grounds, it shall inform both the appellant and the respondent immediately and shall provide a copy of the appeal to the respondent. If the Appeals Committee determines that the appeal is not made on legitimate grounds it shall so inform the appellant who shall be granted no further avenues of appeal.
6. The respondent shall be granted fifteen (15) business days to submit a rebuttal to the appellant's submission.
7. The Appeals Committee may, at its sole discretion and without holding a hearing, decide an appeal if, on the basis of the written documentation submitted to it, it is evident that the PEI Soccer *By-laws* and/or PEI Soccer *Rules and Regulations* and/or PEI Soccer *Code of Conduct and Ethics* have or have not been breached.
8. If upon review of the written submissions from the parties the Appeals Committee determines that a personal hearing is required, the hearing process will be followed as per Section XX above.
9. Decisions rendered by the Appeals Committee are to be written and must include the names of the Appeals Committee members, the names of the parties, the grounds for the decision, the facts upon which it was based and the decision itself. Decisions are to be signed by the Chair of the Committee.
10. Written decisions are to be forwarded to the parties concerned within forty-five (45) business days' and, in cases where a personal hearing is held, within fifteen (15) business days' after the date of the hearing.
11. Decisions may be communicated by facsimile, by electronic mail or by registered letter.
12. The right is reserved for an appeal to be made to The Sport Dispute Resolutions Centre of Canada (SDRCC) as affirmed in the Canada Soccer *By-laws*.

The PEI Soccer *Disciplinary Code* came into force on December 11, 2023 and may be amended, deleted, or replaced by Ordinary Resolution of the Board of Directors.

## ANNEX A Tables of Minimum Sanctions for Misconduct

As per Section V of the *PEI Soccer Disciplinary Code,* the guidelines below represent the minimum sanctions that a Judicial Body may apply. For the avoidance of doubt, sanctions may be either one of, or a combination of, a fine and/or suspension. In the case of sanctions for Serious Infringements outlined below, players are required to serve the minimum suspension for the offense. Sanctions for any offense may be increased based upon the weight of the evidence presented and/or on the severity of the misconduct.

Contents of these Tables are the responsibility of the PEI Soccer Disciplinary Committee, and may be amended at any time.