



Vision Soccer Academy of Waukees Sportsmanship, Ethics and Harassment Policy

- The Vision Soccer Academy of Waukees (VSA) has always encouraged good sportsmanship and ethical behavior in its program. The VSA feels that good sportsmanship does not just happen; it needs to be taught, encouraged and demonstrated. The VSA believes that if players, coaches, officials and spectators understand what is expected of them when it comes to sportsmanship, they will generally act accordingly. It is with this positive philosophy that the VSA developed the following policy.
- The club also realizes that there needs to be consequences for unsporting or unethical behavior. Most of the time this can be handled at the team level, but there may be times when the club needs to take action. To this end the VSA Disciplinary Committee has been established to handle these unfortunate incidents.
- The following policy includes a simple code of conduct for each group involved in club activities – coaches, players, parents/spectators and officials (referees). The policy also includes the VSA's harassment policy and procedures for addressing violations of the policy.

Code of Conduct – Players

Remember to play soccer for the fun of it!

- Respect your coaches. This means listening to them during both practices and games. I also means to be present and on time for games and practices.
- Respect your teammates. Offer them positive support in both games and practices.
- Respect players on other teams, both those of your opponents and those on other Waukee teams. Behavior that is not appropriate at school is also not appropriate at soccer events. Harassment, either physically or verbally, is not acceptable and will not be tolerated. (For further details see the VSA Harassment policy.)
- Know and obey the rules of soccer. A win obtained by cheating is not a worthwhile victory.
- Control your temper at all times. Never retaliate if you feel you have been wronged. Never argue with calls of the referee.
- Accept the results of a game. Do not look for excuses when you lose. When you win, be gracious towards the other team.
- Respect the equipment and playing fields at VSA and at visiting facilities. A great deal of hard work and money has gone into providing you with quality facilities.
- Using tobacco products, illegal drugs or alcohol or being under the influence of these substances while representing the Vision Soccer Academy of Waukee will not be tolerated.
- As you continue to play soccer, remember that a lot of people put in a lot of effort so that you could enjoy the game of soccer. Please help give something back to the VSA by assisting the younger players at their clinics, maintaining the complex and fields, or by becoming a certified referee.

I understand these responsibilities and will abide by them.

Signature_____

Print name of player_____

Date_____

Code of Conduct – Parents and Fans

Remember that soccer is a GAME!

- Your children are playing soccer to have fun, learn the game and learn teamwork. If your child's team wins, that is only an added bonus. Remember to show appreciation for your child's effort regardless of the outcome of the game.
- Let your behavior on the sideline set an example for your child. Recognize good plays by both your child's team and by their opponent.
- Learn the rules of the game.
- Respect the referees. Do not question their calls or their honesty.
- Do not coach your child from the sideline. Never criticize or ridicule their play during a game. If you cannot yell something positive it is best to keep silent.
- Accept the outcome of the game. Help your child be gracious in victory and accepting in defeat. Do not look for excuses when your child's team loses.
- Support your child's coaches. This includes ensuring that your child is on time for practices and games. Any problems or concerns with the coaching staff should be addressed in a private setting, not during a game.
- Respect the soccer board members and other volunteers. They put in long hours and only have the best interest of the children in mind.
- The use of alcohol or tobacco products at games or practices is not permitted.

Note: Harassment forms are available on the Vision Soccer Academy of Waukee website www.visionsocceracademy.com

I understand these responsibilities and will abide by them.

Signature _____

Print name of parent _____

Date _____

Signature _____

Print name of parent _____

Date _____

Code of Conduct – Coaches

Foster in players a love for the game, teamwork and skill development!

- Teach player to treat teammates, opponents and officials with respect and kindness, win with dignity, and lose with grace.
- Teach through positive reinforcement, not by demeaning players.
- Ensure your player's soccer experience is one of fun and enjoyment.
- Be generous with your praise, when it is deserved. Children need a coach they can respect.
- Be a role model for players. Demonstrate by example the type of person you want the players to be.
- Foster in players a love of the game, not just a lust for winning. Losing can be a triumph when a team has given its best. Winning at all costs defeats the purpose of the game. Stress playing hard to win (rather than winning itself). Teach players how to compete, and how to accept both winning and losing.
- Maintain composure and control, yet command discipline at all times.
- Stress that foul/abusive language or harassment of any kind will not be tolerated.
- Know the rules and always encourage play within them, both in spirit and letter.
- Accept the interpretation of officials in a respectful manner without gesture or argument.
- Assist the referee with the pre-game duties by preparing your players and keeping them under control.
- Submit a referee report after the game, if needed, to comment on the performance of the referee.
- Discuss with parents your expectations for their good sportsmanship.
- Take action during the game, if needed, to control a parent or spectator who is not acting within the good sportsmanship guidelines.
- Seek to become a licensed coach by the Iowa Soccer Association, for your own personal development and the improvement of your players.
- While in the presence of players, do not smoke, consume alcohol or take illegal drugs, or show signs of being under the influence.

I understand these responsibilities and will abide by them. I also agree to sign the Iowa Soccer Association Employment/Volunteer Disclosure form.

Signature_____

Print name of coach_____

Date_____

Team Number_____

Code of Conduct - Referees and Assistant Referees

The role of the referee in any soccer match is to make the game safe, fair and enjoyable for the players.

- Honor all Game Assignments. Make sure that if you cannot make an assignment, a replacement has been found.
- Show up for your first game of the day at least 20 minutes early (preferably 30 minutes). This allows time to:
 - Prepare yourself mentally for the game
 - Inspect the condition of the field
 - Stretch
 - Hold a Pre-Game Conference with Assistant Referees
 - Inspect the teams
 - Hold the Coin Toss
- Wear the Proper Uniform and bring the proper equipment:
- Uniform should be clean and shirt should be tucked in and buttoned (top button may be left unbuttoned). Socks should be pulled up and shoes should be clean Equipment includes:
 - Whistle
 - Flags
 - Watch
 - Yellow and Red Cards
 - Score Sheet
 - Writing Utensil
 - Coin
- Respect Coaches, Players and Spectators – Don't talk down to them nor make fun of their appearance or play.
- Know the Laws of the Game. This includes:
 - FIFA Laws of the Game
 - Appropriate League Rules (Greater Des Moines Junior Soccer League Rules)
 - Procedures and proper signaling techniques
 - Consider continuing education and game assessments to keep up with changes
- When calling a game be Fair, Firm, Honest and Consistent. Remain calm when dealing with tension filled situations involving players, spectators or coaches.
- Call the game consistent with the age and skill level of the players. Explain the rules when appropriate. At the younger ages your role is as much an instructor as it is a referee.
- Take each game seriously. All games are important to players and spectators. At the same time learn to relax and have fun on the field (smile occasionally). This will help to reduce tension for coaches and players as well.
- Report all cautions and send-offs to either the Director of Referees or League Commissioner, whichever is appropriate.
- Report any game disruptions by spectators or coaches immediately to the Director of Referees. This should be anything that disrupts the flow of the game or necessitates a stoppage of play.
- Respect other Referees' decisions and never criticize another referee in public. This rule is especially important concerning other soccer referees but should be applied when observing other sports as well.
- Never smoke or drink alcoholic beverages while in uniform or at the soccer venue. This includes before and after matches or during half time breaks.

I understand this Code of Conduct and will represent the referee community in a professional and honorable manner.

Signature _____

Print Name of Referee _____

Date _____

Vision Soccer Academy of Waukee - Harassment Policy

Note: in this policy the word “members” will be used as a collective word for all players, parents, guardians, siblings, spectators, coaches, referees, and board members.

- Harassment of members by other members will not be tolerated within the Vision Soccer Academy of Waukee. This policy is in effect while members are representing the Vision Soccer Academy of Waukee. This includes, but is not limited to, all games (home and away) and all practices.
- Harassment prohibited by the Vision Soccer Academy of Waukee includes, but is not limited to, sexual harassment and harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Members whose behavior is found to be in violation of this policy will be subject to an investigation procedure, which may result in disciplinary action.
- Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a members status with the Vision Soccer Academy of Waukee;
 - Submission to or rejection of such conduct by a member is used as the basis for decisions affecting the member; or such conduct has the purpose or effect of unreasonably interfering with a member’s performance or creating an intimidating or hostile playing environment.
- Sexual harassment as set out above, may include, but is not limited to the following:
 - Verbal or written harassment or abuse;
 - Pressure for sexual activity;
 - Repeated remarks to a member with sexual or demeaning implications;
 - Unwelcome touching;
 - Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s status within the Vision Soccer Academy of Waukee.
- Harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble members when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a members status with the Vision Soccer Academy of Waukee;
 - Submission to or rejection of such conduct by a member is used as the basis for decisions affecting the member; or
 - Such conduct has the purpose or effect of unreasonably interfering with a member’s performance or creating an intimidating or hostile playing environment.
- Harassment as set forth above may include, but is not limited to the following:
 - Verbal, physical, or written harassment or abuse;
 - Repeated remarks of a demeaning nature;
 - Demeaning jokes, stories, or activities directed at a member;
 - Implied or explicit threats concerning one’s status within the Vision Soccer Academy of Waukee.
- Harassment and abuse are violations of the Vision Soccer Academy of Waukee policies, rules, and regulations; and, in some cases, may also be a violation of criminal or other laws. The Vision Soccer Academy of Waukee has the authority to report members violating such laws to the proper law enforcement officials, school officials and/or the Iowa Soccer Association Board of Directors.

- Members who feel that they have been harassed should:
 - Communicate to the harasser that they expect the offending behavior to stop immediately (if the member is not comfortable doing this, they should seek the assistance of someone they trust).
 - If the harassing does not stop, the member should contact the President of the Vision Soccer Academy of Waukee.
- The Vision Soccer Academy of Waukee will promptly and reasonably investigate all allegations of harassment. The Vision Soccer Academy of Waukee President will be responsible for the initial handling of the allegation, and will then summons the Disciplinary Committee.
- The Disciplinary Committee will request that the member (complainant) complete the Harassment Complaint Form. All information received during the investigation shall be kept confidential to the extent possible.
- The Vision Soccer Academy of Waukee President and/or the Disciplinary Committee have the authority to initiate a harassment investigation in the absence of a Harassment Complaint Form.
- The Disciplinary Committee shall reasonably and promptly commence the investigation upon receipt of the complaint (written or verbal). They shall interview the complainant(s) and the alleged harasser(s). The alleged harasser(s) may file a written or verbal statement refuting or explaining the behavior outlined in the complaint. Witnesses may also be interviewed as deemed appropriate.
- Upon completion of the investigation, the Disciplinary Committee shall make written findings and conclusions to each allegation of harassment. They will then outline and report the findings and conclusions along with recommended action to the Vision Soccer Academy of Waukee Board of Directors.
- Following the investigation, the Vision Soccer Academy of Waukee Board of Directors will make a determination of the appropriate next step, which may include disciplinary action.
- The Vision Soccer Academy of Waukee President will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant(s) and the alleged harasser(s) shall receive a written notice from the VSA President at the conclusion of the investigation.
- Points to remember in the investigation:
 - Evidence uncovered or collected in the investigation process is confidential.
 - Complaints must be taken seriously and investigated.
 - No retaliation will be taken against individuals involved in the investigation process.
 - Retaliators will be subject to disciplinary action.
 - All disciplinary action or any other action taken is confidential.
- Conflicts:
 - If the Vision Soccer Academy of Waukee President is a witness to the harassment, or is affiliated with the complainant(s) or the alleged harasser(s), an alternate from the Vision Soccer Academy of Waukee Board of Directors will lead the investigation.
 - Procedures outlined in the following section will serve as a guide to enforcing this harassment policy. A harassment complaint form and witness disclosure form are made a part of the Sportsmanship, Ethics and Harassment Policy by exhibit.

Disciplinary Procedures for Violations of Sportsmanship, Ethics and Harassment Policy

The Disciplinary Committee of the Vision Soccer Academy of Waukee will review all reported violations of the Sportsmanship, Ethics and Harassment Policy and recommend a course of action to the Waukee Soccer Board. The Disciplinary Committee is a recommending body only, and the Vision Soccer Academy of Waukee Board will take final action on any disciplinary matters. However, the committee may decide to dismiss cases that are considered frivolous or with no merit. Such cases may be appealed to the Waukee Soccer Board.

The Committee may call hearings so that interested parties on both sides of the issue can be heard and/or they can ask for testimony in writing. All fact finding shall be done as a committee. It is not the prerogative of individual committee members to collect facts on their own and report back to the committee.

All disciplinary actions will be by order of the President of the Club, after Committee recommendations have been acted upon by the Waukee Soccer Board. No Committee member, including the Chairman has the right to interfere with such action.

The Disciplinary Committee shall have seven members and consist of the following:

- One Coach of age U-10 or below team (may also be a referee)
- One Coach of age U-11 or above team (may also be a referee)
- One parent of age U-10 or below team that is not a coach or referee in the club
- One parent of age U-11 or above team that is not a coach or referee in the club
- One adult referee other than the Director of Referees (may also be a coach)

One male player from an age U-15 team or above and one female payer from an age U-15 team or above will also be appointed but will only be considered members of the committee for cases involving other players.

Chairperson of the Disciplinary Committee shall be the Director of Referees for the Vision Soccer Academy of Waukee. The Chairman shall not vote on recommendations to the Vision Soccer Academy of Waukee except in the event of a tie.

The President of the Vision Soccer Academy of Waukee, with the consent of the Board, shall make appointments to the Disciplinary Committee. Members of the Disciplinary Committee shall not be members of the Vision Soccer Academy of Waukee Board with the exception of the Chairperson. Committee members shall be appointed for two-year terms.

Any Committee members involved in an individual case, or considered to have a conflict of interest, shall excuse themselves from participating as a committee member in that case. If the Director of Referees is a witness to the harassment, or is affiliated with the complainant(s) or the alleged harasser(s), the Risk Management Representative on Vision Soccer Academy of Waukee Board will chair meetings involving that case.

The Ethics/Sportsmanship Policy is primarily meant to guide the behavior of coaches, players, spectators and officials at events in which they represent the Vision Soccer Academy of Waukee. This is not limited to league games. It may also include practices, club and team fundraising events, tournaments, indoor soccer games, and other team gatherings.

In certain unusual instances the Disciplinary Committee may recommend action for unsporting or unethical behavior outside soccer events. This may include but is not limited to, (1) Unsporting behavior by a coach or official at youth sporting activities outside of soccer or at school sponsored events, where those coaches or officials have been disciplined by that sport or school's governing body; or, (2) Conviction of certain crimes by coaches, players or officials, especially if the conviction would expose children to undue risks if no action were taken, reflect badly on the club or create potential financial liability for the VSA.

The Sportsmanship, Ethics and Harassment Policy is meant as a guideline for coaches, players, fans and officials. Infrequent infractions of certain policies may be considered minor and may not merit any disciplinary action. Other infractions may be considered extremely serious and may be grounds for a suspension on the first offense. Making these judgments will be for the most part, up to the Disciplinary Committee. Below is a list of infractions that may be considered more serious than others and should thus be handled accordingly. There may be other serious infractions that are not included below:

- Claims of sexual harassment by players, coaches, referees or parents.
- Claims of harassment based on race, creed, religion, national origin or disability.
- Any physical contact by coaches, players, referees or spectators that could be considered assault, especially the willful striking of another individual.
- Any verbal threat of physical harm to another individual.
- Abusive language or constant harassment of a referee by a coach or spectator intended to intimidate the referee, especially youth referees.
- A coach, referee, player or spectator is impaired at practice, game or other team event through the abuse of alcohol or illegal drugs.
- The frequent use of abusive language by a coach, directed at his/her own players, the opponent, the spectators, or the referee.

Other infractions that may be considered minor if they occur infrequently may nonetheless be serious, if in the aggregate they demonstrate a pattern of unsporting or unethical behavior.

Certain behavior of coaches, players and officials may be handled by the disciplinary arm of the league in which they participate, or by the professional association through which they may be licensed. Action by the club is not intended to interfere in any way with these organizations, but in certain instances the club may wish to discipline its members beyond what is decided by these groups. This may include suspensions for certain send-offs (red cards) or suspensions of coaches for unsporting behavior at games.

The Disciplinary Committee may recommend a number of penalties for policy infractions, including the following:

- **Written Warning.** This may be used for the first offense of minor infractions; usually the warning should state that the next infraction would result in something more severe, such as a reprimand.
- **Written Reprimand.** This may be used for a second offense of a minor infraction where a written warning has already been issued. It may also be used for the first offense of a more serious infraction.
- **Game Suspension.** This will normally be used for unsporting behavior by players, but may also be used for coaches and fans. It may be a one game suspension or a multiple game suspension, depending upon severity of the infraction or the number of times the individual has been disciplined.
- **General Suspension.** This is a suspension, not only from games but also from practices and other team events. This would be more commonly used when the infraction involves a coach or spectator, but may also involve players and officials. It could be for part of a season, an entire season or multiple seasons.
- **Expulsion.** This would be for only the most serious infractions. The individual would be expelled from the club indefinitely, and could only be re-instated by a majority vote of the Board of Directors.

Vision Soccer Academy of Waukeee – Harassment Complaint Form

(Each Complainant should complete a separate form.)

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name(s) or description of alleged harasser(s):

Date and place of incident(s): _____

Description of harassment: _____

Name of witnesses (if any): _____

Evidence of harassment, attach evidence if possible: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Vision Soccer Academy of Waukeee – Harassment Witness Disclosure Form

(Each Witness should complete a separate form.)

Name of witness: _____

Position of witness: _____

Date of testimony or interview: _____

Description of instance witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Interviewer (if applicable): _____
