

Team Surrey IMS Disciplinary Procedure

1. Introductory Remarks

- a. This document is the Disciplinary Procedures document as stated in the Rules and Regulations.
- b. Its objective is to explain to students the procedure that any disciplinary matter will be dealt with in the running of the league.
- c. Please find below certain examples and categories of offences that could cause for a participant to be part of a disciplinary procedure.
- d. All participants are reminded they are still students while competing in the leagues, and so, are also required to follow the Student's Union's Disciplinary Regulations; found here ([Union%20Disciplinary%20Procedure%202021](#)).
- e. Any action deemed to be a break in either the Code of Conduct, Rules & Regulations, the Union Disciplinary Procedure, or the Student Disciplinary Regulations (found [here](#)) that it in anyway related to or a reflection upon the league will be subject to the disciplinary procedure detailed below.

2. Standard of Proof

- a. In line with the Student's Union, to be penalised, a player or team must be shown to have, on the balance of probabilities, committed the offence or breach of the regulatory documents outlined.

3. Breaches in the Captain's Responsibilities

- a. The section deemed 'Captain's responsibilities' is a pivotal list of key actions required to be taken each week to ensure the fair and efficient running of the league.
- b. As such, failure of a captain to comply with these actions, or fail to perform any of these actions will result in a tiered sanction approach, increasing in severity as the frequency culminates.
- c. As a reminder, the actions required for a captain to complete are:
 - i. Payment for the team entry, completing the team registration.
 - ii. Ensuring all squad members are signed up to the Playwaze system and are a member of your team's squad. Any issues can be communicated to the league organisers through playsport@teamsurrey.co.uk.
 - iii. Ensuring that all fixtures are communicated to players of the squad for them to turn up no later than 10 minutes before the stated kickoff time.

- iv. A team sheet is posted to the fixture on the Playwaze system, detailing all members participating in the fixture to allow for accurate player tracking. This will allow for further detail to be inputted (i.e., player goals, cards, etc.).
 - v. The agreed upon result of the fixture is submitted to the Playwaze system by the 'Home' captain while the 'Away' captain emails the result to the PlaySport account at playsport@teamsurrey.co.uk by the end of the day that the fixture
 - vi. Any goals or cards received are added to the scoresheet that is submitted by on the Playwaze system by the end of the day of the fixture date.
 - vii. Any issues regarding the fixture or the inability to fulfil the fixture are communicated to the League Organisers through playsport@teamsurrey.co.uk no later than 24 hours before the fixture is set to be played.
 - viii. This time is extended for fixtures played on weekends to 48 hours before the fixture is set to be played.
- d. For any incomplete actions from sub-section. C. above, the league organisers will take a tiered approach based upon the frequency of a breach in the Captain's responsibilities. These will be implemented as such:
- i. First offence – A written warning in the form of an email, detailing the action that was incomplete and a reminder to please complete this action immediately.
 - ii. Second offence – A deduction of three goals from the total goals' column of the team.
 - iii. Third offence – A walkover (3-0 loss) is classified against the offending team for the fixture where the incomplete action took place.
 - iv. Fourth offence – A walkover with the addition of a deduction of three points is classified against the offending team.
 - v. Fifth and subsequent offences – An immediate withdrawal from the league without refund.

4. Disciplinary Procedures

- a. As stated in Section 1. Sub-section e., any actions that are seen to be a breach of any of those three documents will be investigated to ascertain the severity of the breach, the motive behind the breach and the right response.
- b. The disciplinary procedure is in line with the Union Disciplinary Procedures, rating an offence as minor, major or severe.
- c. Any offence that is reported will be investigated initially by the League Organiser to deem which category the offence is likely to fall into.
- d. Any breaches classified as minor to be dealt with by the League Organisers with a record kept of those involved in case a repeat incident is reported.

- e. Penalties for these could include, but will not be limited to:
 - i. Individual or group player bans.
 - ii. Point deductions for the team involved.
 - iii. Changing of team results to a walkover loss (i.e. 3-0 loss).
 - iv. Player or team expulsions from the league.
 - v. Written notices that an apology will need to be made to the person(s) affected.
 - vi. Individual fines up to £200.
- f. Any offences deemed major or severe by the League Organisers will be referred directly to the university disciplinary department.
- g. Just because an incident has been referred on, it doesn't exclude the player or team responsible from penalties within the league.
- h. Actions that will be considered when deciding upon the level of breach and which category the offence falls into include, but are not limited to:
 - i. The severity of the breach of the regulatory documents.
 - ii. If the accused offender has any past breaches recorded against them.
 - iii. The perceived motive behind the breach or offence.
 - iv. If any remorse has been shown at the time of, or in the time since the incident.

5. Severe Breaches

- a. If a breach is deemed serious enough, or is in a certain category of breach, then it will bypass both IMS and Student's Union disciplinary procedures and will be referred directly to the University of Surrey by the Authorised Person for investigating and resolving. These will then be investigated in accordance with University disciplinary procedures.
- b. These categories of breach include, but are not limited to:
 - i. Causing harm to another person.
 - ii. Use of violence, indecent, disorderly, threatening, intimidating or offensive behaviour or language.
 - iii. Sexual misconduct.
 - iv. Harassment.
 - v. Any action likely to cause injury or impair the safety of others.

For any questions or queries regarding this document, please email playsport@teamsurrey.co.uk.