**The Hamptons Community League**

**Discipline and Complaints Procedure for Sports Programs**

The Hamptons Community League (THCL) has a zero tolerance policy for inappropriate behaviour from any program participant/player, parent or volunteer. If such incidents occur The Hamptons Community League board will review the behaviour and will make a determination of corrective action required. If incidents are repeated, then that player, parent or volunteer will not welcomed back to The Hamptons Community League program.

For all THCL sports-related discipline issues, the following procedures are to be followed.

**STEP 1**

Wait the required 24-hour cooling off period before reporting.

**STEP 2**

Report your issue following this chain of command. If this is not adhered to, complaints will automatically be redirected to the appropriate level.

PARENT/ PLAYER

↓

COACH/ MANAGER/OTHER VOLUNTEER

↓

SPORTS DIRECTOR (sports@thehamptonscommunityleague.com)

↓

THE HAMPTONS COMMUNITY LEAGUE BOARD (info@thehamptonscommunityleague.com)

**STEP 3**

Use the Misconduct Report or Incident Report forms located on our website ([www.thehamptonscommunityleague.com](http://www.thehamptonscommunityleague.com)/programs/soccer) to report the incident.

A Misconduct Report can be filled out to report conduct by someone involved with the soccer program such as coaches, officials, players or spectators. An Incident Report can be filled out for any incident that requires the involvement of people outside the program such as damage, injury and confrontations with outside parties.

Send the forms via email to the appropriate person listed above. (Email is preferred so the handling of the issue can be tracked and responded to).