



PAYSA
Prince Albert Youth Soccer Association



PAYSA Disciplinary Committee **Expression of Interest Application Form**

Name (First Last):

Email:

Profession:

Why are you interested in the above position?

Disciplinary Experience: Please identify any disciplinary committee or conflict resolution experience you have that might be relevant/beneficial to this role

What do you hope to contribute to this committee? (Terms of Reference attached)

Please submit this expression of interest form to cmpaysa@sasktel.net no later than Friday, February 27, 2026, at 5:00 pm.

The Terms of Reference for this Committee is attached.



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Prince Albert Youth Soccer Association (PAYSA) Disciplinary Committee Terms of Reference

1. Purpose

- a) The Discipline Committee (the "Committee") is established to administer and oversee matters of conduct and discipline for PAYSA Members.
- b) It oversees investigations, hearings, and sanctions related to breaches of the club's Code of Conduct, bylaws, and competition rules.
- c) The Committee operates independently and impartially to uphold the integrity of PAYSA.

2. Scope

- a) Review misconduct reports submitted by PAYSA members.
- b) Impose sanctions based on hearing determinations.
- c) Managing tournament discipline issues
- d) Recommendations for policy improvements.

3. Authority and Accountability

- a) The Committee derives its authority from PAYSA's Policies and Bylaws and operates under the jurisdiction of PAYSA.
- b) The Committee is accountable to the PAYSA Board of Directors.
- c) Conduct hearings and determine sanctions.
- d) Support match officials in misconduct-related matters.
- e) The Committee may consult the Saskatchewan Soccer Association (SSA) or Canadian Soccer Association (CSA) for precedent or guidance where ambiguity exists.
- f) Refer serious cases to higher governing bodies if required.

4. Composition

- a) The Committee shall consist of five (5) individuals.
- b) A chairperson shall be appointed by the Board of Directors, acting as a liaison.
- c) Members shall serve a one (1) year term, renewable at the discretion of the Board of Directors.
- d) Meetings must meet a quorum of 3 members.
- e) If a conflict of interest exists, committee members must recuse themselves.
- f) Additional subject-matter experts (e.g., legal counsel or advisors) may be consulted when needed.

5. Roles and Responsibilities

- a) Chairperson:

- i. Leads meetings.
 - ii. Ensures due process.
 - iii. Communicates decisions.

- b) Committee Members:

- i. Review all relevant documentation and testimony.
 - ii. Participate in hearings and deliberations.
 - iii. Determine whether infractions occurred.
 - iv. Decide and apply appropriate sanctions.

6. Procedures

- a) Complaint Intake:

- i. Written submission is received within fourteen (14) days of incident.

- b) Investigation:

- i. Gather statements from involved parties.

- c) Hearing:

- i. Provide notice to involved parties.
 - ii. Hearings may be heard in-person, by document review or virtual conference.

- d) Decisions:

- i. Based on a majority vote.
 - ii. Written decision will be issued in writing within fourteen (14) days of the hearing.

- e) Appeals:

- i. To be heard by higher governing bodies, as required.

7. Confidentiality and Transparency

- a) Individuals serving on the committee must sign confidentiality agreements.
- b) Decisions are public with member names redacted, unless disclosure is necessary to give effect to a sanction.
- c) All proceedings and decisions must respect the privacy and dignity of all involved parties.

8. Reporting and Recordkeeping

- a) All disciplinary decisions and reports must be submitted to PAYSA and, when necessary, to SSA.
- b) An annual summary will be submitted to the board outlining number of cases, outcomes, and recommendations.
- c) The Committee will maintain accurate records of incidents and sanctions.
- d) Records must be securely stored for any prescribed minimum retention periods.

9. Review and Amendments

- a) These Terms of Reference will be reviewed annually or upon policy updates by PAYSA.
- b) Amendments must be approved by the PAYSA Board of Directors.