

**COMMUNITY EDUCATION & RECREATION
OFFICE OF TEAM SPORTS
SUSPENSION AND HEARING PROCEDURES
(Revised September 9, 2008)**

A. ACTS OF DISQUALIFICATION AND PENALTIES IN ADULT AND YOUTH TEAM SPORTS

1. Any manager, coach, captain or player may be placed on probation or suspended by a Rec & Ed specialist or program supervisor after fair, prompt and thorough investigation of a complaint for any of the following acts, including but not limited to:

a. Unsportsmanlike or disparaging conduct, verbal or non-verbal towards opponents, referees or Department staff.

PENALTY - A minimum suspension of one game/match up to a one year removal from the program.

b. Physical violence such as an attack on an umpire or department official immediately preceding, during or immediately following a game.

PENALTY - A minimum suspension of one year from all Rec & Ed team sports programs.

c. Use of ineligible player(s) by a team manager(s), coach(es), captain(s).

PENALTY - A minimum suspension of three games/matches.

d. Commission of fraud such as playing under an assumed name, falsifying an affidavit or roster, giving false information to Department officials or participating while knowing he/she does not meet the eligibility requirements of the Department.

PENALTY - A minimum suspension of three games/matches.

e. Consuming alcoholic beverages or using illicit drugs during a game.

PENALTY - A minimum suspension of three games/matches.

f. Not meeting the financial responsibility related to participation i.e. writing "bad checks" not paying the appropriate fees, etc.

PENALTY - Full restitution must be made before participating in league activities.

2. Moreover, in youth and high school sports programs, any coach, captain or manager may be placed on probation, suspended for a specified time or removed from the program by the specialist or supervisor for physical or emotional abuse of participants on his/her own team or an opposing team.

PENALTY - A minimum suspension of one game up to removal from the program.

3. Any spectator, including parents, may be removed or restricted from being present at venues where Rec & Ed games/matches are being held for any of the following violations:

- a. Physically or verbally abusing officials, players, coaches, managers, captains, or Rec & Ed staff persons.
- b. Using illegal substances, tobacco products, or imbibing alcoholic beverages on school or park property.

PENALTY - Minimum suspension for the remainder of game up to one calendar year.

B. FORMAL APPEAL PROCEDURES

Complaints about decisions made by Rec & Ed specialists and/or program supervisors may be appealed to the Coordinator of Team Sports. During the formal appeal procedures, the probation or suspension will remain in effect.

1. The complainant will schedule a meeting with the Coordinator and provide in writing:
 - a. A description of the event(s) in question and the dates(s) of occurrence to the best of the complainant's knowledge.
 - b. The name(s) of the individual(s) involved.
 - c. The rationale regarding why the complainant's penalty as issued is inconsistent with the Rec & Ed policy violation that occurred.
 - d. The desired remedy.
2. The complaint shall be considered confidential if one or more parties request that the matter be handled in that fashion.
3. The complaint shall be filed with the Coordinator of Team Sports, who shall send a copy to the Director of Rec & Ed.
4. The Coordinator of Team Sports shall conduct a hearing as soon as practical but preferably within fourteen (14) calendar days after the written complaint has been received by him/her. Present at the hearing are a) complainant(s), b) the person(s) being complained against, c) the program supervisor or specialist, d) any other pertinent department personnel, contractors, or program participants, e) the parent(s), legal guardian(s), or advocate for parties under eighteen (18) years of age. The Coordinator will notify all parties of the hearing results in writing within ten (10) calendar days of the hearing.
5. If the complainant(s), person(s) being complained against, or parent(s), legal guardian(s) or advocate for parties under eighteen (18) years of age are dissatisfied with the outcomes of the hearing conducted by the Coordinator of Team Sports, they may request a subsequent review of the hearing results by the Director. The Director, after receiving an appeal of the Coordinator's determination, shall interview the complainant(s), person(s) complained against and other interested parties. The Director shall interview the parties either together or separately, within fourteen (14) calendar days of receipt of the appeal if possible.
6. The purpose of the interview is for the Director to review the complaint with the parties to offer each interested party the opportunity to explain his/her version of the situation, and for the Director to decide which of the following steps listed below will be taken:

- a. Negotiation of a settlement between all the parties using conciliation techniques.
- b. Mediation handled through the Washtenaw Dispute Resolution Center. If the complaint is resolved through negotiation or mediation, the administrator will notify all parties in writing.

Again during this portion of the formal appeal procedures, all probations or suspensions will remain in effect.

7. If an established Rec & Ed policy or long standing procedure is at issue, the complainant has the option of presenting his/her views during the public commentary portion of the Recreation Advisory Commission meeting.