

FINAL APPROVED

Last updated 6/15/15

Disciplinary Actions Procedure

Investigation

- a. The investigation will start with a written statement from all individuals with eye witness testimony of the situation only.
 - i. The accused will be able to submit a written explanation of the situation.
- b. The individual(s) involved in the complaint will have a meeting with The FTAA Board (and Commissioner) to discuss the situation.
 - i. The FTAA officers may act immediately or within the 15 calendar day period for determining any and all disciplinary action.

Final Decision

- a. The FTAA Board will submit a written decision statement to be read in the presence of all involved.

Note: If a complaint is lodged against a commissioner or residing FTAA Board member, they will be removed from the investigation and disciplinary process. If needed, the FTAA Board will work with the Director of Parks and Recreation to complete the investigation and disciplinary process.

Disciplinary Decisions

- a. Warning
 - i. A person can receive a warning after any resulting investigation
 1. If a person receives 2 warnings in one sport season, the third will automatically result in a suspension from the date of delivered warning.
- b. Suspension/Permanent Suspension
 - ii. A person, regardless of their position within the FTAA can receive a suspension resulting from an investigation or after a 2nd warning.
 1. A suspension may be enforced depending on the severity of the issue.
 2. A person, regardless of their position will be removed from participating in FTAA at any capacity in the event of a second suspension for 1 year from the date of the suspension.
 3. A person, regardless of their position will be permanently suspended from that sport following a banned ruling from any league the FTAA currently participates in.
- c. All warnings and suspensions will be documented and filed. These records will be discarded after 3 years.

Issue & Complaints Procedure

- a. The FTAA Board & Commissioner may immediately remove a coach, player or parent for any physical altercation.
 - i. The Commissioner will seek an interim replacement (approved by the FTAA Board) for the suspended coach or staff member.
 - ii. If altercation involves a Board member or Commissioner they will be removed from their duties pending investigation. A temporary Commissioner will be appointed until investigation and final decision are completed.
- b. The FTAA Board and Commissioner will investigate said complaints by obtaining written statements from any person(s) in attendance of the incident. All documents submitted will remain confidential and kept on file.
- c. The FTAA officers may act immediately or within the 15 calendar day period for determining any and all disciplinary action.
- d. The FTAA Board and Commissioner will meet with all parties involved if possible to discuss said disciplinary action.
 - i. If coach or staff member has been expelled, he/she will turn over to the FTAA all property, equipment, supplies and keys belonging to the FTAA.
- e. If the appellant is unsatisfied with the FTAA decision, they are able to submit an appeal in writing to the Director of Parks & Recreation and Recreation Board. The Director of Parks & Recreation and Recreation Board will work to resolve all complaints and concerns.

Note: All league suspensions will be upheld.