

SPYBAS Code of Conduct Violation Policy and Reporting Procedure

This policy outlines the steps that SPYBAS will take if any coach commits an act that is a violation of the non-negotiable portion of the Coach's Code of Conduct. All events hosted by SPYBAS or participated in by a SPYBAS supported team are governed by the code of conduct and SPYBAS board members may enact the steps below with respect to any SPYBAS practice, game, tournament, or other league event.

SPYBAS will review any formal report of inappropriate conduct made by an individual prior to applying corrective action or discipline. A formal report is any concern brought to the attention of the Board in writing and submitted to spyouthbbsb@gmail.com. All formal reports should include: coach's name; date, time and location of incident; non-negotiable code of conduct rule broken; description of incident including as many details as possible (vulgar language, you don't feel comfortable typing can be reported by first letter and stars for remaining letters); a list of witnesses with contact information if you have it.

1. A formal report must be submitted within a reasonable time of the occurrence of the incident, not to exceed 7 days.
2. Upon receipt of a formal report of inappropriate conduct, SPYBAS will appoint an impartial three-person panel from the Board of Directors to conduct the review. The Board personnel selected will not be affiliated in any way with the team(s) involved or be a coach or parent of a player in the age division in which the alleged conduct violation occurred.
3. SPYBAS will conduct a prompt and thorough investigation of any reported complaints. Confidentiality cannot be promised, as it may be necessary to disclose some information obtained in order to complete the investigation and take appropriate action. Each situation will be handled as discreetly as possible. The complainant will be kept advised regarding the investigation and of the final determination.
4. The review will be concluded in a timely manner not to exceed 10 days and, upon completion, the panel will make a recommendation to the Executive Committee for final adjudication. If an Executive Committee member is in any way affiliated with the team(s) involved or a coach or parent of a player in the age division in which the alleged conduct violation occurred, they must recuse themselves from the review process and may not participate in any discussion or decision-making action.
5. If an individual is found to be in violation of the code of conduct, the SPYBAS Executive Committee will determine the consequences of the violation which may include the following:
 - a. **Mediation**- meet with individuals that were impacted to determine a plan moving forward.
 - b. **Official Written Warning** – Individuals will be made aware of inappropriate conduct and issued a written warning. A record of the warning will be kept by the Board and may be used to determine future volunteer eligibility.
 - c. **Suspension** – Individuals that have established a pattern of behavior or committed a serious violation will be suspended for an amount of time to be determined by the Executive Committee. Individuals do not need to have received prior written warning(s) to be suspended. Suspension records will be kept by the Board and may be used to determine future volunteer eligibility.
 - d. **Removal** – Individuals that have repeated violations of the Code of Conduct, or if the initial violation is found to be severe, can be removed from any SPYBAS event and/or banned from future events.