

**COMMUNITY EDUCATION & RECREATION
OFFICE OF TEAM SPORTS
POLICY ON PROBATION SUSPENSION AND HEARING PROCEDURES
(Revised October 25, 1994)
(Revised March 31, 1994 - Effective May 16, 1994)**

A. ACTS OF DISQUALIFICATION AND PENALTIES

1. Any manager(s) coach(es) captain(s) player(s) or team athlete(s) 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.

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

PENALTY - A minimum suspension of one game/match.

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.

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

PENALTY - A minimum of four games/matches.

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

PENALTY - A minimum suspension of five 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 and or manager may be placed on probation or suspended by the Specialist for abuse, physical or emotion of participants on his/her own team or an opposing team.

PENALTY - A minimum suspension of one game.

B. FORMAL COMPLAINT PROCEDURES

Complaints about decisions made by Rec & Ed Specialists and/or Program Supervisors shall be handled in the spirit of the Fair Treatment Policies of the Ann Arbor Public School District. During the formal complaint procedures, the probation or suspension will remain in effect.

1. The written complaint must include:

- 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 negative effects that the Specialist's/Supervisor's action may have caused the complainant related to his or her ability to participate in Team Sports programs or carry out his or her job responsibility.
 - 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 Equity Office.
 4. The Coordinator of Team Sports shall interview complaint(s), person(s) complained against and other interested parties. The Coordinator shall interview the parties, either together or separately, within fourteen (14) calendar days of receipt of complaint.
 5. The Coordinator shall advise parties of their right to an advisor.
 6. The purpose of the interview is for the administrator to review the complaint with the parties to offer the accused the opportunity to explain his/her version of the situation and for the administrator to decide which of the following steps listed below will be taken.
 - a. Negotiation of a settlement between the parties by Coordinator of Team Sports by using conciliation techniques.
 - b. Mediation handled through the Equity Office of both parties have agreed.

If the complaint is resolved through negotiation or mediation the administrator will notify in writing all parties and the Equity Office.

- c. Fact finding done by the Equity Office with a written report of the findings given to the Coordinator of Team Sports with copies given to complainant(s) and the person(s) complained against.
- d. As soon as practical but preferably within fourteen (14) calendar days after the written complaint has been received the Coordinator of Team Sports shall arrange a hearing at which a) complainants, b) the person(s) being complained against, c) the Program Supervisor or Specialist, d) Advisor(s) or any legal council if requested, e) any other pertinent department personnel, contractors or program participants, f) the parents, legal guardians or advocate for parties under eighteen (18) years of age shall be present.

In **c** and **d** the responsible administrator will notify both parties of the results in writing within seven (7) calendar days of the hearing or fact-finding. The responsible administrator will take action consistent with Ann Arbor Public School District policies.