

# Cajon De Oro Little League Discipline Policy

## 1.0 Purpose

To provide guidance to all Members of Cajon De Oro Little League (CDO, CDOLL, League) for the procedures for Disciplinary Review and Action as it relates to violations of the League's Code of Conduct Policy. The Disciplinary Policy ("Policy") establishes the due process by which discipline, if deemed necessary, will be administered by the League Board of Directors as defined by the Cajon De Oro Little League Constitution.

## 2.0 Expectations

CDO Little League is committed to providing an environment in which all individuals are treated with respect. The League supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the mission of the League. Members are thus expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the policies (such as the Code of Conduct), and rules and regulations of the League.

## 3.0 Scope

All League Members are subject to the Code of Conduct and the Discipline Policy. Categories of Members shall include but may not be limited to Board of Directors ("Board"), Managers, Coaches, Players, Parents, Volunteers, and Officials (Umpires, other). Anyone partaking in a CDO Little League activity that commits an act of aggressive, inappropriate, or unacceptable behavior shall be subject to the Discipline Policy and may be subject to Disciplinary Action which at minimum may consist of a Warning and at Maximum may result in permanent suspension from CDO Little League Membership.

## 4.0 Responsibilities

The Board of Directors shall appoint a Disciplinary Committee ("Committee") of no less than 3 members and no more than 7-members which shall review all complaints that may be subject to Disciplinary Action. Should a complaint be made against or directly involving a member of the Committee, the President shall appoint a temporary replacement for the review and hearing of the complaint.

## 5.0 Forms Used

- All members of the League shall sign, submit, and adhere to the **Code of Conduct**. The Code of Conduct shall list some of the types of violations that if were to occur, would result in a complaint review by the Committee and possible Disciplinary Action.

- A completed **Incident Report**, outlining the proposed violation of the Code of Conduct, shall be submitted to the Committee as part of the complaint (see 6.0 Procedures below).

## **6.0 Procedures**

### Complaints:

- Complaints must be communicated to a Board Director(s) or a Division Director. The initial complaint may be made verbally, however, in order to review for potential discipline resulting from a proposed violation of the Code of Conduct a written Incident Report must be completed and submitted (on the League website link) by the complainant(s) within 72 hours of the incident. Board Directors, Division Directors, Managers, Coaches, Parents or other participants (spectators, other) all have the ability to file complaints by submitting an Incident Report. Anonymous complaints shall not result in formal discipline.
- All complaints that are received by a Board Director(s) shall be forwarded to the President. In the event the complaint is against the President, the complaint shall be forwarded to the Vice President who will temporarily act as the President in the matter of the complaint.
- The President shall then inform the Disciplinary Committee Members of the complaint and refer said complaint to the Committee for review.

### Review:

- The review process shall be conducted as expeditiously as possible.
- The Committee shall first meet to review the completed Incident Report.
- At this point the Committee shall proceed as follows:
  - Notify the complainant of the receipt of the Incident Report by the Committee.
  - Determine the issue does not require further action.
  - Make a recommendation to the President of a verbal warning. Verbal warnings do not require further review and approval by the Board of Directors.
  - Determine that an investigation and probable hearing is required.
- If a formal investigation and hearing is required:
  - The Committee shall select one or more members of the Committee to investigate the complaint by gathering as much information as possible regarding the incident and returning to the full Committee with the information collected. This may or may not include conducting phone calls, interviews or

collecting email accounts from eye witnesses or others that may have seen or are aware of the incident.

Hearing:

- Hearings shall be conducted privately and confidentially in an informal but orderly fashion.
- The person who is subject of the hearing shall have the right to attend the hearing where all the information gathered shall be presented and is to be considered by the Committee.
- The subject of the hearing shall have the right to present evidence.
- Once all evidence has been provided, the Committee shall close the hearing and dismiss all witnesses, the complainants, and the subject of the hearing if present for the hearing.

Recommendation:

- The Committee, upon completing its review of the complaint, including the hearing, shall discuss the evidence and shall consider the following prior to making a recommendation of Disciplinary Action:
  - The nature and severity of the violation.
  - Whether the violation is a first offense or if other documented violations have previously occurred.
  - The individual's acknowledgement of responsibility and extent of remorse.
  - The age, maturity or experience of the individual.
  - The individual's prospects for rehabilitation.
- The Committee, upon majority vote shall present its recommendation to to the President.
- Once the President has received the recommendation of the Committee, he/she shall present the recommendation to the Board of Directors for approval.
- In conformance with the Code of Conduct and the Constitution (Article III, Section 4), the Board of Directors is the sole authority that may approve and implement any Disciplinary Action.
- A record summary of the Discipline Action shall remain on file with the Board and in addition, a copy shall be delivered in writing to the subject(s) of the complaint.

## Action:

The Disciplinary Committee may apply any or a combination of the following sanctions:

- Verbal Reprimand
- Written Reprimand to be held on file with League
- Request for a verbal or written apology (letter or email)
- Suspension of Manager/Coach Duties
- Suspension from attending games, practices, events, etc.
- Termination of League Membership and Expulsion from the League
- Other sanctions as may be considered appropriate for the violation

\*Note: At any point during a game, including at the official start of a game, the umpire presiding over the game may remove a Manager, Coach, Player or Spectator independent of this policy. The umpire will provide a written Incident Report to the Umpire Coordinator and the Division Director who in turn will refer the incident to the President for forwarding to the Committee.

Also, Little League International rules state that any Manager, Coach, or Player ejected from a game is automatically suspended from the next game.

Sanctions as a result of Disciplinary Action by the Board of Directors shall commence immediately following the vote of the Board.

### **7.0 References (CDOLL Constitution, Bylaws)**

Little League International  
Cajon De Oro Little League Constitution Cajon De Oro  
Little League Bylaws & Local Rules  
Cajon De Oro Little League Code of Conduct

### **8.0 Related Procedures**

The Committee shall annually review the Policy for effectiveness and appropriateness and shall make recommendations to the Board of Directors to amend as needed.

### **9.0 Records**

All correspondence related to a membership complaint, disciplinary action, or Code of Conduct violation, shall be considered privileged information to the Board and shall remain Confidential.