

## MIDLAND PARK YOUTH SPORT ASSOCIATION

### CODE OF CONDUCT INCIDENT REPORT PROCEDURE

1. A Code of Conduct Incident report may be lodged by any person to report a violation of the Midland Park Sports Association Code of Conduct.
2. Incident Reports will not be accepted from any person who:
  - A) Has failed to bring the matter to the attention of the team coach, or appropriate Association President.
  - B) Has failed to file a written code of conduct incident report within ten days of the incident in question.
3. Details of the incident report are not to be discussed with anyone other than the party ('s) directly involved with resolving the incident reported.
4. A valid incident report form must be signed and submitted in writing using the Midland Park Youth Sports Code of Conduct Incident Report which is to be submitted directly to the appropriate Youth Sport Association Board. (Baseball, Softball, Football/Cheer, Basketball, Soccer, or Wrestling) **The form must explain the nature of the incident, the circumstances and indicate the specific provision of the Code of Conduct that was violated.**
5. It is The Youth Sport Association Board's responsibility to send a copy of any incident report filed to the Recreation Department within 24 hours of receipt. **It is the Youth Sport Association Board's responsibility to investigate the alleged incident with all parties and the respective Board of Recreation Liaison present,** and determine the appropriate resolution in a timely manner. The President is to use this same form to document the investigation, bring forth a resolution and immediately forward a copy of the final determination and or any actions taken to all parties involved and the Recreation Department.
6. If the person filing the code of conduct incident report or the person against whom the complaint was filed wishes to appeal the results of the investigation or resolution, the party('s) must submit a letter of appeal which clearly outlines all points of appeal, and submit directly to the respective Youth Sport Association. **The appeal must be filed within 10 days of receipt of the resolution received by the Youth Sports President.**

7. It is The Youth Sport Association Board's responsibility to immediately send a copy of any appeal to the Recreation Department within 24 hours of receipt and arrange for an immediate Association meeting with all Sport Association Board members, Recreation Liaisons and appealing party('s) present, to determine the appropriate resolution in a timely manner. The President is to document the appeal, bring forth a resolution and immediately forward a copy of the final determination and or any actions taken to the appealing party(s) and the Recreation Department. Appeals which cannot be resolved at this level will go to the Recreation Board for final determination.

The Recreation Board is responsible to monitor **all reported code of conduct incidents filed and resolutions made.** The Board of Recreation will have the authority to investigate and take direct disciplinary action if it is determined that a reported code of conduct incident involves a party ('s) who have accumulated multiple code of conduct violations on record within a one year period of the current incident report filed.

After reviewing an appeal or addressing a multiple offense situation, the Recreation Board will:

A) Make a final resolution that is in the best interest of the Midland Park Recreation Youth Sports program.

AND

B) Inform the Mayor and Council of a resolution which they believe is in the best interest of the Midland Park Recreation Youth Sports program.

Upon which the final decision will be communicated in writing to the grieving party ('s) or offender and the respective Youth Sport Organization in a timely manner.