



## BENBROOK YOUTH BASEBALL AND SOFTBALL ASSOCIATION CODE OF CONDUCT

The primary purpose of the Benbrook Youth Baseball and Softball Association (BYBSA) youth sports program is to offer each participant the opportunity to pursue, through recreational and competitive sports, the physical and emotional benefits of such activities. Too often the emphasis has been placed on winning at any cost. To ensure this goal the BYBSA has developed a **Code of Conduct** that emphasizes teaching and good sportsmanship over winning, proper conduct on and off the sports venue and full compliance to the rules and policies of the BYBSA.

The BYBSA **Code of Conduct** applies to all players, coaches, association officers and parents who are involved in any BYBSA activity. All parties must understand and agree to follow the **BYBSA CODE OF ETHICS** prior to participating in that sport.

### PLAYER CODE OF ETHICS

*“I play the game for the game’s sake and will be generous in victory, gracious in defeat and fair always, no matter what the cost.”*

1. I will practice good sportsmanship and encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice.
2. I will attend every practice and game that I can and will notify my coach if I cannot.
3. I expect to receive a fair and equal amount of playing time.
4. I will do my very best to listen and learn from my coaches, teammates and officials.
5. I will treat my coaches, teammates, opposing team, officials and fans with respect regardless of their abilities, sex, creed, or race and I will expect to be treated the same.
6. I will have fun during my sports experience and will tell my parents and/or coaches if it stops being fun!
7. I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
8. I will encourage my parents to be involved with my team in some capacity because it's important to me.
9. Profane language will not be tolerated by anyone including myself during a game or at practice!
10. I will remember that during a game I am there to play, not to coach or officiate. There is absolutely no arguing of an Officials call.

### PARENT CODE OF ETHICS

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*“This game is not about parents but the children and I will praise every child and make them all feel like winners”*

1. I will encourage good sportsmanship by demonstrating **positive** support for all players, coaches, and officials at every game, practice, or youth sports event.
2. I will place the emotional and physical well being of my child ahead of a personal desire to win.
3. I will insist that my child play in a safe and healthy environment. I will inform the coach of any physical or mental disability that may affect the safety of my child or others.
4. I will learn the rules of the game and the policies of the association.
5. I will respect the decisions of the officials understanding their job is difficult but could be made easier with cooperation and support from all parents and friends.
6. I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.
7. I will do my very best to make youth sports fun for my child and their teammates.
8. I will ask my child to treat other players, coaches, fans, and officials, with respect regardless of ability sex, creed, or race.
9. I promise to help my child enjoy the youth sports experience by doing what I can to assist the team and coach, by bringing snacks or by providing transportation.
10. I will not engage in unsportsmanlike conduct with any official, coach, player or parent such as booing or taunting, refusing to shake hands or using profane language or gestures. I will ensure the same conduct of my guests.
11. I will refrain from coaching my child or other players during games and practices unless I am one of the official coaches of the team.

**COACH/VOLUNTEER CODE OF ETHICS**

*“Coaching is a Privilege not a Right and I will do everything within my power to be a positive role model for my players”*

1. I hereby pledge that I will place the emotional and physical well being of my players ahead of my personal desire to win.
2. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
3. I will do my best to provide a safe playing situation for my players.
4. I will do my best to organize practices that are fun and challenging for all my players.
5. I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
6. I will be knowledgeable in the rules of each sport that I coach and the policies of the association.

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7. I will remember that I am a youth sports coach, and that the game is for children and not adults.
8. I will never yell at or ridicule a player for making a mistake or losing a game nor will I allow it from others.
9. I will accept the decision of the officials. I will not engage in unsportsmanlike conduct with any official, coach, player or parent and will ensure the same conduct of my players and parents.
10. Profanity in any form will not be allowed at my practice or youth sports event.
11. I will establish objectives for my team and will encourage open communication between my players, coaches and parents.
12. I will play my players a fair amount of time and will not allow retribution in any form against another player, coach, parent or official.
13. I promise to review and practice the basic first aid principles needed to treat injuries of my players.
14. I will require that my team's parents and players understand and have agreed to the **BYBSA Parent and Player Code of Ethics**

## **VIOLATION OF THE BYBSA CODE OF ETHICS**

These guidelines are for the benefit of our association participants. The BYBSA cannot list every ethical or moral situation that would not be considered as portraying a positive role. In the event that the BYBSA Board feels that an individual(s) is acting in a way that is detrimental to the association or its participants the individual(s) may be reprimanded, suspended or barred from further participation in future BYBSA activities.

There are two (2) types of violations to the **BYBSA Code of Ethics** and each is handled differently. The intent of the association is to address minor infractions at the lowest leadership level applicable and as early as possible to the time of the infraction. Major infractions will be addressed by a formal Grievance Committee and will report directly to the BYBSA Board of Directors.

### **MINOR INFRACTIONS**



Minor infractions are single incidents of misconduct that breach the **BYBSA Code of Ethics** but generally do not result in harm to others. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having direct authority over the individual(s) involved. This person may include, but is not restricted to, a BYBSA board, sport director, commissioner or coach. The coach of a sport will have authority over assistant coaches, players and parents. The commissioner of a sport and/or age division will have authority over the head coach. The sport director will have authority over all commissioners. The Board of Directors will have authority over the sport director.

Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person having authority, provided the individual being disciplined is told the nature of the infraction and has had a chance to respond to the allegation. This policy will not prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behavior that constitutes a minor infraction.

It is the policy of this association to use the lowest form of discipline that insures compliance to the **BYBSA Code of Conduct** based on the nature of the infraction.

**Disciplinary sanctions for minor infractions may include any or a combination of the following:**

1. Verbal or written reprimand (explain the infraction and the possibility of further, more severe sanctions if behavior continues).
2. Verbal or written apology (explain the infraction and the possibility of further, more severe sanctions if behavior continues)
3. Service or other voluntary contribution to BYBSA.
4. Suspension from the **current** activity or competition (removal).
5. Any other similar sanction considered appropriate for the offense.

**Examples of Minor infractions:**

1. A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
2. Conduct contrary to the ideals of fair play such as angry outbursts or arguing.

## **MAJOR INFRACTIONS**

Major infractions are instances of misconduct or repeated minor infractions, which violate the **BYBSA Code of Ethics** and which result, or have the potential to result, in physical or mental harm to other persons.

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If the incident is a major infraction, a hearing by the BYBSA Grievance Committee is required. The Chairman of the Grievance Committee will notify the individual alleged to have committed a major infraction of the matter within 72 hours after being notified of the incident by an Association Officer and will provide the individual with a copy of the Incident report and a copy of this policy.

The appropriate person having authority over the individual(s) may deal with major infraction(s) occurring within a competition immediately, if necessary. This person may include, but is not restricted to, a BYBSA Board member, sports director, commissioner or coach. The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of that competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeal provisions of this policy.

Depending on the nature and severity of the major infraction, the Grievance Committee Chairman may appoint an independent individual to conduct an investigation in a timely manner (within 3 days).

The Grievance Committee will govern the hearing as appropriate provided that:

1. The individual being disciplined will be given seven (7) days written notice of the day, time and place of the hearing.
2. The individual being disciplined will receive a copy of the Investigator's report, if applicable.
3. The decisions will be by majority vote where the Chairman of the Committee carries a vote (unless there is a conflict of interest and he/she abstains).
4. A representative may accompany the individual being disciplined.
5. The individual being disciplined will have the right to present evidence and argument.
6. The Investigator may participate in the hearing at the request of the panel.
7. The panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing.
8. If the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed.
9. The hearing will be held in private.
10. The Committee will have the authority to abridge or extend timelines associated with any aspect of the hearing.

After hearing the matter, the Grievance Committee will determine by majority vote whether or not the individual has breached the **BYBSA Code of Ethics** and if so, the appropriate sanction to be imposed and any measures to mitigate the harm suffered by others as a result. The Committee's written decision, with reasons, will be distributed to



all parties including the BYBSA Board President within seven (7) days of the conclusion of the hearing.

Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Committee will determine the appropriate disciplinary sanction. The Committee may hold a hearing for the purpose of determining an appropriate sanction.

**Examples of Major infractions:**

1. Fights, Scuffles, etc.:  
Any player, coach, parent or association officer at any youth association sports event who initiates a fight, scuffle, or any type of physical abuse or threats of abuse towards any player, coach, official, parent, guest or spectator.
2. Entering the Field of Play:  
Any parent, guest, coach or association officer at any youth association sports event that enters the field of play or court during any youth sports event for the purpose of physically or verbally abusing or confronting coaches, players or officials.
3. Obscene or profane language, etc.:  
Any player, coach, parent or association officer at any youth association sports event who verbally abuses officials, players, coaches, guests or spectators, including the use of obscene or profane language or gestures, or racial, ethnic or sexual slurs. Examples include repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators, volunteers and sponsors. Repeated conduct contrary to the ideals of fair play such as angry outbursts or arguing.
4. Throwing Objects on Field of Play:  
Any player, coach, parent or association officer at any youth association sports event who throws or causes to be deposited any object on the field of play during any youth sports event.
5. General:
  - a) Pranks, jokes or other activities, which endanger the safety of others.
  - b) Any conduct that result in harm to the image, credibility or reputation of the BYBSA and/or its sponsors.
  - c) Abusive use of alcohol, tobacco or any illicit substance at a BYBSA activity where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.
  - d) Abuse of facilities or equipment
  - e) Any use of alcohol or any illicit substance by minors while participating in a BYBSA activity.



**Disciplinary sanctions for major infractions may include any or a combination of the same sanctions as a minor infraction including the following:**

1. Removal of certain privileges of participation
2. Suspension from certain events which may include suspension from the current competition or from future teams or competitions
3. Suspension from serving in certain BYBSA leadership roles such as such as coaching for a designated period of time
4. Suspension from all BYBSA activities for a designated period of time
5. Expulsion from association participation.

Unless the Committee decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Grievance Committee (Board of Directors if appealed) will result in automatic suspension of participation in any BYBSA activity until such time as the sanction is complied with.

In applying sanctions, the Grievance Committee (Board of Directors if appealed) may consider the following aggravating or mitigating circumstances:

1. The nature and severity of the infraction
2. The extent to which others have been harmed by the infraction
3. The cooperation of the individual being disciplined in the proceedings under this policy
4. Whether the incident is a first offense or has occurred repeatedly
5. The individual's acknowledgment of responsibility
6. The individual's remorse and post-infraction conduct
7. The age, maturity or experience of the individual
8. Whether the individual retaliated, where the incident involves harassment
9. The individual's prospects for rehabilitation.

For serious infractions, the BYBSA Board may determine that the alleged infraction is of such seriousness as to warrant suspension of the individual pending the hearing and decision of the Grievance Committee. Where the behavior reported in an Incident Report may constitute harassment, or is of a similar sensitive nature, BYBSA participants will keep all proceedings confidential, except where disclosure is directed by the Grievance Committee as part of a sanction, is required by law or is in the best interests of the public.



## APPEALS

Except where otherwise provided, the decision for both minor and major offenses may be appealed to the appropriate venue. Decisions by the coach may be appealed to the appropriate commissioner, the commissioner to the appropriate sports director, the sports director to the athletic director, the athletic director to the Grievance Committee, and the Grievance Committee to the Board of Directors. The following rules for an appeal shall apply:

1. Any person receiving a sanction(s) who wishes to contest same shall appeal to the proper venue within seven (7) calendar days with a written request for appeal, specifically setting forth the basis of such person's contest of the notice of violation, via personal delivery, fax, email or certified mail, to the President or Secretary of the BYBSA Board of Directors.
2. Upon receipt of such appeal the Board President or Secretary will present the appeal to the proper authority for making the decision. This individual shall review and decide on the appropriateness of the decision within seven (7) days. The accused will be provided an opportunity to appear and be heard with respect to the occurrence of any violation prior to final action being taken.
3. For a major infraction, the BYBSA Board of Directors shall review statements, accounts and any other pertinent information or documentation relevant to the violation and, upon a majority vote of members of the Board of Directors present at such hearing, may sustain, overturn, or modify the sanction(s) consistent with the **BYBSA Code of Conduct**.
4. All notices of sanction(s) and banning or other actions taken shall remain in effect until overturned or modified by the appropriate person.
5. **In the event any sanction(s) is not appealed within seven (7) days of such notice (normally in the form of a certified letter), said notice of the sanction(s) and action taken, including banning from youth sports events or other action taken shall become final.**

## GRIEVANCE COMMITTEE

The Grievance Committee shall consist of the Director of the Sport that the incident occurred and a minimum of three (3) others: such as a Coach, Executive Board Member, Commissioner, Volunteer, Parent, or other specified individual. The Chairman of the Committee shall be the Director of the Sport and vote only in the case of a tie. Upon receiving the complaint from an Association Officer, the Chairman of Grievance Committee will do all in its power to notify the individual who is the subject of the grievance within 72 hours. The Committee may assign an impartial individual to



investigate the grievance or investigate the matter themselves. **In most cases, a decision by the Committee will be rendered within 10 calendar days of receiving the complaint.** If the decision is not made within the 10 calendar days, the Chairman of the Committee shall notify the Board President and the individual being investigated of the reason(s) for the delay

## **FILING A GRIEVANCE**

It is important that there be open communication between players, parents, coaches and association officers. Most situations can be resolved through open dialogue. When an issue can not be resolved at one level the next level of association leadership should be used. In some cases the only option left is to file a grievance. If a coach, volunteer, player or parent is alleged to have violated any point of the **Code of Ethics**, a grievance may be made. Except in an extraordinary case, the grievance must be submitted within 3 calendar days of the incident and in writing. **The grievance may be submitted by anyone, whether a participant in the BYBSA or not.** Without a complaint in writing and submitted within the time allotted, the proper authority may not be able to take action. A grievance form is available on the BYBSA web page and can be found in the BYBSA Concession Stand or Field House. The grievance must be submitted in complete, written form, signed and presented to a member of the BYBSA Board, a sports director or commissioner. The individual receiving the grievance will notify the Board President or Secretary who will decide on the type of infraction (minor or major) and the proper venue for resolving the grievance.

**The association officers, will do everything possible, to insure the confidentiality of any individual filing a grievance.**

If a submitted grievance is found to be frivolous or not pertaining to the **BYBSA Code of Ethics**, the proper authority may dismiss it.

## **OTHER**

The incident and results of all formal disciplinary actions concerning a major infraction shall be reported by the athletic/sport director at the next planned Board of Directors Meeting.



**BENBROOK YOUTH BASEBALL AND SOFTBALL  
ASSOCIATION**  
*Sports Incident/Grievance Report*

Date and time of incident: \_\_\_\_\_

Name of Writer: \_\_\_\_\_ Position: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Individual(s) involved in the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective description of the incident (please be concise, accurate and non-judgmental):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses (Name/Phone #):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary action THAT was taken (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

Signature of Writer: \_\_\_\_\_ Date: \_\_\_\_\_

**Presented to Association Officer:**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Type of Infraction: Minor \_\_\_\_ Major \_\_\_\_

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