

**Winfield Youth Softball Organization**  
**In-House Program**  
**Discipline & Adverse Action Policy (DAAP)**  
*Adopted January 1, 2008*

**I. POLICY**

In conjunction with the Carroll County Recreation and Parks Youth Sports, Standards for Coaches & Spectators and the Winfield Youth Softball Organization, it is required that all WYSO In-House Program Officials, Coordinators, Coaches, Assistant Coaches, Teams, Players, Umpires, Volunteers, Parents including Family Members and Spectators maintain high standards of personal conduct and integrity when participating under all permitted facilities and confines of the organization, and to adhere to this Discipline & Adverse Action policy without prejudice.

**II. BASIC PRINCIPLES**

Formal disciplinary and adverse actions will be taken for good cause after considering all mitigating and aggravating circumstances and should be consistent with all other such actions taken by the WYSO In-House Program for similar infractions. It is essential that prompt and just corrective action be taken which will promote efficiency while maintaining integrity of the organization.

All such actions shall be governed by the following principles:

- a. Corrective. The intent of discipline or adverse action is not to punish, but to correct unacceptable behavior. Accordingly, discipline or adverse action should only be as severe as necessary to bring about desired change.
- b. Consistent. Similar penalties shall be imposed for like offenses.
- c. Nondiscriminatory. Discipline & Adverse Actions shall not be influenced by race, color, religion, sex, age, political beliefs, national origin, physical handicap, or sexual orientation.
- d. Timely. Discipline & Adverse Action shall be initiated as soon as practicable following the occurrence of the said infraction.
- e. Progressive. A more severe action shall be imposed upon an individual if the person has received prior disciplinary action. Prior offenses need not have been of the same nature as the current offense to warrant a more severe action.

**III. DEFINITIONS**

The following terms and definitions shall be used as an aid to this policy:

1. Assault. The intentional act of physical violence including but not limited to, the following acts upon another individual: hitting, kicking, punching, pushing choking, spitting at or on, grabbing, poking, deliberate bodily running into, the act of kicking or throwing an object at, and damaging personal property.
2. Dissent. Demonstrated continuous disagreement with a Game, Umpire, WYSO In-House Program Officials, Coordinators, Coaches, Assistant Coaches, Teams, Players, Umpires, Volunteers, and Parents including Family Members and/or Spectators by either action or word.
3. Ejection. The temporary removal of an individual from a game, the field, and vicinity of the field by an umpire or WYSO In-House Program Official for conduct reasons.
4. Expulsion. The permanent removal of an individual for disciplinary reasons from all permitted facilities and confines of the organization
5. Formal Disciplinary Action. A letter to the offender outlining the offense and adverse action being taken.
6. Individual. Shall be defined as any Umpire, WYSO In-House Program Official, Coordinator, Coach, Assistant Coach, Player, Umpire, Volunteer, and Parent(s) including Family Members and/or Spectator.
7. Obscene, Profane, or Vulgar Language. Any word, remark or gesture deemed unacceptable during WYSO In-House Program activities

8. Permitted Facilities. All areas under the direct responsibility and control of the WYSO In-House Program, to include fields, parking lots, pavilions and gymnasiums.
9. Suspension. The temporary removal of an individual for disciplinary reasons from all permitted facilities and confines of the organization.
10. Theft or Larceny. The wrongful and/or unlawful taking of goods of another with intent of permanently depriving the owner there of.
11. Threats. Shall be defined as any remarks, verbal statements, gestures or physical act not resulting in bodily contact that carry the implied threat of physical harm against an individual or their property.
12. Umpire Abuse. Shall be defined as the use of foul or abusive action by word, sign, gesture, or language toward an umpire or referee.
13. WYSO In-House Program Official. Any member acting in an official capacity on behalf of the Winfield Youth Softball Organization to include the Commissioner, Secretary, Treasurer, Travel League Coordinator, In-House League Coordinator, Equipment Coordinator, Sponsor Coordinator and Fund-raiser Coordinator, The Board of Directors, Executive Council, Heads of Special Committees, Coaches and Assistant Coaches and Sanctioned Umpires.

#### **IV. CLASSES OF MISCONDUCT**

Actions and conduct considered inappropriate by the WYSO In-House Program Coordinators have been designated by class. The following three classifications describe behavior prohibited at all WYSO In-House Program sponsored activities.

##### **Class I**

- A. Use of profane, obscene, inappropriate, or unacceptable language, remarks, or gestures by word or sign.
- B. Inciting or participating in disruptive behavior.
- C. Making insulting or derogatory remarks or gestures about any individual or group at any time.
- D. Coaches and/or Assistant Coaches receiving a verbal warning from an umpire during a game.
- E. Abuse of an umpire and/or excessive dissent.
- F. Umpire or WYSO In-House Program Official ejection.
- G. Possession of alcohol beverages or illegal drugs on WYSO In-House Program permitted facilities.

##### **Class II**

- A. Direct or implied threats or innuendos.
- B. Inappropriate or threatening gestures.

##### **Class III**

- A. Physical striking of any Board Member, WYSO In-House Program Official, Coordinator, Coach, Assistant Coach, Player, Umpire, Volunteer, Parent including Family Member and Spectators under all permitted facilities and confines of the organization.
- B. Willful or malicious destruction of WYSO In-House Program property or permitted facilities to include fields, parking lots, pavilions, gymnasiums or personal property of any individuals participating in a sponsored WYSO In-House Program activity.
- C. Criminal or illegal activity described in Section XI, conducted on any WYSO In-House Program permitted facility or confine.
- D. Unethical behavior described in Section XI, or while acting in an official capacity representing the WYSO In-House Program.
- E. Theft or larceny of money, assets, equipment, or services under the permitted facilities and confines of the WYSO In-House Program.

## **V. PENALTIES AND ADVERSE ACTIONS**

Any WYSO In-House Program Official, Coordinator, Coach, Assistant Coach, Player, Team, Umpire, Volunteer, Parent including Family Members and Spectators found guilty of misconduct as classified in Section IV, is subject to minimum disciplinary action as follows:

### **Class I**

First Offense – Verbal warning and/or written reprimand or suspension for one (1) game or (1) calendar week.

Second Offense – Suspension from two (2) Games and/or two (2) calendar weeks.

Third Offense – Suspension for remainder of season.

### **Class II**

First Offense – Suspension from two (2) Games and/or two (2) calendar weeks.

Second Offense – Suspension from all Games and/or four (4) calendar weeks.

Third Offense – Suspension for remainder of season.

### **Class III**

Permanent expulsion from the organization.

*Note – Class III offenses may be subject for referral to the appropriate law enforcement entity and/or District Attorneys Office for further action.*

## **VI. CONDUCT AND DISCIPLINARY COMMITTEE**

1. At the appointment of the WYSO In-House Program Coordinator, a three (3) member Conduct and Disciplinary Committee shall be established.
2. Members of the Committee shall be chosen from the three (3) tiers of the WYSO In-House Program, K-1<sup>st</sup> Grade Division, 2<sup>nd</sup>-4<sup>th</sup> Grade Division and 5-8<sup>th</sup> Grade Division.
3. Committee members shall be appointed for a duration consisting of regular and post season play.
4. The Conduct and Disciplinary Committee will be responsible for the review, investigation, and issuance of all discipline and adverse actions pertaining to any conduct complaints.
5. The Committee shall have the authority to impose any penalty up to and including all Class I and II offenses. Penalties for Class III offenses shall require additional approval from the WYSO Executive Council.
6. A copy of all disciplinary actions will be forwarded to the Commissioner of the WYSO, In-House Program Coordinator, the Commissioner of the Winfield Recreation Council, and the Director of the Carroll County Recreation and Parks.

## **VII. FORMAL PROCEEDINGS**

1. All conduct infractions shall be immediately reported either verbally or written to a WYSO In-House Program Official.
2. Upon receipt of the complaint, the Official shall inform the Commissioner and the Conduct and Disciplinary Committee for a full review.
3. The Conduct and Disciplinary Committee will then conduct an investigation of the facts of the case in a timely manner.
4. Following the investigation, the Conduct and Disciplinary Committee shall issue the appropriate corrective action to be issued in writing to the WYSO In-House Program Coordinator and Commissioner for final review.

5. Once reviewed, the In-House Program Coordinator and/or Commissioner shall inform the offender in writing of the Conduct and Disciplinary Committee's findings and issued penalties.
6. Class III offenses may be subject for referral to the appropriate law enforcement entity and/or District Attorneys Office for further action.

### **VIII. APPEALS**

1. All appeals must be made in writing to the WYSO In-House Coordinator and/or Commissioner within three (3) business days of the issuance of proposed disciplinary action.
2. Appeals will be reviewed and an opinion issued by the WYSO In-House Program Executive Board and Commissioner within five (5) business days of receipt.
3. A copy of the complaint, proposed disciplinary action and appeal may be forwarded to the WYSO In-House Program Executive Council, Commissioner, the Carroll County Recreation, and Parks Director's Office.
4. If the WYSO Commissioner and/or the Carroll County Recreation and Parks Director's office decline review or fails to make comments within 3 business days of receipt, all judgments are final without further appeal.

### **X. CONDUCT**

In conjunction to the established Code of Conduct of the Carroll County Department of Recreation and Parks, the following shall also apply to all WYSO In-House Program entities respectively.

#### **Coaches shall:**

1. Ensure the actions of the team and all persons involved with the team both on and off the field do not bring discredit upon the team, WYSO In-House Program, Winfield Recreation Council or the Carroll County Department of Recreation and Parks.
2. Ensure that all Assistant Coaches, Players, or Parent(s) of a player on their team complete and sign an acknowledgement of all WYSO In-House Program Policies regarding Discipline & Adverse Action, and The Carroll County Department of Recreation and Parks Code of Conduct.
3. Ensure that all persons involved with the team conduct themselves in a sportsmanlike manner under all circumstances and to exhibit appropriate behavior before, during and after games, and on any other occasions when the group could be identified as a team representing the WYSO In-House Program or The Carroll County Department of Recreation and Parks.
4. Have the authority maintain the minimum amount of discipline necessary for a conducive and constructive team atmosphere. If other informal avenues of instilling discipline have failed, the coach may bench or ban a player from a team activity (either a practice and/or game).
5. Make notifications to the parent and a WYSO In-House Program Official within 24 hours of the incident. If in the opinion of the coach, the incident(s) in question may warrant more serious sanctions, or there are repeat discipline problems with the same player, the coach will notify the WYSO In-House Program Conduct and Disciplinary Committee formally via the process described in Section VII. In any case, a coach will not ban a player for more than one practice/game.
6. Acknowledge that for Teams whose general conduct is determined to be unsatisfactory by a review conducted by the Conduct and Disciplinary Committee, the following actions may be applied according to the principle of progressive discipline, severity and frequency of incidents of misconduct;
  - a. Letter of reprimand to the coach and/or team.
  - b. Team suspension for a period of time with all games scheduled for that time to be forfeited.
  - c. Revocation of permission to travel intra/interstate for specific competitions.
  - d. Removal or suspension of the team coach
  - e. Team disbandment.

## **XI. UNETHICAL BEHAVIOR**

The following acts may be subject to disciplinary action by the WYSO In-House Program Discipline & Adverse Action Committee as outlined in Section IV:

1. Falsification of documents including but not limited to registration data, birth certificates, rosters, insurance claims, or proxies.
2. Allowing unregistered or ineligible players to participate in games.
3. Misappropriation or mishandling of association funds.
4. Any criminal or illegal activity conducted on permitted facilities.

## **XII. FORMS AND REPORTS**

1. The Carroll County Recreation and Parks Youth Sports Standards for Coaches & Spectators form (Attachment #1) shall be retained by the Discipline & Adverse Action Committee for a period of one (1) year beginning January 1<sup>st</sup>, and destroyed thereafter.
2. The WYSO In-House Program Discipline & Adverse Action Policy acknowledgement form (Attachment #2) shall be retained by the Discipline & Adverse Action Committee for a period of one (1) year beginning January 1<sup>st</sup>, and destroyed thereafter.
3. Copies of both the Carroll County Recreation and Parks Youth Sports Standards for Coaches & Spectators Form and the WYSO In-House Program Discipline & Adverse Action Policy Acknowledgement Form shall be retained in accordance to the disposal schedule below if a violation is reported.

## **TRACKING**

The WYSO In-House Program Commissioner and/or Secretary shall maintain all records associated with all Discipline & Adverse Action findings and judgments in accordance to the following disposal schedule:

### **Class I**

Ten (10) years from date of offense.

### **Class II**

Ten (10) years from date of offense.

### **Class III**

Indefinite