

**NON-SPORTSMANLIKE BEHAVIOR COMPLAINT  
and  
DISCIPLINARY ACTION PROCESS  
Lincoln Hills Water Volleyball Club**

The following documents the process for handling Non-Sportsmanlike complaints within the club.

**1) Disciplinary Committee**

- a) The Steering Committee (SC) will appoint an ad-hoc committee of three to four people, comprising of all SC members, or one representative from the Recreational or Competitive subcommittees
- b) This ad-hoc committee will serve a one-year calendar term, which is subject to change, with SC approval
- c) All correspondence and discussion must remain restricted to the members involved, and the SC
- d) All decisions, discussions, action plans will be reported to all SC members

**2) Receiving a Complaint**

- a) The *Non-Sportsmanlike Behavior Complaint Form and Disciplinary Action* document is available on the website: [lhwatervolleyball.com](http://lhwatervolleyball.com), and in the club binder at the Kilaga Springs fitness center desk
- b) Instructions for completion are on the form
- c) The current storage cabinet keyholder will retrieve the complaint form from the locked box and pass to one of the ad-hoc committee

**3) Committee Discussion**

- a) All discussions and details will remain confidential within the ad-hoc committee
- b) The designated committee lead will determine the severity of the complaint, and if *immediate* action is needed
- c) The committee lead will schedule a meeting to include the other committee members, the person filing the complaint, and the person who

is named in the complaint. It will be up to the committee to determine the format of this meeting. There are options such as:

1. Meet with the person filing the complaint - individually
2. Meet with the person named in the complaint - individually
3. Meet with them together
4. If the subject of the complaint does not respond within 2 days, or refuses to meet, the Ad-Hoc committee will
  - a. review the complaint and determine the course of action
  - b. document the action plan on the *Non-Sportsmanlike Behavior Complaint and Disciplinary Action* form
  - c. indicate the subject either did not respond to the meeting request, or refused to meet
5. After hearing both sides, the committee will thank the two members, and ask them to leave the meeting
6. The committee lead will ask the person named in the complaint to return in a designated amount of time – for example, within 15 minutes
7. The committee will discuss, then determine and document the Action Plan on the *Non-Sportsmanlike Behavior Complaint Form and Disciplinary Action* based on
  - a. Rules & Best Practices
  - b. By Laws
  - c. previous infractions and actions (see Appendix)
8. If the committee is unsuccessful at reaching a unanimous decision
  - a. the lead will document this on the form
9. The subject of the complaint will be asked to rejoin the meeting

#### **4) Presenting the Action Plan**

If at any time during the meeting, there is an altercation, or the discussion gets out of hand, the committee lead will stop the meeting immediately, and notify the SC Chairperson. Depending on the circumstances, the chairperson may suspend the member from playing until further discussion can take place.

- a) If the committee's decision is to take this to the Steering Committee, the committee lead will notify the subject to expect an invitation, with date and time, to the SC meeting

1. The DC lead will need to add this to the next meeting Agenda
- b) The Action Plan will be presented, utilizing any appropriate information from the club Bylaws or Best Practices
  1. In the case where the committee has not reached a decision, the subject will be informed the matter will be taken to the Steering Committee
    - a. The committee lead will inform the subject
- c) The subject will be asked to sign the document, acknowledging the action plan
  1. If the subject refuses to sign, the committee lead will indicate, "Refuses to sign"
- d) The committee lead and witnesses will sign
- e) The subject will be given a copy of the complaint form
  1. The committee lead will inform the subject (s)he has the option
    - a. to take the matter to the Steering Committee if s(he) chooses, provided s(he) meets the deadline to submit the request for the next meeting's agenda
    - b. to take the matter to the HOA Board of Directors
- f) The committee lead will add this matter to the next SC meeting agenda, in a review format and for the record

## 5) **Record Keeping**

- a) The original copy, completed and signed by all parties, will be filed in the Non-Sportsmanlike Behavior / Disciplinary Action section of the club Executive Binder, and filed by the subject's name, then by date
- b) The club Executive Binder is held by the Club Chairperson for the duration of his/her term

## 6) Enforcement of Action Plan

- a) If the subject does not comply with the action plan, then during play, a member from the Steering Committee, Recreational Play or Competitive Play subcommittees will
  - 1. **remind him/her** to stop the offending or unsafe behavior
- b) If the subject continues the offending or unsafe behavior, a member from the Steering Committee, Recreational Play or Competitive Play subcommittee will
  - 1. hold the ball to stop the play
  - 2. **announce to the entire court of players**, that this is the **final warning**
    - a. if the subject continues the offending or unsafe behavior, the subject will be asked to leave the pool
- c) If the subject continues the offending or unsafe behavior, the member from the Steering Committee, Recreational Play or Competitive Play subcommittee will
  - 1. ask the offender to **leave the pool**
- d) If the offender refuses to leave, the member from the Steering Committee, Recreational Play or Competitive Play subcommittee will
  - 1. **shut down the play** on that net
  - 2. submit a Non-Sportsmanlike Behavior Complaint

**APPENDIX**

Examples of Previous Infractions and Disciplinary Actions:

<b>INFRACTION</b>	<b>DISCIPLINARY ACTION</b>
Bullying - not permitting someone to play, chastising	Suspension – 6 weeks
Bullying - inappropriate verbal and body language	Suspension – 4 weeks
Cyber Bullying - inappropriate use of email	Suspension – 2 weeks
Inappropriate Behavior - toward other players	Warning – written
Inappropriate fist-hitting the ball	Warning to stop – written