



2018
CODE OF CONDUCT

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*CODE OF CONDUCT, COMPLAINT, AND GRIEVANCE POLICY MANUAL***1. CODE OF CONDUCT, COMPLAINT, AND GRIEVANCE POLICY MANUAL****1.1. Purpose**

It is our hope that you and your child will have a fun and positive year with Atlee Little League. Occasionally, however, a conflict can arise among parents, managers and coaches. For example, a parent might not approve of the behavior and/or actions of a manager or coach.

Occasional as they are, these situations can be quite distressing to all involved, particularly the children, taking the fun out of the game. It is the manager more than any other single individual who makes the program a success or failure. He/she controls the situation in which the player may be benefited or harmed.

Actions of our managers and coaches must be held to the highest standards and be beyond reproach. Likewise, for the manager to be able to do his job successfully, parents must understand that their actions should not interfere with that process.

The Atlee Little League Board is committed to making sure that all conflicts are resolved quickly, objectively, and equitably with the very first consideration being given to the welfare of the children. Atlee Little League after much discussion, has adopted a written standard that all persons within our league shall abide by. These standards will be expected to be followed by our board members, volunteers, parents, visitors, and our players.

Please note all Managers/Coaches are directed by the Board to deal fairly and impartially with each issue and ANY retaliation will not be tolerated. Please see "retaliation" under section 10.4.

Finally, problems with umpires, however, are to be handled outside of the policies described below. Concerns about umpires should be addressed by the manager to the League's Vice President of Baseball/Softball. The Vice President of Baseball/Softball will then investigate the matter. The Vice President of Baseball/Softball, if unable to resolve the situation, he/she will bring the matter to the Atlee Little League Board.

1.2. Code of Conduct Policy**A. Terms**

For the purposes of this document, "Atlee Little League participant" will be defined as follows:

- Board members

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- Managers
- Coaches
- Players
- Concession stand workers/volunteers
- Tournament Directors

“Spectator” is defined to include anyone who is watching a game or is a guest at the complex.

B. Code of Conduct

No Atlee Little League participant or spectator shall, at any time:

- Lay a hand upon, push, shove, strike, or threaten to strike another Atlee Little League participant, spectator or umpire.
- Heap personal verbal or physical abuse for any real or imaginary belief of a wrong decision/judgment on another Atlee Little League participant, spectator or umpire.
- Speak disrespectfully to any Atlee Little League participant, spectator or umpire – including taunting, shouting and screaming.
- Speak disrespectfully about any Atlee Little League participant, spectator or umpire.
- Question the umpire(s) in a derogatory or abusive manner.
- Use profane, obscene or vulgar language.
- Demonstrate dissent at a decision by an Atlee Little League participant or umpire by throwing gloves, helmets, hats, bats, balls or any equipment.
- Use unnecessarily rough physical tactics in the play of a game against an opposing player.
- Be at the Atlee Little League complex while intoxicated (alcohol or drugs). Intoxicated will be defined as an odor or behavior issue.
- Smoke at the Atlee Little League complex.
- Refuse to leave the scorer’s box if requested by a Board Member, umpire or Tournament Director.

*CODE OF CONDUCT, COMPLAINT, AND GRIEVANCE POLICY MANUAL***1.3.** Violations of the Code of Conduct Policy**A.** When a Violation Occurs

Atlee Little League board members have an obligation to uphold these standards. If any Board Member perceives an Atlee Little League participant or spectator has violated the code of conduct, they will have the right (if necessary and if circumstances dictate) to ask the violators to leave the complex immediately.

If the violator does not leave willingly, the local authorities may be contacted without warning.

B. Exception(s):

- in cases in which an Atlee Board Member (the first Board Member) is participating in league activities in the role of manager, coach, player or concession volunteers; and
- a second Board Member perceives that the first Board Member has violated the code of conduct; and
- the second Board Member requests that the first Board Member leave the complex immediately.
- the first Board Member will be required to leave the complex immediately until the respective VP Baseball/VP Softball has given explicit instructions to both the first and second Board Members that the first Board Member can return. If the first Board Member is the VP Baseball/VP Softball, the first Board Member will be required to leave the complex immediately until the League President has given explicit instructions to both the first and second Board Members that the first Board Member can return.

C. After a Violation

The violation should be reported to the appropriate Division Director and the VP of Baseball/Softball. This group will conduct an initial investigation within the first 72 hours, to collect additional information about the incident.

After the initial 72 hours, the Formal Grievance process will be followed. See Section 10.4.

*CODE OF CONDUCT, COMPLAINT, AND GRIEVANCE POLICY MANUAL***1.4.** Complaint/Grievance Policy**A.** Complaints About Your Manager/Coach

One of the most common sources of conflict in Little League is between parents and manager/coaches. In this situation, complaints should be initially handled in one of two ways:

Option 1: The parent should discuss the issue directly with the manager – but not during games or practices. Instead, the conversation should take place; away from the field, away from any children, and away from other parents.

- The Atlee Little League Board of Directors prefer that all complaints be handled in this manner if possible. The manager may or may not have been aware of the problem. The issue should be discussed quickly in a courteous and positive manner. When approached promptly and in a calm manner, many problems quickly become non-issues and a higher level of cooperation and understanding is achieved.
- If the issue cannot be resolved directly between the parent and the manager, then the complaint should be made by the parent to the Division Director. The Division Director shall then discuss the issue with the manager. If the issue still cannot be resolved, or if it continues, the parent may file a formal grievance.

Option 2: In the rare circumstance where the parent would prefer an Atlee Little League Board member present for the initial conversation with the manager, the parent may elect to write a letter to the Atlee Little League Board of Directors. The letter must outline the specific area(s) of concern, provide only facts, and not include any judgments or conclusions. Upon receipt of the letter the Board will forward the letter to the manager to make them aware of the concerns. The Division Director will then schedule a meeting providing an opportunity for the parent(s), manager, and Division Director to all sit down together and attempt to resolve the conflict. This provides both the parent and manager an independent third party to help facilitate the conversation. It is expected that the manager and parent will work together to facilitate a positive resolution.

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If the issue cannot be resolved directly through one of the two options outlined above, the issue may be elevated through the Grievance Policy outlined below.

B. Formal Grievances

Unfortunately, there are circumstances that cannot be resolved by a conversation between a manager and parent. In those cases, a formal grievance should be filed.

- Filing a formal grievance - a formal grievance must be filed in writing with the Vice President of Baseball/Softball and the appropriate Division Director. The written grievance should contain the following:
 - The name, telephone number and email address of the person filing the grievance;
 - The name of the person against whom the grievance is filed;
 - The nature of the complaint;
 - The relevant dates and locations; and
 - The desired resolution.
- The Grievance Review - The grievance will be reviewed within 48 hours of receipt to see if the grievance has merit and if it should be reviewed at a grievance hearing by the following individuals:
 - Vice President of Baseball/Softball
 - The appropriate Division Director
 - A third Board member - preferably the Player Agent, the League President, an at-large Member or Coaches Coordinator
- If the grievance will be heard, the Vice President shall convene a meeting of a Grievance Committee - giving the committee members at least 48 hours' notice of the meeting. The Grievance Committee shall be comprised of the;
 - League President
 - Vice President of Baseball/Softball (as Chair)
 - Player Agent
 - the appropriate Division Director
 - Coaches Coordinator or at-large Member
- If the grievance will not be heard, the Vice President of Baseball/Softball will notify the parent in writing why the grievance was dismissed. The grievance dismissal action of the Vice President

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shall be final unless the person who filed the grievance decides to appeal the decision to the full ALL Board of Directors. The appeal must be by written request to the League President within 48 hours of the dismissal by the Vice President (see “Right to Appeal” below).

- If any of the participants on the Grievance Committee are the subject of the complaint, the Executive Committee of the Atlee Little League board will find and select an alternative member to serve on the Grievance Committee.
- The Grievance Hearing
 - Both the person filing the complaint and the person against whom the grievance is filed, may produce witnesses to speak on their behalf (no minor witnesses). The witnesses must provide their written statements to the Chair (Vice President) no later than 24 hours prior to the hearing.
 - The Committee shall hear testimony in the following order:
 - The Atlee Little League participant filing the complaint (10 min max);
 - Witnesses for the Atlee Little League participant (2 min each);
 - The person against whom the grievance is filed (10 min max);
 - Witnesses for the person against whom the grievance is filed (2 min each).

Statements should be recorded by the Secretary (or appointed member, if secretary is not available) and should only address the issue at hand and not reference any past accusations or violations, if any. Only facts may be presented, not assumptions or preconceived conclusions. No questions shall be allowed during testimony. After the statements are made, the Chair may allow questions from Committee members. The parties shall then be dismissed.

- After the parties are dismissed, the Grievance Committee shall proceed in the following manner:
 - The Grievance Committee shall discuss in private and reach a decision as to the imposition of any disciplinary action by majority vote that will be recommended to the Atlee Little League Board of Directors.
 - The Grievance Committee chairperson shall report all meeting minutes and recommendations to the league president.

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- League President shall convene a meeting of the Atlee Little League Board of Directors in a timely manner to present the Grievance Committees recommendations.
- The Atlee Little League Board of Directors shall hear the case and then proceed to determine what action is to be taken by majority vote.
- League President shall then notify the person of whom the grievance has been filed upon, the decision which was made by the Atlee Little League Board of Directors.

C. Disciplinary Action

The Atlee Little League Board of Directors may impose any or all the following sanctions:

- Dismiss the action without sanction;
- Written warning from the league;
- Suspension from one or more games or practices;
- Recommendation against post season positions;
- Removal from a league position;
- One-year suspension from league participation
- Multi-year suspension from league participant

The action of the Atlee Little League Board of Directors shall be final unless the person against whom the grievance is filed decides to appeal the Committee decision to the full Atlee Little League Board of Directors. If so, the person must appeal by written request to the President of the Atlee Little League Board of Directors within 48 hours of receiving the decision of the Grievance Committee.

D. Conflict of Interest

Committee members will be asked to recuse themselves from all proceedings if any of the following conflict of interest exist:

- Family member of person filing grievance or of person grievance is filed against.
- Participates with member in any sort of coaching capacity, even if not within Atlee Little League.
- If parties are known to have any relationship with either party that may have a bearing on the discussions and/or outcome of the hearings.
- If the grievance filed is against the member personally.

*CODE OF CONDUCT, COMPLAINT, AND GRIEVANCE POLICY MANUAL***E. Right to Appeal**

The ALL Board President shall schedule the appeal for the next regularly scheduled board meeting (a minimum of 72 hours' notice is required). The league president reserves the right to call for a special meeting of the ALL Board of Directors to resolve the appeal in a timely manner. The President shall chair and conduct the appeal in the same manner as the Grievance Hearing (above). A final decision will be made by majority vote of all board members present at the meeting. The President shall issue letters to both the person against whom the grievance was filed and the person who filed the complaint, within 48 hours of the hearing informing that person of the outcome. This decision will be final with no further appeals.

F. Retaliation

Retaliation will not be tolerated. The purpose of this Grievance Policy is to foster open communication between the volunteers who manage/coach the teams and the league participants. Communication between managers/coaches and parents must be able to occur with no fear or concern of retaliation. Retaliation is defined as an observed change in playing time, position, batting order, or disposition. All concerns of retaliation will be fully investigated by the Grievance Committee. If the Committee determines the player has been subjected to retaliation, the manager/coach will be suspended for a minimum of one calendar year from the date of the incident.

G. Records Retention

All complaints, resolutions and disciplinary letters must be retained by ALL and passed on to the President of the incoming Board. Records will be destroyed after 3 years of the final decision.

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I have read and understood the Atlee Little League Code of Conduct, Complaint, and Grievance Policy.

I understand that this document applies to all of the following individuals:

- Board members
- Managers
- Coaches
- Players
- Concession stand workers/volunteers
- Tournament Directors
- Spectators
- Complex Guests

I understand that signing this document and agreeing to abide by it is required, as a condition of participating in any Atlee Little League sanctioned event.

I also understand that if I bring a guest (or guests) to the complex, I will ensure that they also abide by the Atlee Little League Code of Conduct, Complaint, and Grievance Policy: and, that guest misconduct can result in a formal grievance and/or disciplinary action against me.

Participant name (Please Print): _____

Participant Signature: _____ Date: _____