

Scope

USASF Event Producers, Member Gym Owners, and Credentialed Coaches may make an official report (non-compliance) in the areas of the USASF rules or USASF Gym members' Professional Responsibility Code. Such grievances may report non-compliance and/or unethical behavior of Member Gyms, Credentialed Coaches, and Member Athletes (includes parents, families and legal guardians).

Disciplinary Committee Structure

The inclusion of the NACCC Executive Committee, select Gym Owners and Coaches from the USASF Regions, and USASF Administrators on this committee is beneficial and provides reinforcement for USASF members. There will be new elections for the Disciplinary Committee every two years. The next elections will be for the 2012-2013 season.

Disciplinary Committee

- (Chairman) USASF Board of Directors
- (Chairman) NACCC Board of Directors
- (Director) USASF Disciplinary Committee
- (Secretary) NACCC Secretary

Midwest Region

- Two NACCC Executive Committee Members
- Two NACCC Regional Representatives

Northeast Region

- Two NACCC Executive Committee Members
- Two NACCC Regional Representatives

Southwest Region

- Two NACCC Executive Committee Members
- Two NACCC Regional Representatives

Southeast Region

- Two NACCC Executive Committee Members
- Two NACCC Regional Representatives

West Coast Region

- Two NACCC Executive Committee Members
- Two NACCC Regional Representatives

Expert Advisor (may be called in particular cases)

- Les Stella - USASF Executive Director Rules
- Steve Peterson - USASF Sanctioning Guidelines
- Jim Lord – AACCA, Safety and Risk Management

All committee members must sign and agree to adhere to the USASF Committee Member Code of Conduct and Confidentiality Agreement. All Members of this committee, and the USASF Board of Directors, adhere to strict confidentiality guidelines. All Committee members are subject to sanctions for violations of the code including but not limited to removal from committee; restrictions, fines revocation of membership and penalties as approved by the Disciplinary Committee and the USASF Board of Directors.

Protocol

Reports of non-compliance are to be submitted via the USASF Non-Compliance Agreement document. The USASF will not accept any anonymous reports and the reporting agents name will be recorded and kept on file. The reporting document will indicate the specific guideline that has been allegedly breached, including all supporting documents or proofs needed, as well as the specific details of time, date, location, etc, of the alleged violation.

Conditional Review

A USASF Event Producer, Gym Owner, Coach or Athlete filing the complaint must accept and complete the terms of filing the complaint within 90 days of the alleged breach.

Process (This process may take up to 30 days to complete)

1. The USASF Non-Compliance Form is completed, signed, and sent to the Director of the Disciplinary Committee.
2. The Director notifies the accused in writing as failing to abide by the USASF rules or USASF gym member's Professional Responsibility Code, citing violation and claim.
 - a) The accused party is further instructed to provide a formal written response within ten (10) days of receipt to the Director of the USASF Disciplinary Committee.
3. The Director notifies the Board of Directors that a grievance has been filed.
4. The Compliance Review Committee is created being mindful of any conflicts, so committee members may recuse themselves.
5. The Director provides copies of both Non-Compliance Agreement Form and the response of the accused to members of the Compliance Review Committee immediately following formal written response from the accused.
6. The Director will schedule a conference call with members of the Compliance Review Committee to review the grievance and the response received from the accused. During this call, the Compliance Review Committee will review all documentation and proof provided by every party involved.
7. The Compliance Review Committee will make a recommendation for additional inquiry and/or specific action directly to the USASF Board of Directors.
8. The USASF Board of Directors will provide clear direction regarding the levying of penalties for non-compliance or unethical behavior including but not limited to the use of fines and or suspension of privileges for various periods of time.
9. Upon the completion of items 1-9, USASF Gym members may view the following link to find where each action will be documented on the USASF web site.
<http://usasf.net/members/notifications/>

Compliance Review Committee

Determined by the Director, a separate and non bias Review Committee will be created for each grievance utilizing the following criteria:

1. Region the complaint originates & effects
2. Removal of any potential conflicts of interest



USASF Disciplinary Process



Conflict of Interest

Each individual occurrence will be reviewed to determine any conflict of interest. A conflict of interest arises when a board member or committee person's duty of loyalty to the organization comes into conflict with a competing financial or personal interest that he or she may have in regards to the case being reviewed. Full disclosure of all potential or perceived conflicts must be identified and those members must recuse themselves or may be disqualified by the Chairman or the Director, from any involvement in the case.

USASF Disciplinary committee members must identify and distinguish between situations that give the appearance of a conflict and those that involve a material conflict where a board or staff member has a direct or indirect financial interest in transactions with the accused/or the organization.

1. USASF Disciplinary committee member/BOD must recuse themselves if their organization shares clientele market.
2. USASF Disciplinary committee member/BOD must recuse themselves if their organization competes in the same division at any of the same events.
3. USASF Disciplinary committee member/BOD must recuse themselves if they or their organizations host events that the accused attends.
4. USASF Disciplinary committee member/BOD must recuse themselves if there is any appearance of competitive rivalry based on region, or division or competitive advantage.

Penalty

The USASF Board of Directors will provide clear direction regarding the levying of penalties for non-compliance or unethical behavior including but not limited to the use of fines and or suspension of privileges for various periods of time. The USASF Disciplinary Committee will present the information and suggest appropriate action. Please note that this committee be given only the authority to recommend penalty/action. The USASF Board of Directors can only levy penalty/action and not overturn the decision of the committee.

Guidelines for Penalty Recommendations

	Category 3 <ul style="list-style-type: none"> • Rules (not limited to) • Age Verification • Sportsmanship 	Category 4 <ul style="list-style-type: none"> • Falsification of Documents • Misleading Information • Conflicts of Interest 	Non-Specified <ul style="list-style-type: none"> • Unethical 	Repeat Offense
USASF GYM	<ul style="list-style-type: none"> • Warning • Fines • Restriction of Membership 	<ul style="list-style-type: none"> • Warning • Fines • Restriction of Membership 	<ul style="list-style-type: none"> • Warning • Fines • Restriction of Membership 	<ul style="list-style-type: none"> • Double Fines • Forfeiture of Membership
USASF COACH	<ul style="list-style-type: none"> • Warning • Restriction of Membership • Ineligibility 	<ul style="list-style-type: none"> • Warning • Fines • Restriction of Membership 	<ul style="list-style-type: none"> • Warning • Fines • Restriction of Membership 	<ul style="list-style-type: none"> • Double Fines • Forfeiture of Membership or Credentialing
USASF ATHLETE	<ul style="list-style-type: none"> • Ineligibility for one year 	<ul style="list-style-type: none"> • Warning • Fines • Restriction of Membership 	<ul style="list-style-type: none"> • Warning • Fines • Restriction of Membership 	<ul style="list-style-type: none"> • Ineligible for lifetime

Repeat Offenses

The USASF Compliance Committee recommended and the USASF Board approved the following:

1. A general policy on repeat offenders will stipulate that financial penalties will be doubled for a second offense.
2. A general policy on repeat offenders will stipulate that a second failure to comply with a penalty will result in a suspension of membership privileges in USASF for the period of one year (August 1st-July 31st) and forfeiture of membership date. New membership date will be established as the date second suspension is lifted.



USASF Disciplinary Process



Non-Compliance Agreement

I, _____ am filing a USASF Non-Compliant Agreement against another USASF Member.

I hereby attest to the fact that I am a current member of the USASF and agree to the following terms:

1. I agree to accept the decision of the USASF Disciplinary Committee and understand there are no appeals.
2. I agree to maintain the confidentiality of the complaint.
3. I agree to not participate in any dissemination of information, either written or verbal, that pertains to the investigation of the complaint including; responses, emails, social media texts, messages or blogs on social networking sites.
4. I agree that by violating the terms of non-disclosure of the investigation and the evidence and responses I will be violating the Professional Responsibility Code (Category 4) and will be subject to Disciplinary review and/ or action.
5. I agree that the information provided for the complaint to move forward to Committee is truthful and accurate to my knowledge and attest that I can verify that all the document provided as proof have not been doctored in any way.

I understand and agree to the terms 1-5 of the USASF Non-Compliance Agreement and accept the terms and conditions of filing this complaint.

Filed By

Full Name: _____

Cell#: _____

USASF Member Gym: _____

USASF #: _____

Email: _____

Filed Against

Name of the USASF Member who the complaint is against

USASF Gym: _____

Non-Compliance Form

Filed By

Full Name: _____

Address: _____

City: _____ St: _____ Zip: _____

Cell #: _____

OFFICE USE ONLY USASF Gym Member # USASF Coach Credential #
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Filed Against

Name of Gym: _____

Name of Individual: _____

Address: _____

City: _____ St: _____ Zip: _____

Briefly describe the alleged misconduct

Identify the Category/item in the Professional Responsibility Code the complaint is addressing:

Category 3: Item: 1 2 3 4 5 6

Category 4: Item: 1 2 3 4 5 6 7 8 9 10 11

Signature (required): _____

Date of Complaint: _____

OFFICE USE ONLY	
<i>Recommendation:</i>	
<input type="checkbox"/>	The complaint does not merit further action
<input type="checkbox"/>	Counsel the member who is the subject of the complaint and record both the complaint and the nature of the counseling in the member's permanent record.
<input type="checkbox"/>	Refer the complaint, as appropriate, to the state or regional chairs/committees for review and await recommendation of disciplinary action by said committees.
<input type="checkbox"/>	Process the complaint with written documentation to the individual filing the complaint and the person who is the subject of the complaint.



USASF Disciplinary Process



Non-Compliance Response Agreement

(MUST BE COMPLETED WITHIN 10 DAYS) Date: _____

This letter is to officially notify you that a USASF member has filed a formal non-compliance complaint. All terms and conditions of the complaint have been documented and subject to review by the USASF Disciplinary Committee. Please respond to the complaint by completing this form along with any documentation to Tegan Reeves (TReeves@usasf.net).

The complaint has been registered as failure to comply with the USASF Professional Responsibility Code under the following Category:

Category 3: Item: 1 2 3 4 5 6 **Category 4:** Item: 1 2 3 4 5 6 7 8 9 10 11

Alleged misconduct

Your Response

Please provide documentation to support your response to the Director within 10 dates of receipt of this notification. The Director will review both the complaint and the response and determine if further review is required.

1. I agree to accept the decision of the USASF Disciplinary Committee and understand there are no appeals.
2. I agree to maintain the confidentiality of the complaint.
3. I agree to not participate in dissemination of information either written or verbal that pertains to the investigation of the complaint including responses, emails, social media texts, messages or blogs on social networking sites.
4. I agree that by violating the terms of non-disclosure of the investigation and the evidence and responses I will be violating the Professional Responsibility Code (Category 4) and will be subject to disciplinary review and or action.
5. I agree that the information provided for the complaint to move forward to Committee is truthful and accurate to my knowledge and attest that I can verify that all the documents provided as proof have not been doctored in any way.

I understand and agree to the terms (1-5) of the USASF Non-Compliance Agreement and accept the terms and conditions of the Disciplinary Process.

Full Name: _____ Cell #: _____

Signature: _____ Date: _____

Code of Conduct and Confidentiality Agreement

(For Disciplinary Committee Member)

Appointed as a member of the USASF Disciplinary Committee

I, _____ agree to the following conditions.

1. I agree to recuse myself, if asked to review any complaint that would imply impropriety or conflict of interest.
2. I agree to recuse myself if asked to review any complaint that involves a direct competitor of any gym that I am affiliated with or if I am known to or perceived to have conflict/rivalries with and report all concerns to the USASF Disciplinary Director immediately.
3. I agree to confidentiality of all conversations, meetings, documents related to any Non-Compliance issue I am asked to review and understand violating the terms of confidentiality will result in removal of my role as a USASF Disciplinary Committee Member. Additionally, I understand the potential for restrictions, penalties and fines will apply and my actions will be eligible for non-compliance review.
4. I agree to protect the integrity of USASF mission at all times and protect the integrity of all parties involved in the non-compliance complaint process.
5. I agree to uphold the rules and the guidelines established by the USASF and when in question, the intent of the rule. It is my duty as a member of the USASF Disciplinary Committee to consider and protect the rules and guidelines as the General Membership intended over the interpretation of the party filing the complaint and the party accused of non-compliance.
6. As a member of the USASF Disciplinary Committee I understand my attendance is important. I know that I must be on every call which is scheduled with 2 week notifications. I understand that an absence recorded as an offence and that the second absence will result in removal from the committee.

I have read and understand the above statements I agree to honor my obligation to the USASF General Membership, coaches and athletes by utilizing the USASF Professional Responsibility Code, to hold accountable those who violate the rules and guidelines set forth by the members of the USASF.

Signature: _____ Date: _____

Full Name : _____