

STOUFFVILLE BASEBALL ASSOCIATION

Conduct Review Committee

Purpose:

The purpose of the Conduct Review Committee is to provide due process to any SBA player, coach, team official or parents whose on and/or off field conduct has allegedly violated any of the SBA, YSBA or OBA rules, by-laws, policies and/or codes of conduct, and to make recommendations to the SBA Executive regarding any action¹ to be imposed.

Composition:

The Conduct Review Committee is an ad hoc committee that will be comprised of five individuals:

1. The Chief Compliance Officer of the SBA will chair the committee and will be the only permanent member on the committee;
2. The Convenor (Rep/House League/Select) of the division in which the incident occurred;
3. Another member of the SBA Executive;
4. A voting member of the SBA that is not a member of the SBA executive (coach and/or manager)
5. A voting member of the SBA that is not a member of the SBA executive (coach and/or manager)

Procedure:

Upon being made aware of an incident that may warrant conduct review, any member of the SBA may refer the matter to the Convenor(s) of the Division (Rep/House League/Select) from which the incident took place, the Chief Compliance Officer or any member of the Executive.

Any executive member who is made aware of an incident that may warrant conduct review, shall provide written notice detailing the incident to both the Chief Compliance Officer and the Convenor of the Division (Rep/House League/Select) from which the incident took place.

If the incident is deemed to require a Conduct Review Hearing, the Chief Compliance Officer will contact the individual(s) involved and inform them that the incident has been referred to the SBA Conduct Review Committee. The Chief Compliance Officer will provide them written notice outlining the details of the incident under review and schedule a date for a hearing.

The Chief Compliance Officer will then assemble the Conduct Review Committee panel, as outlined above.

- SBA members whose children are part of the team that was involved in the incident are precluded from sitting on the Conduct Review Committee panel.
 - o If the Chief Compliance Officer is conflicted, the President of the SBA will Chair the Conduct Review Committee panel.
- Any SBA member that was a witness to the incident in question is also precluded from sitting on the Conduct Review Committee panel.

¹ The phrase "action" encompasses both disciplinary action taken by the SBA Executive and also situations where the SBA Executive and/or Chief Compliance Officer may act on behalf of the involved individual(s) associated with the SBA to file an appeal of a disciplinary ruling imposed by either the YSBA or OBA.

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The Conduct Review Committee hearing may occur in person, by teleconference or virtually by MS Teams or Zoom.

The individual(s) whom has/have been referred to the Conduct Review Committee **shall** be afforded the opportunity to provide written submissions regarding the incident to the panel by way of email to the Chief Compliance Officer and/or to address the panel regarding the incident in question, and may be questioned by members of the panel regarding the incident.

- The Chief Compliance Officer has the sole discretion to require that the Conduct Review Hearing be done in person.

The Conduct Review Committee panel may hear from any additional individuals, whether in person or in writing, as they deem appropriate based on the circumstances of the incident.

Upon the conclusion of the Conduct Review hearing, the Committee will confer and make a written recommendation to the SBA Executive about any action and/or discipline that should be made.

Upon hearing the recommendation of the Conduct Review Committee, the SBA Executive will determine by majority vote what, if any, action should be taken and will advise the involved individual(s) of their decision in writing.