

FLORIDA SHUFFLEBOARD ASSOCIATION
COMMITTEE ON DISCIPLINARY PROCEDURES
March 16, 2019

- (a) **Conduct.** Any conduct before, during, or after a tournament which a directing official, board member, or officer considers to be (1) unsportsmanlike, illegal, or (2) contrary to the F.S.A.'s mission, or written or verbal communication within a public forum, including online, which accuses the F.S.A. or its members of biased or improper conduct must be reported to the F.S.A. President for immediate consideration and/or action as explained below.
- (b) **Upon Report of Misconduct.** The F.S.A. President will first decide whether the action constitutes gross misconduct. If the misconduct is not of a gross nature and the member has not been reprimanded for misconduct during the previous year, then the F.S.A. President must contact the F.S.A. member who may have engaged in misconduct (the "Violating Member") and have an informal discussion regarding the complained of misconduct and remind the Violating Member of the F.S.A.'s rules related to sportsmanship and the F.S.A.'s purpose. If the Violating Member refuses to accept the previously mentioned informal discussion or has been reprimanded for misconduct during the previous calendar year, then the Violating Member's misconduct will be treated as gross misconduct. If the misconduct is considered gross, then the F.S.A. President must initiate an investigation into the alleged incident giving rise to the complaint.
- (c) **Investigation.** The F.S.A. shall convene the Executive Board who will interview the known witnesses of the alleged misconduct. If the majority of the Executive Board determines that the complaint has merit, then the Executive Board must give written notice to the Violating Member within sixty (60) days of the determination and proceed with the F.S.A.'s disciplinary procedure as follows below.
- (d) **Disciplinary Procedure: Notice.** Notice that there has been a complaint regarding the Violating Member's conduct must be given *to the* Violating Member via U.S. Mail and Certified Mail. Within this notice, the Violating Member must be given (1) notice that the Violating Member has been reported for alleged misconduct, (2) the date on which the alleged misconduct occurred, and (3) be invited to present a written response and present evidence at a disciplinary hearing as outlined in section (e) below.
- (e) **Disciplinary Procedure: Hearing.** A disciplinary hearing will be held on a date and location as decided by the F.S.A. President. At this hearing, witnesses of the Event, written statements, testimony of the Violating Member, and other evidence may be presented to the Executive Board for consideration. Such hearing shall be at least thirty (30) days after written notice of the hearing. This is to give the Violating Member sufficient time to prepare a defense.
- (f) **Disciplinary Procedure: Determination.** Upon the conclusion of the hearing referenced in section (e) above, the Executive Board will hold a vote to determine whether the preponderance of the evidence indicates that the Violating Member engaged in the reported misconduct. If the Executive Board determines that the Violating Member engaged in the reported misconduct, then it will vote, by a simple majority, whether to: (1) issue a written warning; (2) place the Violating Member on probation for a period not to exceed two years; (3) suspend the member for a period

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not to exceed six months of the F.S.A. playing season(s); (4) recommend to the F.S.A. Board that the Violating Member be suspended for a period to exceed six months of the F.S.A. playing season(s), or; (5) recommend to the F.S.A. Board the Violating Member be expelled permanently from the F.S.A. If the Executive Board votes to recommend (4) or (5), then a corresponding item will be placed on the agenda for the next meeting of the F.S.A. Board.

- (g) Appeal.** A Violating Member who has been the subject of discipline may make written appeal to the F.S.A. Board stating the reason for the appeal and the requested relief sought. This written appeal shall be placed on the agenda as an item for the next meeting of the F.S.A. The penalty under appeal shall be held in abeyance pending the result of the appeal process. The written appeal will be read aloud by a board member of the Violating Member's choosing or, absent a board member willing to read the statement, by the F.S.A. President. Following this reading, a member of the Executive Board will make oral statements regarding the Violating Member's misconduct, the investigation, the hearing, and the determination. Immediately upon the conclusion of these statements, the F.S.A. Board will vote on whether to accept the Violating Member's appeal. No further consideration of the Violating Member's appeal will be brought before the F.S.A.'s Board by motion or other means.
- (h)** Any member involved, either directly or indirectly, as a complainant, witness or other interested party in a complaint of misconduct shall be excused from participation in these disciplinary procedures. The F.S.A. President shall name a temporary replacement for himself/herself and/or any member of the Executive Board so involved.