# Purpose:

The LEAGUE is called upon from time to time to (1) resolve disputes between member organizations and individuals; (2) take action to enforce rules and regulations; and (3) discipline adult or juvenile members. This SOP is a guide to due process.

# Responsibility:

ASSOCIATIONS have authority over all adults and juveniles in the following capacities: players, cheerleaders, coaches and all other adults, provided the connection is official (as opposed to fans). At this level, hearings are held by a Hearing Officer, who may be the President or any other association officer, or a member of the Board of Directors.

Most offenses by volunteers are minor infractions of Associations or team rules. Such cases do not require hearings and discipline is left to the discretion of the Association Board of Directors. Serious offenses which could lead to a penalty of severance require a hearing before an association authority, upon request.

# The LEAGUE has authority over member teams, associations, and subsidiary groups, and all adults and juveniles officially connected with them. Leagues may intervene in the affairs of associations in place of an association authority when, in the Leagues sole opinion, an association is not discharging its responsibility. Leagues also have authority to settle disputes between member organizations. The President, Commissioner, any other League officer, or a member of its Board of Directors, may serve as League Hearing Officers. (Administration Manual Chapter 12)

**HOW A HEARING COMES ABOUT**

A hearing is held as a result of one of the following: (1) a complaint is received from someone with status;(2) a petition is received from someone with status; or (3) an officer of the League has exercised Summary Authority.

**USE OF SUMMARY AUTHORITY**

Summary Authority is to be applied in all cases where quick action is needed to stop, alter, change, or otherwise modify a condition which cannot be allowed to continue until a hearing is held. This may involve a threat to the safety and well-being of juveniles, an obvious violation of League or National rules, or something which adversely affects the image and good name of the League and/or Pop Warner in the community.

Summary Authority may be exercised only by officers of the League. When all officers are present, the Commissioner shall exercise it. In his/her absence, summary authority may only be exercised by the highest ranking officer present in the following order: President, Vice-President, Athletic Director/ Cheer Director, Secretary, Treasurer, Scholastics Director.The Powers of Summary Authority include ordering a game or practice stopped, as well as to suspend, on the spot, any adult or juvenile judged to be the cause of a problem. Summary Authority is to be used with the utmost caution. In no case does it substitute for final action. The League must schedule a hearing to arrive at a final disposition of the case.

# Procedure:

1. No complaint will be heard against any individual or organization, which is based on a violation of a local rule, regulation, or policy, which is not in published form. A charging party may not claim “common knowledge” of rules, regulations, or polices which do not appear in a circulated document.
2. In the event that a rule is violated and an Association deems a volunteer is no longer fit to continue as a Pop Warner Little Scholars volunteer, the Association will submit a formal complaint to the LEAGUE Executive Board.
3. The LEAGUE Vice President is responsible for reviewing all formal grievances submitted to the LEAGUE. Upon reviewing the grievance and determining if the complaint has merit, the Vice President shall complete an investigation to gather the facts of the case. The investigation should include interviewing key personnel for both the Plaintiff and Defendant. Once the facts of the case have been gathered, the Vice President shall schedule a Hearing. For how to conduct a hearing reference the Administration Manual Chapter 12.
4. Upon completion of a hearing the Tribunal shall publish their findings by means of a written report, to both the Plaintiff and Defendant, within 7 days of completion of the hearing. Although formal written notice must follow, the findings of a Tribunal take effect upon verbal notice. The Tribunal shall have great latitude in setting penalties or suspensions as necessary to include indefinite suspension as a volunteer. Reference the Administration Manual Chapter 12 for minimum mandated penalties.
5. Results of Association hearings may be appealed to the LEAGUE. However, the League is not obligated to hear all appeals. There is no appeal from League Tribunal decisions. Reference the Administration Manual Chapter 12.
6. If a violation results in an indefinite suspension of a volunteer, the volunteer shall be added to the LEAGUES “Black List”, listing the primary reason for the suspension, what Board Members were included in the Tribunal, Date of the findings, etc.