

BOYS AND GIRLS CLUB OF BETHALTO COACH/LEADER REPRIMAND POLICY

Club Policy:

It is the policy of the Boys and Girls Club of Bethalto to provide an enjoyable, comfortable, and ethical environment for the participants of Club sponsored programs and activities - a positive place for kids.

Scope:

This policy will cover reprimand administration for coaches/leaders displaying unethical/inappropriate behavior in a Club activity.

Procedure:

The following action will be conducted upon a report of unethical/inappropriate behavior of a coach/leader in a Boys and Girls Club of Bethalto sponsored activity.

The Boys and Girls Club of Bethalto Program Director will initiate an investigation of the report. The Program Director will gather information relating to the incident from the individual filing the complaint, parties involved, and witnesses to the occurrence. The Program Director is responsible for compiling the information in detailed reports, reviewing the incident with the Executive Director, and issuing the disciplinary action according to the defined course of action.

Course of Action:

At the end of an investigation of a complaint of unethical/inappropriate behavior, the Program Director is responsible for administering the below detailed course of action.

- If an accused offender is not found in violation of unethical/inappropriate behavior, then the accused offender and complainant will be notified of the decision and no further action will be administered. All detailed reports will be retained for future reference.
- If an accused offender is found to be in violation of unethical/inappropriate behavior and it is their first offense, the Program Director will issue a verbal warning to the offender. As part of the verbal warning, the offender will be informed of the course of action following any additional reported unethical/inappropriate behavior. All detailed reports generated, including issuance of the verbal warning, will be retained for future reference.
- If an accused offender is found to be in violation of unethical/inappropriate behavior for a second time, the Program Director will issue a written warning to the offender in the form of a formal letter indicating the offense and appropriate course of action. This will include informing the offender that this is their second offense and another violation will result in immediate dismissal of that individual from that activity and from any future coaching/leader responsibilities at the Club. All detailed documentation generated along with the written warning will be filed for future reference.

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- If an accused offender is found to be in violation of unethical/inappropriate behavior a third time, a formal letter will be presented to that individual indicating the final offense, citing the prior violations, and terminating that individual from that activity and from any future coaching/leader responsibilities. All documentation generated along with the termination letter will be retained for future reference.
- If a situation exists where the Program Director feels that the offense is severe enough to warrant moving to a higher level of discipline outside of the standard course of action, a committee meeting is required to assist in administering the disciplinary action. Again, this will be reviewed with the Executive Director prior to issuance of the disciplinary action.

The Club Executive Director is responsible for determining retention of these reports.