

# Black Bear Disciplinary Review Process:

## Step 1: Receive and Acknowledge the Issue

- **Receive Complaint:** Accept a written or verbal report regarding the issue, including any accompanying evidence (e.g., videos, photos, documents). [Black Bear Grievance Form](#)
- **Acknowledge Receipt:** Inform the reporting party that the issue has been received and provide an estimated timeline for resolution.

## Step 2: Initial Review of Material Evidence

- **Gather Evidence:** Collect all material evidence related to the incident (e.g., videos, written statements, or other records).
- **Review Evidence:** Examine the materials provided for clarity, relevance, and consistency.
  - Note key events, actions, or behaviors relevant to the issue.
  - Ensure that the material complies with privacy and confidentiality standards.

## Step 3: Speak with Involved Parties (Disciplinary Committee)

- **Interview the Reporting Party:** Speak with the individual or group who raised the issue to understand their perspective and gather any additional details.
- **Interview the Coach(es):** Discuss the incident with the relevant coach or coaches to gather their account and insights.
- **Interview the Other Party(ies):** Speak with the individual(s) or group(s) accused or identified in the issue to ensure their side is acknowledged.
- **Neutral Witnesses:** If applicable, interview any neutral witnesses who were present or involved.

## Step 4: Analyze and Review (Disciplinary Committee)

- **Cross-Reference Accounts:** Compare the collected evidence and statements to identify consistencies or discrepancies.
- **Consult Policies:** Reference the organization's policies, rules, and procedures to assess whether any guidelines were breached.

## Step 5: Provide Findings and Determine Action (Disciplinary Committee)

- **Draft Findings:** Summarize the evidence, statements, and observations in a concise report.
- **Determine Action:** Based on findings and organizational policies, decide on the appropriate disciplinary action, if warranted.
  - Examples: Verbal warning, suspension, training requirement, or other remedies.
- **Communicate Outcome:** Share the findings and disciplinary actions with all parties affected by the execution of the disciplinary action, while maintaining transparency and respecting confidentiality. Common “parties” as referenced in this bullet would typically

be members of the Disciplinary Committee, Coaches, Parent Representatives [when appropriate], and family(ies) of individual(s) receiving disciplinary action.

### **Step 6: Implement Disciplinary Action**

- **Document the Decision:** File a written record of the findings, actions taken, and any supporting materials.
  - **Follow Through:** Execute the disciplinary actions as decided (e.g., issuing penalties, scheduling training).
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### **Appeal Process:**

#### **Step 1: Initiate Appeal**

- **Submission Deadline:** Allow appeals to be submitted within a specified timeframe (e.g., 7 days) after the disciplinary decision has been determined and communicated with all involved parties.
- **Appeal Format:** Require a formal written appeal outlining:
  - The reason for the appeal.
  - Any new evidence or perspectives not previously considered.

#### **Step 2: Review Appeal**

- **Appeal Committee:** Assign a neutral Appeal Review Committee consisting of three members of the organization who were not involved in the original disciplinary decision
- **Evaluate New Evidence:** Review any additional evidence or rebutting arguments presented in the appeal.

#### **Step 3: Reassess Decision**

- **Revisit Findings:** Compare the original findings with the new appeal details to identify if a reconsideration is warranted.
- **Consult Policies:** Reaffirm the alignment of the initial decision and actions with organizational policies.

#### **Step 4: Communicate Appeal Outcome**

- **Final Decision:** Notify the appellant and other relevant parties of the appeal decision, ensuring transparency.
  - **Document Outcome:** File a record of the appeal and its resolution alongside the original disciplinary case.
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This process ensures fairness, transparency, and compliance with organizational standards, providing a structured approach to handling and resolving disciplinary issues.