

EASTLAKE LITTLE LEAGUE

Review Board Manual



As approved: March 25th, 2024

OVERVIEW

The Review Board, as described by Article IX Section 1 of the Eastlake Little League (hereinafter League) Constitution and by Article II Section 3(g) and Article XI Section 2 of the League Bylaws, is a panel of upstanding participants that will review disputes, complaints, and infractions, as well as propose resolutions and/or disciplinary actions on such matters to the League’s Board of Directors. The League expects all of its Members, representatives, players, and visitors to exhibit exemplary behavior while on League property and during all Little League activities. The Review Board reserves the right to review any matter considered detrimental to the League’s objective. The Review Board also reserves the right to mediate conflicts to protect the League’s image and relationship to the community. It is the ultimate goal of the Review Board to maintain a safe and inclusive environment for everyone.

PROCEDURES

Complaint Intake

All complaints must be submitted via email to ELL.Review.Board@eastlake-ll.com

Initial Review

The Review Board, at the direction of the Secretary or their designee, will conduct an initial review of the reported matter. The Review Board may choose via a majority of those convened to dismiss the complaint or conduct a review under the following guidelines:

- a. The matter must receive an initial review within three business days of submission.
- b. The Review Board shall acknowledge receipt of the complaint by reporting the results of the initial review to the complainant and the President within 24 hours of completing the initial review.

Temporary Suspension(s)

The Review Board may impose temporary suspensions via a majority vote of up to three games if the seriousness of the complaint warrants such action. The temporary suspension must receive approval from the President or their designee. The temporary suspension of a player must also receive approval from the Senior Player Agent or their designee. For any

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matter in which the Review Board requests approval for a temporary suspension, the Review Board must conduct an official investigation.

Note: Temporary suspensions are not considered formal disciplinary action as described in the League's Bylaws.

Investigation

The Review Board reserves the right to investigate any matter received via a variety of actions to include, but not limited to compelling the production of evidence and/or testimony. Cooperation is required from all Members during an investigation. A Member's refusal to cooperate during an investigation may result in disciplinary action. Any player questioned by the Review Board must be represented by a player agent. In most cases, the initial investigation should be completed within 72 hours of conducting an initial review, but may extend as long as necessary.

At its discretion, the Review Board may attempt to provide confidentiality to witnesses; however, confidentiality may be rescinded in furtherance of the League's objective or as required by law.

Extension of Temporary Suspension

The Secretary or their designee, with approval from the President or their designees, may request to extend any temporary suspension to the Board of Directors at any time until the matter is concluded. The request must be submitted via email to each director with a copy to each member of the Review Board. The request must include sound reasoning as to why a temporary suspension should be extended beyond the three game maximum.

Report of Investigation

In the event the Review Board conducts an investigation, the Secretary or their designee must submit a Report of Investigation to the Board of Directors. Any Report of Investigation should be retained in accordance with the League's System of Records and should memorialize the following:

1. A summary of the allegation:
 - a. Date of complaint
 - b. Date of alleged offense
 - c. Parties involved
 - d. Nature of the complaint
2. Details of the initial review to include the voting results

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3. Details of the investigation
4. The Review Board's conclusion(s)
5. The Review Board's recommendation(s)

Director Review

Within 48 hours of receiving a Report of Investigation, the Board of Directors shall electronically vote to accept or amend the Review Board's recommendation(s). Any accepted recommendation(s) that do not involve disciplinary action should be implemented as quickly as possible. For any recommendation(s) requiring an amendment, the Board of Directors must hold a meeting to address the Review Board's recommendation(s) as quickly as quorum can be established.

Formal Disciplinary Action

For any disciplinary recommendations accepted by the Board of Directors, the penalized person(s) is entitled to defend themselves before the Board of Directors. If the opportunity is declined, the accepted recommendation(s) will take effect immediately and the matter will be concluded. If the opportunity is accepted, the penalized person(s) may state their case during the next scheduled Regular Meeting. Players may be represented by their parents and/or the player agents. At the conclusion of their defense, the Board of Directors will vote to confirm or amend any recommended discipline and the matter will be concluded. All imposed disciplinary action is considered formal and may not be appealed.