



Special Olympics Arizona (SOAZ) has adopted the following as Code of Conduct Compliance Policy.

## **CODE OF CONDUCT COMPLIANCE POLICY AND PROCEDURES**

### **1. STATEMENT OF POLICY**

SOAZ expects that all participants will comply with their applicable Code of Conduct, which are available at <http://www.soaz.org/forms>.

This policy applies to all athletes, coaches and volunteers, and provides the procedures for which all allegations of violating a Code of Conduct will be evaluated and resolved if possible.

SOAZ seeks to provide a fun and safe environment for athletes, coaches, volunteers and fans to participate in Special Olympics activities. Adoption of this policy will provide participants an opportunity to help ensure that this goal is satisfied.

SOAZ encourages the prompt reporting of any and all incidents, regardless of who the offender may be.

SOAZ seeks to resolve any complaint of a violation of a code of conduct with the goal of resolving the situation fairly and of preventing future occurrences, including enforcing disciplinary decisions handed down from the Committee or Appeals Board, if required.

For the purpose of this policy, an incident can occur at any of the following places:

- a) Sporting events, competitions, and in training sessions;
- b) At SOAZ-related social functions;
- c) During SOAZ-related travel;
- d) Over the telephone during a conversation about SOAZ-related activities; or
- e) Elsewhere if the person aggrieved is there as a result of SOAZ-related responsibilities or a SOAZ-related relationship.

### **2. CONFIDENTIALITY**

In all reported instances, a prompt, thorough, fair investigation will take place giving careful consideration to protect the rights and dignity of all people involved. In doing so, confidentiality cannot always be guaranteed.



### **3. COMPLAINT PROCEDURE**

- 3.1 A person who thinks he or she has experienced conduct which constitutes a violation of a code of conduct, or has witnessed such conduct (the "Complainant"), is encouraged to make it known to the person responsible for the conduct (the "Respondent") that the behavior is unwelcome, offensive and contrary to this policy and the codes of conduct.
- 3.2 If the issue cannot be resolved informally between the Complainant and Respondent, or such interaction is not appropriate due to the nature of the complaint, the Complainant should consider seeking the advice of a coach or other Class A volunteer to determine if the matter can be resolved informally, assuming that this is not also the Respondent.
- 3.3 If the matter cannot be resolved informally, the Complainant may file a formal complaint using the Infraction Report Form together with a written narrative within 30 days of the alleged incident. The narrative should outline the details of the incident(s) and the names of any witnesses. This is in addition to the information filled out in the Infraction Report Form. The narrative should be dated and signed by the Complainant. If the Complainant wishes to remain anonymous they may fill out the Infraction Report Form, leaving the personal information section empty, and only date the written complaint.
- 3.4 After receiving the Infraction Report Form and written narrative of the incident, the Compliance Officer will provide a written response to both the Complainant and Respondent via certified mail.
- 3.5 In most cases, after completing the investigation, the Compliance Officer will provide a letter with a proposed resolution of the matter to both the Complainant and Respondent via certified mail.
- 3.6 After receiving the Investigation Report, either the Complainant or Respondent can file an appeal to the Committee. Appeals must be in writing and signed by the appealing party. Appeals must be sent to the Support Services Office within 2 weeks of the date of receipt of the Investigation Report. Appeals can be made to challenge the finding(s) of the Compliance Officer.
- 3.7 Appellant and Appellee will be informed of the hearing in writing by certified mail. Most appeals to the Committee will be scheduled for a in person hearing or, if applicable, a telephone hearing. The Committee's resolution of the appeal shall be sent to both the Complainant and Respondent in writing by certified mail.
- 3.8 After receiving the Committee decision, either the Complainant or Respondent can file a final appeal to the Appeals Board. Appeals must be in writing and signed. Requests for appeals must be sent to



the Support Services Office within 2 weeks of the date of receipt of the Committee's decision. Appeals can be made to challenge the finding(s) of the Compliance Officer.

3.9 Appellant and Appellee will be informed of the hearing in writing by certified mail. The Appeals Board's resolution of the appeal shall be sent to both the Complainant and Respondent in writing by certified mail.

3.10 The Appeals Board's decision shall be considered the final resolution of the matter from SOAZ.

#### **4. DEFINITIONS**

4.1 **Appeals Board:** A three member Board of Directors that will hear the last available appeal.

4.2 **Appellant:** The individual that files an appeal (can be either the Complainant or Respondent).

4.3 **Appellee:** The individual that challenges an appeal by Appellant (can be either the Complainant or Respondent).

4.4 **Committee:** A panel of individuals tasked with considering appeals from the First Tier decision.

4.5 **Complainant:** An athlete, coach, official, volunteer, parent, or other concerned individuals who think a violation of a code of conduct has occurred.

4.6 **Compliance Officer:** An employee of SOAZ designated as the Compliance Officer in place.

4.7 **Compliance Officer Response Letter:** This will explain that an investigation will be conducted and result in an Investigation Report.

4.8 **First Tier:** The process described in Section 3.1 through 3.5.

4.9 **Infraction Report Form:** This form will be filled out by the complainant to begin the investigatory process. This form is available on the Special Olympics Arizona website under the forms.

4.10 **Investigation Report:** This is the product of the investigation completed by the Compliance Officer.



- 4.11 **Respondent:** The alleged initiator of the action(s), which the Complainant thinks constitutes a violation of a code of conduct.
- 4.12 **Second Tier:** The process described in Section 3.6 through 3.7.
- 4.13 **Support Services Office:** State Office. Attn: Executive Director  
Special Olympics Arizona 2100 South 75<sup>th</sup> Avenue Phoenix, AZ 85043.
- 4.14 **Violations:** Some possible ways that an individual could commit a violation are listed here. This list is not meant to be exhaustive.
- 4.14.1 Written or verbal abuse or threats;
  - 4.14.2 Physical assault;
  - 4.14.3 Unwelcome remarks, jokes, innuendos, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
  - 4.14.4 Displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
  - 4.14.5 Practical jokes which cause awkwardness or embarrassment, endangering a persons' safety or negativity affecting performance;
  - 4.14.6 Hazing or initiation rites;
  - 4.14.7 Leering or other suggestive or obscene gestures;
  - 4.14.8 Intimidation;
  - 4.14.9 Condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or other event activities;
  - 4.14.10 Conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on participation or any opportunity for selection or training.
  - 4.14.11 False accusation of harassment, of any kind, motivated by malice or mischief and meant to cause another harm, is considered harassment;
  - 4.14.12 Any other violations that can be perceived to be violative of the codes of conduct.