

# Disciplinary Procedures for the Northern District Shuffleboard Association

## (a) Conduct

Any conduct occurring before, during, or after a tournament that is deemed by a directing official, board member, or officer to be unsportsmanlike, illegal, or contrary to the mission of the Northern District Shuffleboard Association—as well as any written or verbal communication in a public forum that accuses the Northern District Shuffleboard Association or its members of biased or improper conduct—must be reported to the Northern District Shuffleboard Association President for immediate consideration and potential action as detailed below.

## (b) Upon Report of Misconduct

When a report of misconduct is received, the Northern District Shuffleboard Association President will first determine whether the alleged actions constitute gross misconduct. If the misconduct is not considered gross and the member in question has not been reprimanded for misconduct within the last 12 months, the Northern District Shuffleboard Association President must contact the accused member ("Violating Member") for an informal discussion regarding the incident. During this conversation, the President will remind the Violating Member of the Northern District Shuffleboard Association and the F.S.A.'s rules concerning sportsmanship and its overarching purpose. If the Violating Member refuses this informal discussion or has previously been reprimanded for misconduct within the past year, the incident will be escalated and treated as gross misconduct. When misconduct is deemed gross, the Northern District Shuffleboard Association President is required to initiate a formal investigation into the alleged incident.

## (c) Investigation

The Northern District Shuffleboard Association President will convene the Executive Board within 30 days after receiving all required information as outlined in Section (e) of this document. The Board will review all documents as well as interview all known witnesses to the alleged misconduct. If a majority of the Executive Board determines that the complaint has sufficient merit, the Board must provide written notice (via Email) to the Violating Member of their determination and proceed with the disciplinary process as outlined below.

## (d) Disciplinary Procedure: Notice

The Violating Member is to be notified by either U.S. Mail/Certified Mail or Email regarding the complaint about their conduct. This notice must include: (1) information that the Violating Member has been reported for alleged misconduct, (2) the date on which the alleged misconduct occurred, and (3) an invitation to submit a written response and present evidence at a disciplinary hearing, as described in section (e).

### (e) Disciplinary Procedure: Hearing/Meeting

A disciplinary hearing will be scheduled within 30 days after **receiving a completed Northern District Incident Reporting Form as well as any written statements from the complainant, violation member and witnesses.** The date and location determined by the Northern District Shuffleboard Association President. At this hearing, the Executive Board will consider testimony from witnesses, written statements, the Violating Member's own written statement/testimony, and any other relevant evidence.

### (f) Disciplinary Procedure: Determination

After the hearing, the Executive Board will vote to determine whether a preponderance of the evidence supports that the Violating Member engaged in the reported misconduct. If the Board finds the member at fault, it will then vote, by simple majority, on the appropriate disciplinary action, which may include:

- (1) Issuing a written warning.
- (2) Placing the Violating Member on probation for up to two years.
- (3) Suspending the member for up to six months (shuffleboard season). (If a suspension is determined the Northern District shall notify the State FSA)
- (4) Recommending to the Northern District Shuffleboard Association Board that the member be suspended for more than six months of the shuffleboard playing season(s).
- (5) Recommending permanent expulsion from the Northern District Shuffleboard Association.

If either option (4) or (5) is chosen, this recommendation will be forwarded to the State F.S.A. President

### (g) Appeal

A Violating Member who is disciplined may submit a written appeal within 30 days of notification of their disciplinary action to the Northern District Shuffleboard Association Board, outlining the reasons for appeal and the relief sought. This written appeal will be included as an item on the agenda for the next Northern District meeting. The penalty under appeal will be suspended until the appeal process is completed. A board member chosen by the Violating Member, or the Northern District Shuffleboard Association President if no such board member is available, will read the appeal aloud at the meeting. Afterward, a member of the Executive Board will make oral statements regarding the misconduct, investigation, hearing, and final determination. Immediately following these statements, the Northern District Shuffleboard Association Board will vote on whether to grant the appeal. No further appeals or reconsiderations on the matter will be entertained by the Northern District Shuffleboard Association Board.

## (h) Recusal

Any individual who is directly or indirectly involved in a complaint—whether as a complainant, witness, or interested party—must be excused from participating in the disciplinary procedures. The Northern District Shuffleboard Association President will appoint a temporary replacement for themselves and/or any Executive Board member who is so involved.

Adopted: January 17, 2026