

## Complaint Procedure

SoCal ASA is not intent on policing teams, coaches and players. However, when allegations of violations of the National ASA Code and / or the SoCal ASA Rules and Regulations are filed in writing, a SoCal ASA official will conduct an examination of the reported violations to determine if basis exist to schedule a suspension hearing.

The procedure for filing a written complaint is as follows:

1. A SoCal ASA Complaint Form shall be filed. The form is available at the SoCal ASA Web site ([www.socal-asa.com](http://www.socal-asa.com)). The form may also be obtained by contacting a District Commissioner, an Age Classification Commissioner or either one of the two State Junior Olympic Commissioners. The complaint must have the following information:
  - a. Name and addresses of all parties.
  - b. The Code article or rule allegedly violated.
  - c. All supporting information, evidence and / or documentation relating to the complaint.
2. A money order or cashier's check in the amount of \$50.00 made payable to SoCal ASA must accompany the complaint form. The \$50.00 fee is non-refundable and may be waived only by the State Commissioner.
3. Evidence substantiating the alleged violation must be listed in the complaint form and included. Examples of such evidence are witness statements, documentation, photos, etc. Witnesses to the alleged violation must be named and their addresses and phone numbers listed in the complaint. Witnesses for or against the accused may testify at a hearing, limited to four per side. Written statements, with appropriate signature, from witnesses who are unable to attend the hearing are acceptable.
4. Receipt of the complaint shall be acknowledged by a SoCal ASA staff member via email or USPS mail within 14 days. If determined that a hearing is necessary, the hearing shall be scheduled within a reasonable time, but not later than 45 days from receipt of the complaint, providing that all required information has been submitted.

## Suspension Hearing

A hearing shall be scheduled when it is determined that reasonable cause exists to believe that the complaint may be valid. Violations of specific articles in the National ASA Code require minimum suspension time periods. The penalty for other violations is at the discretion of the hearing panel or the State Commissioner. All testimony shall be considered to determine the validity of or disprove the complaint, and then, if appropriate, impose a proper penalty.

Testimony at a hearing may indicate that although guilty a person deserves leniency because of mitigating circumstances, while in other cases the testimony may show that a harsher penalty is in order. While conducting a hearing the hearing panel shall consider all information available, including the past record of the accused, previous complaints and the testimony provided by witnesses at the hearing.

1. When a hearing date is scheduled, all parties shall be notified in writing.
2. Each party, complainant and accused, may request no more than one postponement. When a postponement is requested and granted, a new hearing date will be scheduled and all parties shall be again notified in writing.
3. Four persons for the accused and four persons for the complainant may testify.
4. If the accused fails to appear at the hearing without notification, the hearing panel shall proceed with the hearing and take the appropriate action.
5. If the complainant fails to appear at the hearing without notification, the complaint may be dismissed.
6. SoCal ASA may conduct any necessary inquiry into allegations brought against an ASA team, coach, player or umpire as a means of proving or disproving the charges. The inquiry may be conducted before, during or after the hearing.
7. Any member of the SoCal ASA Staff who witnesses or has irrefutable evidence of a violation of the National ASA Code at a tournament may immediately remove a player, manager, coach, team or umpire from further competition in that tournament. A suspension hearing may be conducted at the tournament to determine if further action is required from SoCal ASA.
8. A manager, coach, player or umpire suspended by SoCal ASA forfeits all rights and privileges afforded to a member under the National ASA Code, the Pacific Coast Region Rules and Regulations and the SoCal ASA Rules and Regulations. The forfeiture of said rights and privileges shall include, but not be limited to:
  - a. Representing themselves as an eligible ASA manager, coach, player or umpire to anyone affiliated with ASA.
  - b. Practicing, managing, coaching, umpiring or participating at any time with anyone affiliated with ASA.
  - c. Recruiting for an ASA team.
  - d. Competing with or against any ASA team.
  - e. Suspended individuals shall not be on the field, keep score, be in or around the dugout, relay verbal advice or instruction or signal to a team from any location.
9. When a complaint is upheld and results in suspension, the individual(s) has the right to appeal as outlined in the National ASA Code.

**Non-compliance Penalty:** A minimum of twelve months added to the original penalty.

# SOUTHERN CALIFORNIA ASA – COMPLAINT FORM

Attach a \$50.00 non-refundable money order or cashiers check made payable to So Cal ASA

Name of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Associated with: \_\_\_\_\_ Age Group (if applicable) \_\_\_\_\_  
(Team or League)

1. Name of team/person accused: \_\_\_\_\_

Address & Phone Number (**required**): \_\_\_\_\_

2. ASA and/or So Cal ASA Rule Violated: \_\_\_\_\_

3. Date, Time & Location of Violation: \_\_\_\_\_

4. Facts to support accusation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheet if necessary.

5. List Witnesses to Violation. Addresses and Phone Numbers must be included: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheet if necessary.

\_\_\_\_\_  
Print Name                      Signature - Certifies that your statements are true to the best of your knowledge

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**ALL ITEMS 1 – 5 MUST BE COMPLETED TO BE CONSIDERED**